Who should complete this form?
You should complete this form to request reassessment of property under Section 13-5 of the Property Tax Code (35 ILCS 200/13-5) based on substantial damage caused by a disaster in a county that has been declared a major disaster area by the President of the United States or the Governor of the State of Illinois.

Step 1: Complete the following information

1 Property owner’s name

Property owner’s mailing address

City State ZIP

____ (____)_________________________________________
Phone

Send correspondence to (if different than above)

2 Name

Mailing address

City State ZIP

(____)_________________________________________
Phone

3 Write the property index number (PIN) of the property for which you are requesting this disaster area reassessment. Your PIN is listed on your property tax bill or you may obtain it from your chief county assessment officer (CCAO).

a PIN __ __ - __ __ - __ __ __ - __ __ __ __

b Write the street address of the damaged property, if different than the address in Item 1.

Street address

City IL ZIP

4 Write a detailed description of the damage to your land, buildings, or other structures. (Use extra pages if necessary.)

Step 2: Sign below

I state that, to the best of my knowledge, the information contained in this application is true, correct, and complete.

____________________________________________________ ___ ___ /___ ___ /___ ___ ___ ___
Property owner’s or authorized representative’s signature Date

If you have any questions, please call:

(217) 824-5900

Mail your completed Form PTAX-245 to:

Christian County CCAO

101 S. Main St.

Taylorville IL 62568

Date received ___ ___/___ ___/___ ___ ___ ___ Application no. ___________________

Do not write in this space.

Disapproved

Approved

Reasons (if disapproved)