

Zion Township
Assessor's Office

Larry Wicketts, C.I.A.O., Assessor

2816 Sheridan Road
Zion, IL 60099
847-872-5031 Phone
847-872-6865 Fax

2017 VACANCY GUIDELINES FOR ZION TOWNSHIP

The Owner or Representative Must Supply:

1. Current listing sheet or sales contract
2. Copy of Schedule E form 1040 showing income and expenses for the previous year or a certified income and expense form from your accountant
3. Copy of last lease on the property
4. Signed and notarized affidavit of owner or property manager regarding the amount of square feet vacant (and which no rent is being collected) on the property
5. Documentation showing how the available space is being advertised and the asking rental rate

If the above information is not supplied, the property will not be granted any reduction for vacancy.

In Addition, The Following Requirements Exist:

1. The space must be vacant for at least 3 months to be eligible for vacancy reduction
2. Vacancy reduction must be applied for annually
3. Vacancy reduction on the property is not automatically granted. Without supporting data, a vacancy reduction will not be considered.
4. If needed, the assessor's office must be allowed to physically inspect the property
5. Any property receiving a vacancy reduction for two consecutive years will be completely reviewed before any further vacancy allowance will be granted.
6. Any property recently purchased for a price similar to the full market value indicated by the current assessed valuation and where the occupancy has not significantly changed since the sale, will not be granted a vacancy allowance.

COMMERCIAL / INDUSTRIAL BUILDING VACANCY AFFIDAVIT
 Zion Township Assessor's Office

PIN(s): _____

Address: _____

I, _____ being duly sworn state that I am the owner/ agent authorized to represent the owner (select one) and in that said capacity I have sufficient knowledge of the above referenced property to state that for the **2017** tax year the total net rentable square footage which was vacant and to which no rent was collected, the following information is accurate:

Month	Year	Total rentable square footage	Square footage physically vacant and no rent was collected
January	2017		
February	2017		
March	2017		
April	2017		
May	2017		
June	2017		
July	2017		
August	2017		
September	2017		
October	2017		
November	2017		
December	2017		
	Totals		
Weighted Vacancy Percentage			

 (Signature of Affidavit)

 (Date)

Subscribed and Sworn to me this

 (Month) (Date) (Year)

 (Signature of Notary)

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 Zion Township Assessor's Office

PIN(s): _____

Address: _____

I, _____ being duly sworn state that I am
the owner/ agent authorized to represent the owner (select one) and in that said
 capacity I have sufficient knowledge of the above referenced property to state that for
 the **2016** tax year the total net rentable square footage which was vacant and to which
 no rent was collected, the following information is accurate:

Month	Year	Total rentable square footage	Square footage physically vacant and no rent was collected
January	2016		
February	2016		
March	2016		
April	2016		
May	2016		
June	2016		
July	2016		
August	2016		
September	2016		
October	2016		
November	2016		
December	2016		
	Totals		
Weighted Vacancy Percentage			

 (Signature of Affidavit)

 (Date)

Subscribed and Sworn to me this

 (Month) (Date) (Year)

 (Signature of Notary)