

**MENARD COUNTY SUPERVISOR OF ASSESSMENTS OFFICE**  
**GENERAL HOMESTEAD EXEMPTION APPLICATION FOR SINGLE FAMILY DWELLINGS**  
**SUBJECT TO A LEASE (35 ILCS 200/15-175) AS AMENDED BY PUBLIC ACT 97-1125**

Section 1: Instructions

- The property must be a single-family home occupied as the primary residence by an eligible taxpayer as of January 1 of the tax year.
- A notarized application for the exemption, signed by both the owner and the lessee of the property, must be submitted each year.
- A copy of the lease must be filed with the chief county assessment officer by the owner of the property at the time the notarized application is submitted.
- The lease must expressly state that the lessee is liable for the payment of property taxes; and **the lease must include the following language in substantially the following form:**

*"Lessee shall be liable for the payment of real estate taxes with respect to the residence in accordance with the terms and conditions of Section 15-175 of the Property Tax Code (35 ILCS 200/15-175). The permanent real estate index number for the premises is (\_\_\_\_\_), and, according to the most recent property tax bill, the current amount of real estate taxes associated with the premises is (\$\_\_\_\_\_) per year. The parties agree that the monthly rent set forth above shall be increased or decreased pro rata (effective January 1 of each calendar year) to reflect any increase or decrease in real estate taxes. Lessee shall be deemed to be satisfying Lessee's liability for the above mentioned real estate taxes with the monthly rent payments as set forth above (or increased or decreased as set forth herein)."*

- If there is a change in lessee, or if the lessee vacates the property, the chief county assessment officer must be notified of the change.

Section 2: Property Identification (please print)

Owner Names(s): \_\_\_\_\_ Parcel No.: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Lessee/Taxpayer Name(s): \_\_\_\_\_

Mailing City, State, ZIP: \_\_\_\_\_ Prop. Address: \_\_\_\_\_

Tax Year Applied: \_\_\_\_\_ Prop. City, State, ZIP: \_\_\_\_\_

Section 3: Oath - I attest that:

- The above address was leased and occupied by the lessee as a primary residence as of January 1, of the tax year applied.
- A copy of the lease that is in compliance with (35 ILCS 200/15-175) and in effect for the period from January 1 to December 31 of the tax year applied has been attached.

I hereby depose and say that I am the owner of record, that I have read this application, that I have personal knowledge of the contents thereof, that same is true in substance and in fact, and that I am subject to penalties for falsification herein.

**Signature of Owner of Record** \_\_\_\_\_ **Phone** \_\_\_\_\_ **Date** \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Seal

I hereby depose and say that I am the taxpayer/lessee, that I have read this application, that I have personal knowledge of the contents thereof, that same is true in substance and in fact, and that I am subject to penalties for falsification herein.

**Signature of Taxpayer/Lessee** \_\_\_\_\_ **Phone** \_\_\_\_\_ **Date** \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Seal