

**FOR OFFICE USE ONLY**

CofE Type \_\_\_\_\_ CofE Number: \_\_\_\_\_

2021 \_\_\_\_\_

2020 \_\_\_\_\_

2019 \_\_\_\_\_

2018 \_\_\_\_\_

# CERTIFICATE OF ERROR APPLICATION

The Certificate of Error process provides the homeowner an opportunity to redeem missing exemptions. Homeowners can now file for past exemptions for the 2021, 2020, 2019, and 2018 tax years.

## STEP 1 | Property Information

Property Index Number(PIN)  
13 - 17 - 202 - 044 - 1003

Property Address  
5741 W Lawrence Ave #2

City  
Chicago

Name of Applicant  
Anthony Nguyen

Phone Number  
( 773 ) 983 - 5760

Email address  
a.nguyen.3@hotmail.com

Mailing Address (If different from property address)

City

State

Zip Code  
60630

Date of Occupancy  
04/20/2020

Check the box to receive news from the Assessor's Office ☐

## STEP 2 | Choose Eligible Exemption(s) / Verify Required Documents

Check-mark all missing exemptions and tax years for which you qualify and would like to apply. You may choose multiple exemptions and tax years.

### Homeowner Exemption

TAX YEAR 2021 ☒ 2020 ☐ 2019 ☐ 2018 ☐

- ✓ I occupied the property as my principal place of residence on or before January 1st of the application year(s) indicated.
- ✓ I am liable for the payment of this property's taxes.
- ✓ I own this property or have a legal, equitable, or leasehold interest in this property.

I hereby apply for the Homeowner Exemption ☒

### Senior Exemption

TAX YEAR 2021 ☐ 2020 ☐ 2019 ☐ 2018 ☐

- ✓ I occupied the property as my principal place of residence during the year(s) indicated.
- ✓ I am liable for the payment of this property's taxes.
- ✓ I own this property or have a legal, equitable, or leasehold interest in this property.
- ✓ I was born in or before 1956. Enter date of birth: \_\_\_\_\_ MM/DD/YYYY

I hereby apply for the Senior Exemption ☐

### Persons with Disabilities Exemption

TAX YEAR 2021 ☐ 2020 ☐ 2019 ☐ 2018 ☐

- ✓ I was or became disabled during the tax year(s) indicated.
- ✓ I occupied the property as my principal place of residence on or before January 1st of the application year(s) indicated; or I was a resident of a life care facility licensed under the Nursing Home Care Act and my property remained unoccupied or was occupied by my spouse.
- ✓ I am liable for the payment of this property's taxes.
- ✓ I own this property or have a legal, equitable, or leasehold interest in this property.

I hereby apply for the Persons with Disabilities Exemption ☐

### Required Documents

One of the following documents must be provided with this application and must match the year(s) in which you are applying. Check-mark the documentation you are including.

- ☐ Class 2 or 2A Illinois Disabled Person ID Card from the Illinois Secretary of State's Office.
- ☐ Proof of SSA Disability Benefits which includes: an award letter, verification letter, annual COLA letter. If you are under the age of 65 and receiving SSI disability benefits, include a letter indicating SSI payments.
- ☐ Proof of Department of Veterans Affairs disability benefits which includes an award letter or certification letter indicating you are receiving pension for a non service connected disability.
- ☐ Proof of pension for non-military service connected disability.
- ☐ Proof of Railroad or Civil Service Disability benefits which includes an award letter or verification letter of total (100%) disability.
- ☐ If you are unable to provide proof of your disability listed on the items above, you must submit Form PTAX 343-A, Physician's Statement for Proof of Disability, completed by a physician. [Note: You may also be required to be re-examined by an IDOR designated physician. You would be responsible for any cost incurred for your examination by any physician.]

### Veterans with Disabilities Exemption

TAX YEAR 2021 ☐ 2020 ☐ 2019 ☐ 2018 ☐

- ✓ I occupied the property as my principal place of residence during the application year(s) indicated.
- ✓ I have at least 30% service connected disability certified by the US Department of Veteran Affairs during the tax year(s) indicated.
- ✓ I am liable for the payment of this property's taxes.
- ✓ I own this property or have a legal, equitable, or leasehold interest in this property.
- ✓ I have a total EAV of less than \$250,000, after subtracting any portion of the EAV of the property used for commercial purposes or rented for more than six months.
- ✓ I am an Illinois resident who has served as a member of the US Armed Forces on active duty or State active duty, in IL National Guard or US Reserve Forces and I was honorably discharged.

