

# PTAX-762 Application for Model Home Assessment

## Who should complete this form?

You should complete this form to request an alternate assessment if your property is used for model home purposes. The property must be a single-family residence, townhome, 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 3 model homes can be located at the same time within a 3-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 10 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  
 Townhome  
 Condominium

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

**7** Write the property index number (PIN) of the property for which you are requesting this 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 a 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.

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:

( 217 ) 753-6807

Mail your completed Form PTAX-762 to:

SANGAMON County Chief County Assessment Officer

200 SO 9TH STREET, RM 210

Mailing address

SPRINGFIELD IL 62701

City ZIP

For use by the CCAO

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

Approved

Denied

Decision Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Reason for denial \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_