

# 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

\_\_\_\_\_  
City IL Zip

(\_\_\_\_\_) \_\_\_\_\_  
Daytime phone

Send notice to: (if different than above)

2. \_\_\_\_\_  
Name

\_\_\_\_\_  
Mailing address

\_\_\_\_\_  
City 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: (309) 558-3660  
Mail your completed form PTAX-762 to:  
Rock Island County Chief County Assessment Officer  
1504 3<sup>rd</sup> Avenue  
Rock Island, Illinois 61201

Notary stamp: \_\_\_\_\_

For use by the CCAO Do not write in this space

Date received \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Approved: Yes No  
Date approved \_\_\_\_/\_\_\_\_/\_\_\_\_\_

Date complete \_\_\_\_\_ Date sold \_\_\_\_\_  
Full year value \_\_\_\_\_ Instant \_\_\_\_\_  
Pro-rated L \_\_\_\_\_ I \_\_\_\_\_ T \_\_\_\_\_  
TAX-762 (R-09/03) IL-492-3076

# PTAX-762-C Certificate of Ineligibility for Model Home Assessment

## Who must complete this form?

You must complete this form and specify the reason for ineligibility when any portion of the model home property no longer qualifies for the alternate assessment. (See Question 4, Step 1)

## When and where must I file?

You must file this form with the chief county assessment officer (CCAO) at the address shown below within 60 days of the date the property becomes ineligible.

**Note:** You may be required to provide additional documentation.

## 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  
City

(\_\_\_\_\_) \_\_\_\_\_  
Daytime phone

3 Write the date the property became ineligible for the model home assessment.

\_\_\_\_/\_\_\_\_/\_\_\_\_

## 4 Check the reason for ineligibility

- occupied as a dwelling
- sold for use other than as a model home
- leased for use other than as a model home
- more than 3 model homes located at the same time within a 3-mile radius
- other (specify) \_\_\_\_\_

## 5 Write the property index number (PIN) of the property for which you received the model home assessment. Your PIN is listed on your property tax bill or you may obtain it from the CCAO. If you are unable to obtain your PIN, write the legal description on Line b.

a PIN \_\_\_\_\_

b Write the legal description only if you are unable to obtain your PIN. (attach separate sheet if needed)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 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.

\_\_\_\_\_  
Property owner's or authorized representative's signature Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day

of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary public Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## If you have any questions, please call:

(\_\_\_\_\_) \_\_\_\_\_

## Mail your completed Form PTAX-762-C to:

\_\_\_\_\_ County Chief County Assessment Officer

\_\_\_\_\_  
Mailing address

\_\_\_\_\_ IL \_\_\_\_\_  
City ZIP

## For use by the CCAO

Date received \_\_\_\_/\_\_\_\_/\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_