



**Homeowner Exemption
Certificate of Error Application**

C/E Year

C/E Number

Property Index Number(s)

Owner / Taxpayer

Property Street Address

Owner's Mailing Address

City State Zip

City State Zip

Township

Daytime Phone Number

If property is prorated, please submit a separate application for each PIN.

As an owner of the above property, I hereby apply for the Homeowner Exemption for the Certificate of Error tax year listed above. I affirm by my signature that this property was occupied by its current owner or previous owner as a principal residence as of January 1 of said Certificate of Error year. I understand that it is against the law to provide false information on this Homeowner Exemption Application.

Applicant's Signature

Date

IMPORTANT: THIS IS AN APPLICATION ONLY

You will be notified by mail as to the disposition of the application.

All inquiries should be made to the Taxpayer Information Department at (312) 443-7550.

Please note: If the property is new construction, please contact our office for more information.



Homeowner Exemption Certificate of Error Requirements

The Homeowner Exemption Certificate of Error is available to residential property that did not receive a Homeowner Exemption for the year in question. The property is required to have been occupied as the current or previous owner's principal place of residence as of January 1 of the year in question. The Assessor's Office can issue the Homeowner Exemption Certificate of Error **for at least three years prior to the current tax year**. The requirements for applying for the Homeowner Exemption Certificate of Error are as follows:

1. You must complete a *Homeowner Exemption Certificate of Error Application* for each year you are seeking a Certificate of Error. Applications can be picked up at the Assessor's Office or you can call the Taxpayer Services Department at (312) 443-7550 and we will be happy to send you the appropriate application(s).
2. In order to verify that the property was owner-occupied during the tax year in question, we must have documentation to support your application. **You must submit a photocopy of one of the following (if you are submitting your application in person, you may bring the original and the Assessor's Office staff will make the photocopy):**
 - (a) a *driver's license, state I.D or Matricula Consular* (I.D issued by Latin American country's consulate) showing your address as the property address, issued prior to the earliest year for which you are applying for a Certificate of Error;
 - (b) a *voter's registration card or voting record* from the tax year(s) for which you are applying for a Certificate of Error;
 - (c) a *phone bill or a letter from the phone company* (indicating the date of phone installation) showing your name and address, from the beginning of the tax year(s) for which you are applying for a Certificate of Error;

If (a), (b), or (c) is not available, a notarized affidavit from one person with personal knowledge (not the owner), stating that the property was owner-occupied on January 1st of the year(s) for which you are applying for a Certificate of Error.

Once you have submitted the appropriate application and documentation and they are approved, your Certificate of Error will be issued. A letter will be sent that verifies that the Certificate of Error has been certified. This letter will provide information about obtaining a refund, if one is warranted. Any inquiries should be made to the Taxpayer Services Department at (312) 443-7550.