



# **RESIDENTIAL COMPARISON GRID**

Please complete the Residential Comparison Grid if your appeal is based on uniformity or excessive market value. Information necessary to complete this form is available from your local township assessor, and from your own first hand knowledge of comparable properties. A copy of your information will be sent to your local township assessor.

	<b>SUBJECT PROPERTY</b>	<b>COMPARABLE #1</b>	<b>COMPARABLE #2</b>	<b>COMPARABLE #3</b>
Permanent Parcel Number				
Street Address				
*Neighborhood (as Assigned by assessor)				
Total Land Square Footage				
**Structure Type/Style/ Number of Stories				
Exterior Construction				
Age of Property				
Number of Bathrooms (full and half)				
Living Area (square ft) Do not include basement or garage with the exception of tri-levels				
Basement area (square feet)				
Finished Basement Area (yes or no, or percentage of finished area)				
Air Conditioning				
Fireplace				
Garage (square feet Or number of cars)				
Patio or Decks				
Other (pool, etc)				
Date of Sale				
Sale Price				
Sale Price per square Foot (sale price divided By living area from line 9)				
Land Assessment				
Building Assessment				
Total Assessment				
Building Assessment per square foot (bldg assmt from line 21 divided by living area from line 9)				

\*Either the neighborhood name, number, subdivision name, or development name will be sufficient. This is a VERY important characteristic.

\*\*This is a VERY important category of information.

# DUPAGE COUNTY BOARD OF REVIEW

## Glossary of Terms for Residential Comparison Grid

Please note that it is very important to utilize properties that are similar to the subject property in an appeal. The most up-to-date information necessary to complete this grid is available from your local township assessor's office or on their websites.

1. **Permanent Index (Parcel) Number** – This is the number that is used to identify your property. It appears just above your name on the front of your assessment notice as well as appearing on your tax bill.
2. **Street Address** – The common address used for your property.
3. **Neighborhood** - *This is a very important criterion and every effort should be made to supply this information.* In most instances, the assessor has your property in an assessment neighborhood. For some townships, this information is on their website. If that is not available to you, use the common description for the area in which the property is located.
4. **Total Land Square Footage** – For most residential parcels, most assessors have the total square footage for each parcel available on their websites. There are other instances where acreage is the common unit of comparison; for example, many areas have quarter acre lots. In this instance, you may want to describe the lots in your comparison in a fashion such as “.25 acre”.
5. **Structure Type/Style/Number of Stories** – *this is a very important criterion and every effort should be made to supply this information.* This refers to the type of home in terms of story height and style. The Board of Review is looking for whether the structures are 2-story, ranch style, tri-level, b-level raised ranch and the like. This information is best gained from a street side view of the properties. There are many instances where properties are one and two story structures; if so, it is acceptable to note that in the field. For such a structure one might place “Part 2 Story/Part 1 Story” in this spot on the grid.
6. **Exterior Construction** – The Board is looking for finish on the exterior of the house. For example; brick, wood siding, aluminum siding and stucco are common exterior finish types. There may be combinations such as “brick and frame” that are appropriate descriptions here.
7. **Year Built/Effective Age** – The Board of Review would like to know the approximate year in which the property was built. Effective age is a characteristic of rehabbed or otherwise modified properties and is calculated by the township assessor.
8. **Number of Bathrooms** – In this category, the Board of Review is looking for the number of full baths (three, four and five fixture) and the number of half baths (sink and toilet) in the structure. An example of how you might convey this would be “2 full, 1 half, or 2.5 baths”.
9. **Living Area** – The Board of Review is looking for the *above ground square footage* of the structure, as measured from the *exterior* of the building, as is the standard in the appraisal industry.

10. **Basement Area** – The total basement area for the structure.
11. **Finished Basement Area** – The total square footage of the basement that is finished and used as living area. At times this will have to be an approximation (i.e. one-half or 75%), due to a lack of information available. If an approximation is not available “yes” would also be acceptable information.
12. **Air Conditioning** – This is a “yes” or “no” answer in most instances. The Board only considers central air to be air conditioning.
13. **Fireplaces** – The Board of Review is looking for the number of fireplace openings in a property, even if two or more share the same chimney.
14. **Garage** – The total square footage of the structure is the important information here. If square footage is unknown, the number of cars accommodated by the garage e.g., 1, 2 or 2 ½, is acceptable information.
15. **Patios or Decks** – In some instances patios and decks are a significant part of an assessment valuation. Here again, the approximate square footage of the deck or patio is the best information.
16. **Other** – This field allows the appellant or the assessor to note significant amenities or qualities that enter into the value of a parcel.
17. **Date of Sale** – This is the date of sale of the property, Most recent sales data (within 3 years) is preferred.
18. **Sale Price** – This is the amount paid for the property on the above sale date.
19. **Sale Price Per Square Foot** – Take the recent sale price for the property and divide it by the living area from line 9. The Board of Review is looking to see if your assessment per square foot falls within a range of value with like properties.
20. **Land Assessment** – This is the current assessed value for the land portion of your property. This is found on the assessment notice, in the publication notice, or the County or township website.
21. **Building Assessment** – same as above only it is just the Building value.
22. **Total Assessment** – The total of both the land and building assessments.
23. **Building Assessment Per Square Foot** – Take the building assessment from line 21 for each parcel and divide by the living area from line 9. This result gives the Board a picture of whether your property is being assessed in a uniform manner with like properties.