- ✓ I am a non-remarried Surviving spouse of a disabled veteran; if YES, complete the following:

Deceased Disabled Veteran's Name \_\_\_\_\_

Date of Death \_\_\_\_\_

MM/DD/YYYY

I hereby apply for the Veterans with Disabilities Exemption ☐

### Required Documents

Applicants must submit a certification letter from the VA that matches the year(s) in which you are applying and a DD214.

Check-mark the documents you are including in this application.

- ☐ Disability certification or verification letter from the U.S. Department of Veterans Affairs (VA) stating the applicant [veteran] has a service-connected disability for the tax year being applied for. **The document must specify the percentage of the service-connected disability and specify the effective date.**
- ☐ Form DD214 or separation of service from the War Department (military service prior to 1950), or Certification of Military Service Form.
- ☐ A non-remarried surviving spouse of a disabled veteran applying for the first time or transferring the exemption must also provide their marriage certificate, the disabled veteran's death certificate, and proof of property ownership.

**Senior Freeze Exemption**TAX YEAR **2021** ☐ **2020** ☐ **2019** ☐ **2018** ☐

- ✓ The Total Household Income at this property was \$65,000 or less in the income year prior to the tax year you are applying.
- ✓ This property was my principal place of residence on January 1 of the tax year(s) indicated and January 1 of the preceding year.
- ✓ I own this property or have a legal, equitable, or leasehold interest in this property January 1 of the tax year(s) indicated and January 1 of the preceding year.
- ✓ I was/am liable for the payment of this property's taxes for the tax year indicated and preceding year.

I hereby apply for the Senior Freeze Exemption ☐**Required Income Verification for the Senior Freeze Only**

To be eligible for this exemption, the household (applicant, applicant's spouse, and all persons using the property as their principal residence) must have had a combined income of \$65,000 or less during the calendar year prior to the application tax year(s) you are applying. **For example, if you are applying for tax year 2021, then income from calendar year 2020 must be listed.** Complete this worksheet to determine your eligibility for each tax year(s) and list the names of all persons who used this property as their principal residence as of January 1st of the year(s) you are applying:

YOU: \_\_\_\_\_

OTHERS: \_\_\_\_\_

**THE INCOME VERIFICATION BELOW MUST BE COMPLETED**

Note: this exemption is subject to an audit by the Cook County Assessor's Office.

Signing a fraudulent application for this exemption is perjury as defined in Section 32-2 of the Illinois Criminal Code of 2012.

Include the household total for all income entered.

TAX YEAR **2021** ☐ **2020** ☐ **2019** ☐ **2018** ☐  
USE 2020 INCOME USE 2019 INCOME USE 2018 INCOME USE 2017 INCOME

1. Social Security, SSI benefits. Include Medicare deductions.
2. Railroad Retirement benefits.
3. Civil Service benefits.
4. Annuities, federally taxable pensions and retirement plan distributions.
5. Human Services and other governmental cash public assistance benefits.
6. Wages, salaries, and tips from work.
7. Interest and dividends received.
8. Net rental, farm, and business income (or loss).
9. Net capital gain (or loss).
10. Other income (or loss).
11. Subtotal: Add Lines 1 through 10
12. Certain subtractions. You may subtract only the reported adjustments to income from U.S. 1040.

**13. Total Household Income: Subtract Line 12 from Line 11**

If Line 13 is less than or equal to \$65,000, this household meets the income qualifications for the "Senior Freeze."

**STEP 3 | Photo ID Required and Proof of Occupancy**

**All applicants must include Photo ID and an Occupancy Affidavit.** The name and address on the ID must match what is entered on the application, and been issued before January 1 of the oldest tax year you are applying. If your current name is different from a former name on any provided verification document(s) or the deed, you must submit documentation sufficient to explain the name change: a certified marriage certificate, divorce decree, etc. If you do not own the property, you must submit documentation showing a legal, equitable, or leasehold interest in the property.

Attach copies of one from List A or one from List B AND one from List C

**A** Photo IDs that verify identity and occupancy in the tax year.

- Drivers License / IL ID Card
- Matricula Consular ID
- City of Chicago ID Card

**If the address on your Photo ID doesn't reflect the property address, provide one photo ID from List B and one document from List C.**

- B**
- IL Drivers License / IL ID Card
  - Matricula Consular ID
  - City of Chicago ID Card
  - US Passport
  - US Military ID Card
  - Certificate of Naturalization (N-550/N-570)
  - Permanent Resident Card (I-551)
  - Refugee Travel Document (I-571)
  - Employment Authorization (I-766)

- C** Items in List C must include the property address and reflect the tax year(s) in which you are applying.
- Bank statement
  - Landline, cable, or internet bill
  - Pay stub
  - Social Security Award Letter
  - Voting record (from Cook County Clerk's Office or Chicago Board of Elections)

**STEP 4 | Signature**

To the best of my knowledge, the information contained in this application is true, correct and complete. I understand that if an exemption is granted in error, this property may be subject to a lien for back taxes and penalties in accordance with Section 9-275 of the Illinois Property Tax Code.

