

INSTRUCTIONS FOR COMPLETING
AN APPEAL TO THE BOARD OF REVISION
COMPLAINT AGAINST THE VALUATION OF A MANUFACTURED OR MOBILE
HOME TAXED LIKE REAL PROPERTY

- Please type or print all information.
- Carefully read the instructions on the back of the form.
- The Board of Revision hears complaints on the current market value of your home, not the tax dollars you pay.
- Any information submitted with your complaint will become part of the permanent record and will not be returned to you.
- Notices will be sent by certified mail only to those parties listed on the complaint and to the address(s) listed.
- If the stated amount of increase or decrease is at least seventeen thousand five hundred dollars (\$17,500), a notice will be sent to the affected board of education. This board of education then has an opportunity to file a counter-complaint.
- Evidence of valuation must be related to the total value of the home.
- The Board of Revision may **increase** or **decrease** the total value of any home included in the complaint.
- The Board of Revision will notify all parties listed on the complaint not less than ten (10) days prior to the hearing of the date, time and place of the hearing.
- A complaint must be filed in the Auditor's Office (not just postmarked) by the close of business on March 31, 2025.
- Complainants of the valuation of rental property must provide income and expense statements, the current rent roll, and lease information.

CHAMPAIGN COUNTY BOARD OF REVISION RULES OF PROCEDURE
IS AVAILABLE UPON REQUEST