



**Maureen Berkowitz**  
**Chief County Assessment Officer**

## **CONDITIONS FOR GRANTING OF LEASEHOLD EXEMPTIONS**

1. A notarized application, signed by both the owner and the lessee of the single family residence, must be submitted each year during the application period in effect.
2. A copy of the lease must be filed with the Chief County Assessment Officer by the owner of the property at the time the notarized application is submitted.
3. The lease must expressly state that the lessee is liable for the payment of property taxes.
4. The Lessee must occupy the property on January 1 of the tax year.
5. If there is a change in Lessee, or if the Lessee vacates the property, the owner of the property must notify the Chief County Assessment Officer of that change.
6. The lease must include the following language in substantially the following form:

Lessee shall be liable for the payment of real estate taxes with respect to the residence in accordance with the terms and conditions of 35 ILCS 200/15-175. The permanent real estate index number for the premises is

\_\_\_\_\_ , and according to the most recent property tax bill, the current amount of real estate taxes associated with the premises is  
\_\_\_\_\_ per year. The parties agree that the monthly rent set forth above shall be increased or decreased pro rata (effective January 1 of each calendar year) to reflect any increase or decrease in real estate taxes. Lessee shall be deemed to be satisfying Lessee's liability for the above mentioned real estate taxes with the monthly rent payments as set forth above (or increased or decreased as set forth herein.)