

# PTAX-761 Request for Reduction Due to Destruction

## Read this information first

You must complete Form PTAX-761 to request a reduction of assessment if a building, structure, or other improvement assessed for property tax purposes was damaged or destroyed and rendered uninhabitable and unfit for occupancy or customary use. The destruction must be by natural disaster or accidental means and not by the willful misconduct of the owner. You must file Form PTAX-761 within 90 days after the destruction or 90 days after the township or multi-township assessor mails you the application. Failure to do so shall result in no reduction of assessment to the property.

## Step 1: Provide the following information

**1** \_\_\_\_\_  
Property owner's name

\_\_\_\_\_

Property owner's street address

\_\_\_\_\_

City State ZIP

Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email address: \_\_\_\_\_

**Property owner on January 1 of the assessment year if different than Line 1:** \_\_\_\_\_

**Send notice to (if different than Line 1)**

**2** \_\_\_\_\_  
Name

\_\_\_\_\_

Street address

\_\_\_\_\_

City State ZIP

Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email address: \_\_\_\_\_

## Step 2: Identify the property

**3** Provide the street address of the property if different than the address you identified in Step 1, Line 1.

\_\_\_\_\_

Street address

\_\_\_\_\_

City State ZIP

**4** Write the property (parcel) number (PIN) listed on your property tax bill or obtain it from the Chief County Assessment Officer.

**a PIN:** \_\_\_\_\_

**b** If unable to obtain your PIN, provide a legal description.

\_\_\_\_\_

\_\_\_\_\_

## Step 3: Describe the property's destruction

**5** Write the date the improvement became uninhabitable or unfit for occupancy or customary use? \_\_\_\_/\_\_\_\_/\_\_\_\_

**6** Was the improvement damaged by natural disaster or accidental means?  **yes**  **no**

**7** What caused the destruction (you may attach additional documentation): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Step 4: Sign below

I state to the best of my knowledge, the information contained in this request true, correct, and complete. If the improvement is replaced, I will file a request for reassessment due to construction of improvements, within 30 days after the completion date.

\_\_\_\_\_

Property owner's or authorized representative's signature

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

Month Day Year

## Step 5: Mail your completed Form PTAX-761

If you have any questions, please call (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_.

Mail your completed Form PTAX-761 to: \_\_\_\_\_

\_\_\_\_\_

Mailing address

\_\_\_\_\_

City IL ZIP