



Senior Exemption
Certificate of Error (C/E) Application

*C/E Tax Year

If you have questions, please contact our office.

Office use only:
C/E Number

Section 1: Applicant's Current Information

*Name of Applicant (Taxpayer/Owner)

___/___/___ _____
*Date of Birth (Month / Day / Year) Last 4 of SSN

*Daytime phone number

*Taxpayer Mailing Address and Street

*Mailing Address City, State, and Zip code

*** = Required.**

Information about Property:

*Property Address and Street

*City *State *Zip

*Property Index Number (PIN)
If this property is prorated, please submit a separate application for each PIN.

Section 2: Required Supporting Documents

- Supporting documentation is **required** with this application to verify applicant's identity, property occupancy, and property tax liability for the tax year of this application. See back of form for acceptable documents.
- All applications **must** include Photo ID and Occupancy Affidavit

Section 3: Applicant Attestation and Signature

- I affirm that in the Certificate of Error (C/E) Tax Year listed above:
- I was 65 years old or older;
 - I occupied this property as a residence;
 - I own this property or have a legal, equitable, or leasehold interest in this property; **and**
 - I was liable for paying real estate taxes on this property.
- I further affirm that I have not received a Senior Exemption for another property in the C/E Tax Year.
- I understand that if this Senior Exemption is granted in error, this property may be subject to a lien for back taxes and penalties in accordance with Section 9-275 of the Illinois Property Tax Code.
- I hereby apply for the Senior Exemption for the Certificate of Error Tax Year listed above.

*Applicant's signature

*Date

THIS IS AN APPLICATION ONLY. Once you have submitted the appropriate application and documentation and they are approved, your Certificate of Error will be issued. A Certificate of Error Tax Bill will be sent which verifies that the Certificate of Error has been processed.



Senior Exemption Certificate of Error: Eligibility and Supporting Documents

The Senior Citizen Exemption Certificate of Error (C/E) is available to qualified owners of residential properties who did not receive a Senior Citizen Exemption for the tax year in question. The Assessor's Office can issue a C/E for at least three years prior to the current tax year. To demonstrate eligibility, you must provide documents that verify your (the applicant's) identity, date of birth, property occupancy, and tax liability.

Important: Be sure to supply all verification document(s) required. If someone is assisting/representing the applicant in submitting this application, please **also** supply an Attorney/Representative Authorization Form.

Step 1: Verify Identity and Occupancy of this Property during C/E Tax Year

Note: **If your name is different** between any provided verification document(s) or the deed, you must **also** submit documentation sufficient to explain the name change, such as a certified marriage certificate, certified divorce decree, etc.

LIST OF ACCEPTABLE DOCUMENTS

Attach copies of one from List A, **OR** one from List B AND one from List C

One photo ID from List A and an Occupancy Affidavit.		
The name and address on the photo ID must verify the application, and have a date of issue before January 1 of the C/E Tax Year.	List A: Photo IDs that verify identity and occupancy in the C/E tax year	
	<ul style="list-style-type: none"> • Illinois Drivers License / ID Card • Matrícula Consular ID • City of Chicago ID Card 	
OR provide one photo ID from List B and one document from List C and an Occupancy Affidavit.		
The name on the photo ID must verify information entered on the application.	List B: Photo IDs that verify identity	List C: Documents that verify occupancy in the C/E Tax Year
The name and property address on the List C document must verify information entered on the application, and must demonstrate that you occupied this property on or before January 1 of the C/E Tax Year.	<ul style="list-style-type: none"> • Illinois Drivers License / ID Card • Matrícula Consular ID • City of Chicago ID Card • Passport • US Military ID • Certificate of Naturalization (N-550/N-570) • Permanent Resident Card (I-551) • Refugee Travel Document (I-571) • Employment Authorization Card (I-766) 	<ul style="list-style-type: none"> • Mailed bank statement • Mailed landline, cable, or internet bill • Mailed pay stub or Social Security Award letter • Voting record (from Cook County Clerk's Office or Chicago Board of Elections)
		Occupancy Affidavit:
		<ul style="list-style-type: none"> • at cookcountyassessor.com

Step 2: Verify Property Tax Liability for this Property in the C/E Tax Year

If you **are** listed on the **deed** recorded at the Office of the Cook County Recorder of Deeds:

The Assessor's Office staff can verify recorded deeds for you, so you do not need to provide a document.

OR if you are **not** listed on the recorded deed, please provide a copy of one of these documents:

- Deed (if not recorded) or contract for a deed
- Lease (condominiums and multi-unit apartment buildings not eligible)
- Will or Trust
- Co-op stock certificate or Occupancy Agreement



OCCUPANCY AFFIDAVIT

Affiant's Name: _____ Phone #: (____) _____

Affiant's Current Address: _____
(property address, city, state and zip code)

I, _____, do hereby state under oath as follows:
(Affiant's name)

From _____ to _____, I occupied as my principal residence
(date) (date)

the property commonly known as _____ and
(property address, city, state and zip code)

identified by Property Index Number(s) _____,

and I did not request or receive a homestead exemption on a different property for any of those years.

I swear that the facts stated above are true and complete.

Signature of Affiant (required)