

HARLEM CONSOLIDATED SCHOOLS
District #122

INSTRUCTIONS FOR APPLICATION FOR REAL ESTATE TAX ABATEMENT

1. Deadline. All applications (which shall be provided by the School District) must be filed with the Business Manager of the School District by September 1 for the year in which the Applicant is requesting tax abatement. Applications filed after September 1 will not qualify for abatement until the following year.
2. Increase in Equalized Assessed Value. The equalized assessed value of improvements constructed on the property must be increased by at least \$50,000 as a result of the project, or the property will not be eligible for tax abatement.
3. Certificate of Occupancy. The application must include a Certificate of Occupancy. Part B of the Application for Tax Abatement must be filed no later than 90 days after the Certificate of Occupancy has been issued.
4. Documentation. The following additional documents must accompany the Application for Real Estate Tax Abatement:
 - A. Most recent tax bill;
 - B. Most recent notice of Equalized Assessed Value, and;
 - C. Site plan showing improvements to be constructed on the property.
5. 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. Part B requests additional information about the value of the property after construction has been completed, including a copy of the Certificate of Occupancy.
6. Guidelines for Abatements.
 - A. The tax abatement will be for 100% of the property *taxes* attributable to the school district for year one and 50% of the property taxes attributable to the school district for year two.
 - B. Only business/industry is eligible (or tax abatement (not residential)).
 - C. There must be at least a \$50,000 increase in EAV due to new construction or improvement.
 - D. The maximum period of abatement is two concurrent years.
 - E. A Certificate of Occupancy is required of all applicants.
 - F. The Board of Education reserves the right to approve/deny any and/or all qualified applications.
7. Further Information. If you have any questions or require further information, please contact the following:

Mr. Joshua Aurand, Assistant Superintendent
for Business & Operations
Harlem Consolidated School District #122
8605 N. Second Street
Machesney Park, IL 61115
(815) 654-4500

APPLICATION FOR REAL ESTATE TAX ABATEMENT
BOARD OF EDUCATION OF HARLEM CONSOLIDATED SCHOOL DISTRICT NO. 122
WINNEBAGO COUNTY, ILLINOIS

PART A:

1. APPLICANT:

(a) Name: _____

(b) Address: _____

(c) Telephone: _____

(d) Person to contact regarding this Application (if different from above):

(1) Name: _____

(2) Address: _____

(3) Telephone: _____

2. IDENTITY OF PROPERTY:

(a) Permanent Parcel Identification Number: _____

(b) Street address of property: _____

(c) Attach legal description of property.

3. EQUALIZED ASSESSED VALUE OF PROPERTY:

(a) Equalized assessed value for Year 20__ : \$ _____

(b) Attach copies of the most recent:

(1) Tax bill; and

(2) Notice of equalized assessed value.

4. THE FOLLOWING IMPROVEMENTS WILL BE CONSTRUCTED ON THE PROPERTY:

(Attach a site plan showing the improvements to be constructed on the property.)

5. CONSTRUCTION:

(a) Estimated date construction of improvements will begin: _____.

(b) Estimated date construction of improvements will be completed: _____.

(c) Estimated total cost of improvements to property: \$ _____.

(d) Estimated total value of property, after improvements: \$ _____.

I hereby certify this to be a true and correct reporting of all the facts arising in connection with Part A of this Application. I further certify that I have read the Tax Abatement Policy of the Harlem Consolidated School District, as revised from time to time, and hereby apply for tax abatement in accordance with that Policy.

I further understand that to qualify for tax abatement, I have to submit additional documents described in Part B of the Application and that the Board of Education will not take any action with respect to this Application until I have completed Part B.

Dated: _____

Applicant: _____

By: _____

Position: _____

APPLICATION FOR REAL ESTATE TAX ABATEMENT BOARD OF EDUCATION OF HARLEM
CONSOLIDATED SCHOOL DISTRICT NO. 122,
WINNEBAGO COUNTY, ILLINOIS

PART B:

1. APPLICANT:

(a) Name: _____

(b) Address: _____

(c) Telephone: _____

2. EQUALIZED ASSESSED VALUE OF PROPERTY:

Attach copies of the most recent:

(a) Tax bill; and

(b) Notice of equalized assessed value.

3. CONSTRUCTION:

(a) Date construction of improvements began: _____.

(b) Date construction of improvements completed: _____.

(c) Total cost of improvements to property: \$ _____.

(d) Attach Certificate of Occupancy.

I hereby certify this to be a true and correct reporting of all the facts arising in connection with Part B of this Application. I further certify that I have read the Tax Abatement Policy of the Harlem Consolidated School District, as revised from time to time, and hereby apply for tax abatement in accordance with that Policy.

Dated: _____

Applicant: _____

By: _____

Position: _____

Approved: