



# **BOARD OF REVIEW**

COMMISSIONER LARRY ROGERS, JR

COMMISSIONER TAMMY WENDT

COMMISSIONER MICHAEL CABONARGI

**▲ The Board of Review is closed for in person access to the public until further notice (click here for more information) or call 312-603-5542**

**🔔 Employment Opportunities at the Board of Review**

Employment Opportunities at the Board of Review

## ***Portal Guide - Property Owners***

### SUBMITTING AN ONLINE APPEAL FOR PROPERTY OWNERS

1. Login to your Account. For instructions on how to create an Account, [click here](#)
2. Click on Submit Appeal
3. Pick 'Property Over Assessment' from the dropdown menu (Note: for under-assessment appeals, omitted assessments and exemption applications, please contact our Chief Clerk's Office at 312-603-5586 or email us at [ccbor.onlineform@cookcountyil.gov](mailto:ccbor.onlineform@cookcountyil.gov))
4. Enter your PIN number if you do not know your PIN, please [click here](#) to find by address.
5. Add Associated PINS if there are any (XXX). Pick 'no' if your appealing a single PIN
6. Click submit
7. Edit / Enter the following fields as needed:
  - a. Appellant Name
  - b. Appellant Address
  - c. Appellant City

- d. Appellant State
  - e. Appellant Zip
  - f. Appellants Phone Number
  - g. Appellants Email Address
  - h. Confirm Appellants Email Address
  - i. Appellant Type
8. If you would like a Hearing, check 'Yes'. To learn more about Residential Hearings, click [here](#), or to learn about Commercial Hearings, click [here](#).
  9. If you Purchased your home in any of the years indicated in the drop down menu, pick that option, else pick 'other'.
  10. If you are filing on the grounds of uniformity, please list your Comparables here in the Notes page. You may also use this area to submit any information that you feel is pertinent for the Analyst reviewing your property to know.
  11. Click Next
  12. Confirm the details of your Appeal by checking the box
  13. Initial the Appeal
  14. Click Submit
  15. If you plan on submitting Evidence ( Documents to support your Appeal ) now or at a later time , click 'Yes'. To learn more about how to present a case, click [here](#)
  16. Click on the "Browse" button, select the file you are uploading, and click open.
  17. Ensure that you are picking the correct 'Document Type' for the evidence you wish to submit. Eg – If you wish to submit an Appraisal, pick Document Type 'BOR Appraisal' from the drop down menu
  18. View the Documents to ensure that you have attached the correct document.
  19. Click Submit
  20. Note, if you wish to add Documents at a later date, navigate to 'My Appeals' on the left side of screen and locate the Complaint in question

Click on the Add Docs option to add any other Evidence you wish to submit with your appeal.