

Candice D. Short
Supervisor of Assessments
Ford County, Illinois

INSTRUCTIONS for the 2015 ASSESSMENT YEAR

One Goal:

All assessors turn in all work by the June 15 deadline. Chapter 35 ILCS 200/9-230

Last year we were at 50% compliance. Thank you very much Marcia and Phyllis!

- Assess as of January 1 (if not complete, estimate % complete) – for Ford County permits Notice of Completion forms are included in your packet and additional ones will be sent to you when they are received by the assessment office
- Provide detailed information – what you get from us is all we have, in some cases you will need to obtain and provide us with additional information. The accuracy of the assessments is only as good as the information you turn in.
- Take pictures – pictures are worth a thousand words
- Check for accuracy of information on property record card – what is listed on the PRC is what we are assessing; are buildings/additions missing on the card, have buildings been removed
- Begin turning in work as soon as you have some completed – Do not wait until all work is completed to turn it in. It takes time to process your work. We need to update the property card and the computer program which generates the information for the website. We also have to enter the information into the Computerized Appraisal System so that we can come up with a value to put in the tax program. Occasionally additional information is needed from you to make a proper assessment which might require you to revisit a property. In addition, questions come up about properties throughout the year that might require you to visit additional properties other than those given to you in your packet.

Special Instructions for 2015:

Quadrennial Assessment Year – This year is the Quad year (aka General assessment year). By statute, 35 ILCS 200/9-155, the assessor, in person or by deputy, shall actually view and determine as near as practicable the value of **each** property listed for taxation as of January 1 of that year.

Make a list of properties to revisit in 2016 – keep records of incomplete projects and follow up in subsequent years until project is 100%

INFORMATION PROVIDED BY SUPERVISOR OF ASSESSMENTS OFFICE:

Property Records Website: <http://il-ford-assessor.governmax.com/svc/>

GIS Website: <http://fordil.mygisonline.com/>

Property Record Cards can be copied, faxed, mailed or scanned and emailed.