

PTAX-762 Application for Model Home Assessment

Who should complete this form?

You should complete this form to request an alternative assessment if your property is used for model home purposes. The property must be a single-family residence, town home, or condominium, used solely as a model home for prospective buyers, and not occupied as a dwelling. The model home may contain home furnishings, appliances, offices, and office equipment to further sales activities. No more than three model homes can be located at the same time within a three mile radius, the center of each radius is the model home that has been used for the longest period of time. No model home can be used for model home purposes longer than ten years.

When and where must I file?

You must annually file this form with the Chief County Assessment Officer (CCAO), at the address shown below, on or before **April 30** in Cook County and **December 31** in all other counties. Failure to file in a timely manner will result in waiver of the model home assessment for that year.

Note: When any portion of this property no longer qualifies as a model home, you **must** notify the CCAO within 60 days by completing Form PTAX-762-C, Certificate of Ineligibility for Model Home Assessment.

Step 1: Complete the following information

1. _____
Property owner's name

Street address of model home property

_____ IL _____
City Zip

(_____) _____
Daytime phone

Send notice to: (if different than above)

2. _____
Name

Mailing address

_____ State _____ Zip

(_____) _____
Daytime phone

3 Write the assessment year for which you are requesting this model home assessment: ____ _

4. Write the date the property began to be used for model home purposes. ____ / ____ / ____ _

5. This model home is a: Single-family residence
Town home
Condominium

6. Have you applied for other model home assessments in this county? Yes No

7. Write the parcel # of the property for which you are requesting this model home assessment. Your parcel # is listed on your property tax bill or you may obtain it from the CCAO. If you are unable to obtain your parcel, write the legal description on line b.

a. Parcel # _____

b. Legal description _____

Step 2: Sign below

Under penalties of perjury, I state that, to the best of my knowledge, the information on this form is true, correct, and complete.

Subscribed and sworn to before me this _____ day of _____, ____ _.

_____/_____/_____
Property owner's or authorized representative's signature & date

_____/_____/_____
Notary Public Date

If you have any questions, please call: (815) 777-1016
Mail your completed form PTAX-762 to:
Jo Daviess County Chief County Assessment Officer
330 North Bench Street
Galena, IL 61036

Note: A COPY OF THE LISTING SHEET MUST BE INCLUDED WITH THIS APPLICATION

For use by the CCAO

Date received ____/____/____ Reason for denial: _____

Approved _____

Denied _____

Decision Date ____/____/____ _____