

**The Tax Appeal Company**  
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[www.thetaxappealcompany.com](http://www.thetaxappealcompany.com)

**WRITTEN ENGAGEMENT AGREEMENT FOR SERVICES**

1. You have asked us to represent you \_\_\_\_\_ (name) and we have agreed to do so. The property to be appealed is located at: \_\_\_\_\_ The parcel identification number (PIN) is: \_\_\_\_\_. Therefore, this document shall constitute a written engagement agreement for services (“agreement”), and shall set forth some of your rights and responsibilities and some of our rights and responsibilities.

2. For us to represent you in this matter you agree to pay this firm 1/3 of any tax savings we obtain for you by lowering the assessed value of your property beyond the printed assessed valuation appearing on the paperwork initially mailed to you by the assessor’s office. The 1/3 fee payable to us is calculated by taking the amount of the extra reduction in assessed valuation we achieve for you off of your total 2015 printed assessed valuation, multiplied by the current State Equalization Factor in effect at the time your assessment is mailed to you, multiplied by the current tax rate in effect at the time your assessment is mailed to you, divided by 3. If positive results are not obtained at the assessor level or the Board of Review level, we may take the appeal to the Property Tax Appeal Board level (or The Department of Revenue - DOR for Wisconsin cases). In that case, you then agree to pay 1/3 of whatever tax refunds or future assessment reductions are issued to you on whatever years tax bills are reduced through our appeal to PTAB (or DOR). There is no up front fee due this firm. We are paid only after we achieve the further reduction in your 2015 assessment. On Property Tax Appeal Board (or DOR) cases we are paid only when the appeal board makes a favorable determination in your case.

3. The invoice shall be paid within 30 days of its issuance date. If the bill is not paid in full within 30 days of issuance you agree that you will pay in addition to the amount past due a \$50.00 per month book keeping fee on any unpaid balance. If collection proceedings are instituted against you to recover on this agreement, you agree to pay all costs of collection including any attorney’s fees incurred by us in connection with all collection efforts related thereto. Any disputes as to fees shall not be subject to alternative dispute resolution of any kind. Venue and jurisdiction as to any disputes are set in the Lake County Illinois Courthouse.

4. If it is determined that an appraisal is needed for evidentiary purposes, you agree to pay separately to the appraisal company(s), any costs related to any appraisals needed, and approved by you, in conjunction with lowering your assessed valuation. This retainer agreement shall remain in effect for the duration of the 2015 assessment period and is non voidable during that period. It grants full authority and autonomy to this firm to initiate, negotiate and settle all assessment issues at the assessor level, the board of review level and the PTAB or DOR level for the fee indicated hereinabove.

5. This is a time sensitive process which requires strict adherence to deadlines and swift compliance with document requests by us. Your swift compliance with any information and document requests by us is paramount in obtaining positive results for you. It is your sole obligation to present us with your correct property index number. We are not responsible nor liable in any way for not verifying your property index number or any other information that you provide us. There are no guarantees that a reduction in assessed value can be obtained. Our fees for this work are contingent. Our fees are only paid when a reduction is obtained. We are not liable in any way for failure to lower the assessed value beyond the printed assessment on your 2015 assessed valuation initially mailed to you by the government taxing authorities. At the sole discretion of this firm, all appeal files that we feel should be submitted to PTAB or DOR for further evaluation will be. You will not be contacted by letter, email or phone during the pendency of our representation unless we have questions to ask you or have final results to report to you, and only after having exhausted all avenues for reduction that we feel have merit. Our work will continue without any interim correspondence or telephone calls relative to status. As a homeowner you are also permitted to personally engage yourself in this work on your own without hiring outside assistance. Should you have any questions concerning the terms of this retainer you may wish to seek separate counsel to review this with you. However, our goal is to represent you vigorously in obtaining further reductions in your printed assessed valuation. Be assured we will do whatever we can in this regard.

APPROVED AND AGREED:

APPROVED AND AGREED:

\_\_\_\_\_ CLIENT

\_\_\_\_\_

\_\_\_\_\_ CLIENT

DATE: \_\_\_\_\_

\_\_\_\_\_ [Mailing address, if different from the property address being appealed.](#)