



Assessor's Office
John Barrington, C.I.A.O.

Town Hall: 1155 East Route 22 • Lake Zurich, IL 60047
Phone: 847-438-8370 **Fax:** 847-438-6880

Due to safety concerns related to COVID-19 our office has limited access. We can handle most concerns quickly via a call or email. Please give us a call, Monday through Thursday, 8:00-5:00 or Friday, 8:00-1:00 at 847.438.8370, or email assessor@elaassessor.org Thank you for your patience as we make adjustments to our offices new way of doing business.

Filing a 2020 Assessment Appeal

Our office has merged the pre-review and formal complaint process in order to eliminate the need to complete multiple copies of appeal forms for both the Assessor's Office and the Board of Review. If you have reviewed your assessment at IMSLake.org and determined an appeal is necessary, you must appeal electronically using the Lake County SmartFile E-filing portal before the deadline. Our office will review all cases and contact you if we are able to offer a reduction, otherwise the case will automatically go through the Lake County Board of Review formal complaint process.

The final filing deadline for Ela Township is Tuesday, September 29th, 2020.

E-filing of assessment appeals is mandatory in Lake County. The Smartfile E-filing process allows for creating and uploading of evidence such as a comparison grid, an ad valorem appraisal, a legal brief or similar summary of the appeal. For cases regarding the recent sale of a subject property, the e-filing application requires answering a series of questions about the transaction and allows for upload of the signed and completed Settlement Statement. An instructional video is available at www.lakecountyil.gov/551/Online-Appeal-Filing should you need assistance with the process.

Ela Township uses a valuation program to generate our assessments that is different than the system used by the Chief County Assessment Office. For that reason, **if you are basing your appeal on lack of uniformity or recent sales comparables, before E-filing, you will first need to visit our website at IMSLake.org Here you will find the most accurate and up to date information to generate your comparison grid.** Once you have generated your grid you will be able to attach it as a PDF to your online appeal.

Reviewing Your Assessment and Generating a Comparison Grid

Start by visiting IMSLake.org

Enter your PIN number or search for your property by entering your address.

Take a moment to view your property characteristics. Any errors? Please notify our office so that we may schedule any necessary field inspections in order to make corrections.

At the bottom of the Property Information page, under "Comparable Property Information" you will be able to select from three options:

Option #1 - select comparable properties by recent sales

Option #2 - select comparable properties to determine assessment equity

Option #3 - if you already know the PIN #'s of your comparables, you may manually enter them using this option

Generate your grid by selecting your comparables (you may select up to five comps per grid) and clicking on "View Comparable Report"

Once your grid is generated you may print a copy and/or save as a PDF to upload if filing an appeal.

Should you need assistance generating your comparison grid please feel free to call or visit our office.

You can now begin the E-filing process by visiting assessor.lakecountyil.gov then selecting SmartFile E-Filing Portal.

Filing Based on Your Recent Purchase Price

If you purchased your home in 2019 or 2020 for a market value less than the market value published on your assessment notice, you can file your appeal directly on the Smartfile E-Filing Portal at assessor.lakecountyil.gov. You are required to upload the signed Settlement Statement or HUD-1. Please be advised documents uploaded to the Smartfile system are available for public viewing. You may want to redact personal information. For additional information, see the Board of Review Rules.

Filing Based on a Recent Appraisal

If you have a recent real estate appraisal as of January 1st, 2020, and the appraised value is less than the market value on your assessment notice, you can file your appeal directly on the SmartFile E-Filing Portal at assessor.lakecountyil.gov. When prompted, you will upload your appraisal as evidence.

Additional Information

A video tutorial on how to E-File as well as the Board of Review Rules can be found at lakecountyil.gov. If you have questions about E-Filing or you have not received an email confirmation after submitting your appeal, you should contact the Chief County Assessment Office at 847-377-2050 for further assistance.

IMSLake.org is your best and most accurate resource for viewing property characteristics and generating grids.

Lake County Maps Online – <http://maps.lakecountyil.gov/mapsonline>

Enter the **PIN#** or address in the search box

Basemap Gallery – Choose **2018 Color Aerial**

Layer List – Check **Parcels** and use dropdown to choose **Pin, Address, Sale, Acreage, etc.**

Check **Tax Parcel Lines**

Check **Transportation**, and use dropdown to choose **Road Labels**

Office Hours

Monday – Thursday 8:00am – 5:00pm

Friday 8:00am – 1:00pm

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