I affirm that neither I nor my spouse (if any) have applied for a Homestead Exemption on any other property.

If you are completing a paper form, mail a completed form with applicable documentation to:

**Cook County Assessor**  
118 N. Clark Street, Room 320  
Chicago, IL 60602

Applicant's Name

Anthony Nguyen

Applicant's Signature

DocuSigned by:

Anthony Nguyen

Date 12/7/2022 | 5:40 PM CST



PROCESSING

**COOK COUNTY ASSESSOR**  
**FRITZ KAEGI**



COOK COUNTY ASSESSOR'S OFFICE  
118 NORTH CLARK STREET, 3<sup>RD</sup> FLOOR  
CHICAGO, IL 60602 | PHONE: 312.443.7550  
WWW.COOKCOUNTYASSESSOR.COM

## OCCUPANCY AFFIDAVIT

Affiant's Name: Anthony Nguyen Phone #: ( 773 ) 983 - 5760

Affiant's Current Address: 5741 W. Lawrence Ave. #2, Chicago, IL 60630  
(property address, city, state and zip code)

I, Anthony Nguyen, do hereby state under oath as follows:  
(Affiant's name)

From 04/20/2020 to 12/07/2022, I occupied as my principal residence  
(date) (date)

the property commonly known as 5741 W. Lawrence Ave. #2, Chicago, IL 60630 and  
(property address, city, state and zip code)

identified by Property Index Number(s) 13172020441003,

and I did not request or receive a homestead exemption on a different property for any of those years.

I swear that the facts stated above are true and complete.

DocuSigned by:  
Anthony Nguyen  
Signature of Affiant (required)

Updated March 23, 2020

**Certificate Of Completion**

Envelope Id: 50E169E053854C02AA3902CB95C620EC

Status: Sent

Subject: Certificate of Error - Exemption Application

Source Envelope:

Document Pages: 4

Signatures: 2

Envelope Originator:

Certificate Pages: 5

Initials: 0

Taxpayer Services

AutoNav: Enabled

118 N Clark St

Envelopeld Stamping: Enabled

3rd Floor

Time Zone: (UTC-06:00) Central Time (US &amp; Canada)

Chicago, IL 60602

assessor.onlineexemptions@cookcountyil.gov

IP Address: 63.73.199.69

**Record Tracking**

Status: Original

Holder: Taxpayer Services

Location: DocuSign

12/7/2022 | 05:22 PM

assessor.onlineexemptions@cookcountyil.gov

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: Cook County Assessor

Location: DocuSign

**Signer Events****Signature****Timestamp**

Anthony Nguyen

a.nguyen.3@hotmail.com

Security Level: Email, Account Authentication  
(Optional)

DocuSigned by:



53692C39A068465...

Sent: 12/7/2022 | 05:22 PM

Viewed: 12/7/2022 | 05:25 PM

Signed: 12/7/2022 | 05:40 PM

Signature Adoption: Pre-selected Style

Using IP Address: 63.73.199.69

**Electronic Record and Signature Disclosure:**

Accepted: 3/7/2022 | 10:29 AM

ID: 333ae628-f97f-4952-951e-95db71c5b83a

Taxpayer Services

Sent: 12/7/2022 | 05:40 PM

Taxpayer Information Specialist II

CCAO

Signing Group: Taxpayer Services

Security Level: Email, Account Authentication  
(Optional)**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

**In Person Signer Events****Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp****Witness Events****Signature****Timestamp****Notary Events****Signature****Timestamp**

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	12/7/2022   05:22 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

PROCESSING

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, Cook County Assessor (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**



Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

#### **How to contact Cook County Assessor:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

#### **To advise Cook County Assessor of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [assessor@cookcountyassessor.com](mailto:assessor@cookcountyassessor.com) and in the body of such request you must state: your previous email address, your new email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

#### **To request paper copies from Cook County Assessor**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [assessor@cookcountyassessor.com](mailto:assessor@cookcountyassessor.com) and in the body of such request you must state your email address, full name, mailing address, and telephone number.

#### **To withdraw your consent with Cook County Assessor**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;



ii. send us an email to and in the body of such request you must state your email, full name, mailing address, and telephone number. . .

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Cook County Assessor as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Cook County Assessor during the course of your relationship with Cook County Assessor.