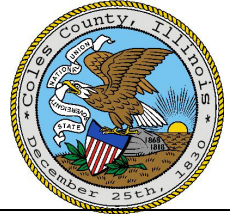


Coles County Supervisor of Assessments Office

Coles County Courthouse
651 Jackson Avenue, Room 133
Charleston, IL 61920



LEASEHOLD EXEMPTION RULES

1. The lease must be a full year.
2. The lease must have a start and finish date, which must be a full year. After the finish date you may state that this lease is month to month after the end date.
3. The lease must be signed by landlord & lessee.
4. The lease must have 35 ILC Section 200/15-175 written in it. If it is not, you must have an addendum (This is on the Coles County web site) with it written in and signed by landlord and lessee).
5. The original lease must be on file in the assessment office.
6. You must fill out an application every year signed by landlord and lessee who signed the original lease.
7. If you have a new renter, we need to have the signed lease turned in, included with the application (including the signature page and the page which shows the start and finish dates) and a signed application. If 35 ILC section 200/15-175 is not written in the lease, then you must turn in a signed addendum also.
8. If you have a renter that has been in the residence after the initial year and then went (month to month), and we already have the lease on file from a previous year then you can turn in the application and an addendum for the current year (an application for the year filing for the exemption and an addendum for the year being applied for must be turned in to our office).
9. Application must be completely filled out including the oath lines checked, if you have the application electronically signed it still must be notarized.
10. Applications and the addendums are available on the Coles County web site.
11. Please make sure the parcel number and the property address match on each application and addendum.