

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

Send notice to (if different than Line 1)

Property owner's name	Name
Property owner's address	Street address
City State Zip Code	City State Zip Code
Telephone E-mail address	Telephone E-mail address

Property owner on January 1 of the assessment year if different than Line 1: _____

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

PIN: _____

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 damage by natural disaster or accidental means? ____ yes ____ no

7. What caused the destruction (you may attach additional documentation): _____

8. Describe the improvement which was destroyed. (List size and age of building, if possible submit picture of property showing the destruction: _____

9. Do you plan to rebuild or repair the structure destroyed?

____ No ____ If yes, estimate date of completion _____.

Step 4: Sign below

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

Property owner's or authorized representative's signature

Date

Step 5: Mail your completed Form PTAX-761 with pictures if possible to:

Clinton County Assessment Office

850 Fairfax Street

Carlyle, IL 62231

Phone # 618-6610