

Vacancy/Occupancy Affidavit

Cook County Assessor's Office

Appeal No: _____

I, _____, being first duly sworn, on oath depose and say that I am the owner/managing agent of the property located at _____
(PROPERTY INDEX NUMBER(S))
in _____, subject of the above complaint, and that I have
(CITY)
personal knowledge that the occupancy of the building(s) for the year _____ is as follows:

Condos or Apartments (Please circle)						
	Total Sq. Ft. of Commercial/Industrial Area Occupied *	Total Sq. Ft. of Commercial/Industrial Area Vacant *	Total Sq. Ft. of Commercial/Industrial Area *	Total Number of Residential Condos/Apartments <u>Occupied</u>	Total Number of Residential Condo/Apartments <u>Vacant</u>	Total Number of Residential Condo/ Apartments
January						
February						
March						
April						
May						
June						
July						
August						
September						
October						
November						
December						
Total						

Total annual percent
weighted vacancy of
Industrial/commercial space

Total annual percent
weighted vacancy of
Residential condo/
apartments

* Include Commercial condos here.

(Please check all boxes that apply)

- ☐ Photos of the vacant space are included with this appeal
- ☐ Attempts to lease the vacant space were made. _____
(list all attempts made to lease vacant space)

- ☐ Attach all listing agreements executed since _____.
No attempts were made to lease the vacant space because: _____

For vacancy appeals, the following information is needed: Three preceding years of actual historical income and expense information and a current year rent roll. Other relevant additional supporting documentation also may be attached to this affidavit.

4. ☐ Since the space in question became vacant there has been approximately _____ showings _____ inquires _____ offers

5. ☐ If offer(s) failed to result in leasing the vacant space, the reason(s) were:

6. For the preceding and calendar years vacancy factors were applied in excess of 15% by:

CCAO	_____ %	_____ %	_____ %
BOR	_____ %	_____ %	_____ %
BOTH	_____ %	_____ %	_____ %

Reason(s) for requested vacancy relief for tax year

(Check all that apply):

- ☐ New Construction
- ☐ Initial Start-Up Occupancy
- ☐ Tenant Preparation or Build-Out
- ☐ Fire, Flood, or Natural Disaster
- ☐ Modification of Original Plans
- ☐ Construction or Completion Delay
 - ☐ Zoning
 - ☐ Plans and Permits
 - ☐ Community Hearing(s)/Review
 - ☐ Local Approval or Ordinance
 - ☐ Financing
 - ☐ Final Inspection/Certificate of Occupancy
- ☐ Eviction of Tenant(s)
- ☐ Demolition
- ☐ Environmental Remediation

- ☐ Building Rehabilitation
- ☐ Conversion to Condominiums
- ☐ Repair of Prior Tenant Damage
- ☐ Alteration, Modification or Conversion to New Use or Configuration
- ☐ Building Code Compliance
- ☐ Governmental or Court Order
- ☐ Closure Notice or 'Red Tag'
- ☐ Structural, Mechanical, Electrical, Roof, Plumbing or HVAC Failure
- ☐ Bankruptcy of Tenant(s)
- ☐ Loss of Major Tenant(s)
- ☐ Physically Occupied with Rental Abatements
- ☐ Other: _____

Subscribed and sworn before me,

this _____ day of _____, 20____

Further affiant sayeth not.

Notary Public

Affiant

[Notary Seal or Stamp]