

## Policy/Guidelines for Real Estate Tax Abatement Application

### Guidelines for Abatements:

Only the property of a commercial or industrial firm is eligible for tax abatement. Residential property does not qualify. The commercial or industrial firm must meet one or more of the following criteria:

1. the firm is locating within the taxing district during the immediately preceding year from another state, territory or country;
2. the firm has been newly created within Illinois during the immediately preceding year; or,
3. the firm is expanding an existing facility.

When the School District extends an abatement, it ordinarily abates property taxes attributable to the School District in the following way:

1. 100% abatement for the first year,
  2. 50% abatement for the second concurrent year,
- but the School District reserves the right to vary the amount or schedule of abatements within its sole discretion.

A Certificate of Occupancy is required of all applicants.

The Board of Education reserves the right to approve/deny any and/or all qualified applications in its sole discretion. The Board of Education may also request additional information concerning the application from any applicant, and may delay its final response until it receives the requested information.

### DEADLINE:

Applications shall be submitted on form provided by the School District. Part A of the application must be submitted by September 1 for the year in which the applicant is requesting tax abatement, or the application will not qualify for abatement until the following year.

### APPLICATION PROCESS:

The application for real estate tax abatement is a two-step process. Part A of the process occurs prior to construction of the improvements on the property. Part A of the application requests various information about the property and improvements. Part B of the application occurs after construction of improvements on the property has been completed. A copy of the Certificate of Occupancy must be submitted with Part B.

### EQUALIZED ASSESSED VALUE:

The EAV of improvements constructed on the property must be increased by a minimum of \$50,000 as a result of the new construction or improvement or the property will not be eligible for tax abatement.

DOCUMENTATION:

The following documents must accompany Part A of application:

1. most recent tax bill
2. most recent notice of Equalized Assessed Value
3. site plan showing improvements to be constructed on the property

A Certificate of Occupancy must be provided with Part B of application, which must be filed no later than 90 days after the Certificate of Occupancy has been issued.

If you have any questions or require further information, please contact the Business Manager at the Harlem Administration Center.

Approved:

DELETED