

# Jersey County

## Board of Review Rules

Taxpayers are strongly encouraged to discuss their real estate assessments with the Township Assessor prior to the filing of a complaint with the Board. Many times the reason for the assessment can be made clear or any errors in the property record card can be corrected, eliminating the need for filing a complaint. After talking with the Township Assessor, taxpayers still wishing to pursue an assessment complaint will need to familiarize themselves with the following rules governing hearings before the Board. By state law, the time period for filing a complaint cannot be extended while discussing the assessment with the Township Assessor.

1. Complaints may be filed when property appears to be over or under assessed.
2. Complaints must be filed within 30 days of the publication of the township assessment roll. Complaints filed by United States mail must be postmarked on or before the filing deadline date. This does not apply to communications mailed to any location other than the Board of Review, 200 North Lafayette, Ste 4, Jerseyville, IL 62052
3. Any attorney filing a complaint on behalf of a taxpayer or property owner must have authorization by an owner of record; this authorization must accompany the original complaint form. Attorneys must be licensed to practice law in Illinois.
4. Complaints should be filed on the proper complaint form and signed by the property owner. A separate complaint form should be filed for each parcel. All supporting evidence or information should be attached to the complaint form. Docket numbers will be assigned to all complaints that have been filed properly.
5. The Board of Review will consider each complaint that has been properly filed and issued a docket number. The Board of Review may inspect the property in question, if necessary.
6. The Board of Review shall equalize assessments when deemed necessary to attain uniformity in the county.
7. Final decisions of the Board of Review will be mailed to the complainant.
8. Because of the volume of complaints before the Board, most hearings are scheduled at twenty-minute intervals. All presentations by the complainant, along with the questions that may be asked by the Board, must be completed within this time frame.
9. When a complainant or complainant's agent engages in threatening, disruptive, vulgar, abusive or obscene conduct or language that delays or protracts a proceeding or refuses to leave a hearing room after a decision has been rendered, the Board, by any Member or Hearing Officer, may request that the offending individual leave the proceeding.
10. These rules may be amended at the discretion of the Jersey County Board of Review.