





**Homeowner Exemption Certificate of Error: Eligibility and Documents**

The Homeowner Exemption Certificate of Error is available to residential property that did not receive a Homeowner Exemption for the year in question. The property is required to have been occupied as the current or previous owner's principal place of residence as of January 1 of the year in question. The Assessor's Office can issue the Homeowner Exemption Certificate of Error for at least three years prior to the current tax year.

**Important:** Be sure to supply all verification document(s) required. If someone is assisting/representing the applicant in submitting this application, please **also** supply an Attorney/Representative Authorization Form.

**Step 1: Verify Identity and Occupancy of this Property during C/E Tax Year**

Note: **If your name is different** between any provided verification document(s) or the deed, you must **also** submit documentation sufficient to explain the name change, such as a certified marriage certificate, certified divorce decree, etc.

<b>One photo ID from List A may meet all requirements.</b>		
The name and address on the photo ID <b>must</b> verify the application, and have a date of issue before January 1 of the C/E Tax Year.	<b>List A: Photo IDs that verify identity and occupancy in the C/E tax year</b> <ul style="list-style-type: none"> <li>• Illinois Drivers License / ID Card</li> <li>• Matrícula Consular ID</li> <li>• City of Chicago ID Card</li> </ul>	
<b>OR please provide one photo ID from List B and one document from List C.</b>		
The name on the photo ID <b>must</b> verify information entered on the application.  The name and property address on the List C document <b>must</b> verify information entered on the application, and <b>must</b> demonstrate that you occupied this property on or before January 1 of the C/E Tax Year.	<b>List B: Photo IDs that verify identity</b> <ul style="list-style-type: none"> <li>• Illinois Drivers License / ID Card</li> <li>• Matrícula Consular ID</li> <li>• City of Chicago ID Card</li> <li>• Passport</li> <li>• US Military ID</li> <li>• Certificate of Naturalization (N-550/N-570)</li> <li>• Permanent Resident Card (I-551)</li> <li>• Refugee Travel Document (I-571)</li> <li>• Employment Authorization Card (I-766)</li> </ul>	<b>List C: Documents that verify occupancy in the C/E Tax Year</b> <ul style="list-style-type: none"> <li>• Occupancy Affidavit (available at <a href="http://cookcountyassessor.com">cookcountyassessor.com</a>)</li> <li>• Mailed bank statement</li> <li>• Mailed landline, cable, or internet bill</li> <li>• Mailed pay stub or Social Security Award letter</li> <li>• Voting record from 2019 (from Cook County Clerk's Office or Chicago Board of Elections)</li> </ul>

**Step 2: Verify Property Tax Liability for this Property in the C/E Tax Year**

<b>If you <u>are</u> listed on the deed recorded at the Office of the Cook County Recorder of Deeds:</b>	
This verifies your property tax liability. The Assessor's Office staff can verify recorded deeds for you, so you do not need to provide a document.	
<b>OR if you are <u>not</u> listed on the recorded deed:</b>	
Please provide one of the following documents to verify you were liable for payment of property taxes for this property.	<ul style="list-style-type: none"> <li>• Deed (if not recorded) or contract for a deed</li> <li>• Lease</li> <li>• Trust</li> <li>• Stock certificate</li> <li>• Occupancy agreement</li> </ul>