

**Senior Citizen Exemption  
Certificate of Error Application**

C/E Year

C/E Number

Property Index Number(s)

Owner / Taxpayer

Property Street Address

Owner's Mailing Address

City State Zip

City State Zip

Township

Daytime Phone Number

*If property is prorated, please submit a separate application for each PIN.*

Through my signature below I apply for the Senior Citizen Exemption for the Certificate of Error tax year listed above. I affirm that I was 65 years of age or older during the year listed above, that as of January 1 of the year listed above I owned the property described by the Property Index Number above or had a lease or contract which made me liable for its real estate taxes, and that as of January 1 of the year listed above the property was my principle residence. I understand that it is against the law to provide false information on this Senior Citizen Exemption Application.

Signature of Owner/Lessee or Representative

Date

Applicant's Birthdate

**IMPORTANT: THIS IS AN APPLICATION ONLY**

*You will be notified by mail as to the disposition of the application.*

*All inquiries should be made to the Taxpayer Information Department at (312) 443-7550.*

*If the property owner takes residence after January 1, he or she may receive a prorated exemption based on the month the property was purchased. Please contact our office for more information.*



## **Senior Citizen Exemption Certificate of Error Requirements**

The Senior Citizen Exemption Certificate of Error is available to all qualified owners of residential properties who did not receive a Senior Citizen Exemption for the year in question. The Assessor's Office can issue a Certificate of Error **for at least three years prior to the current tax year**. The property is required to have been occupied as the current owner's principal place of residence as of January 1 of the year in question. If a senior moves into the property after January 1, he or she may receive a prorated exemption based on the month the property was purchased. The requirements for a Senior Citizen Exemption Certificate of Error are as follows:

- (1) You must be 65 years or older in the year for which you apply, and
- (2) You must have either owned the property, or had a lease or contract making you responsible for real estate taxes that year, and
- (3) In order to verify that the property was owner-occupied during the tax year in question, documentation must be provided to support your application. **You must submit a photocopy of the following:**
  - (a) a *COPY* of one official document showing your date of birth AND correct address, such as a Driver's License, Illinois ID Card or Social Security Awards letter with birth date included; **and**
  - (b) a copy of a recent property tax bill for your home.

**NOTE: Women whose names are different from that on ID must provide documents (such as marriage certificate) demonstrating connection with current name. Owners of Cooperative units must also submit a Stock Certificate Occupancy Agreement or Trust Agreement.**

Once you have submitted the appropriate application and documentation and they are approved, your Certificate of Error will be issued. You will be sent a letter once your Certificate of Error has been certified. This letter will provide information about obtaining a refund, if one is warranted. Any inquiries should be made to the Taxpayer Services Department at (312) 443-7550.