

The Tax Appeal Company
ANDREW J. RUKAVINA

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 2023 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 (PTAB) level. 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. This includes future year rollovers of reductions that are achieved from our appeal to PTAB on the 2023 assessment year and subsequent years in the same quadrennial or triennial. There is no up front fee due this firm. We are paid only after the further reduction in your 2023 assessment has been granted. On PTAB cases we are paid only when the County stipulates to a reduction or PTAB 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 to 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. You agree to pay separately to the appraisal company any cost associated with appraisal evidence we deem necessary to proceed with your case. If you not have an appraisal appointment set by the appeal filing deadline, or if we feel that a comparable report might suffice instead of an appraisal, as evidence in your case, we then reserve the right to obtain an appraisal, or to prepare a comparable report on your behalf, and in that case you would reimburse us separately for that cost, (\$125 in addition to our 1/3 fee), but only if we are successful in reducing your assessment, otherwise you do not reimburse us for the appraisal or comparable report, and you pay us nothing else. If we chose to exercise the aforementioned right, the cost for a residential appraisal would be between three hundred and fifty dollars and four hundred and fifty dollars. (An appraisal for a commercial property would be considerably more). The cost for the comparable report prepared by us would be one hundred and twenty five dollars. This retainer agreement shall remain in effect for the duration of the 2023 assessment period and is non voidable during that period and for the PTAB periods that follow within the same quadrennial or triennial. All reductions in assessment from the date of this agreement forward, regardless of how they were obtained, will be attributable to this firm. This agreement 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 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. We are not liable for your failure to return signed appeal forms to this office in a timely manner. 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 granted. We are not liable in any way for failure to lower the assessed value beyond the printed assessment on your 2023 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 for further evaluation will be submitted. If we feel there is no case we may not file an appeal. 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 then only after having exhausted all avenues for reduction that we feel have merit. Our work will continue unimpeded without any interim correspondence or telephone calls relative to status. As a homeowner you are allowed 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. 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.



2023

Appeal Year

Attorney / Representative Authorization Form

Town

Appeal Number

Property Index Number(s)

Property Index Number(s)

Property Street Address

City State Zip

Township

Owner / Taxpayer

Owner's Mailing Address

City State Zip

Daytime Phone Number

Email Address

I, _____ being first duly sworn on oath state:
Name of Affiant

1. That I am (please check one): ☒ An **Owner** of the property described above
- ☐ A **Lessee** of the property described above
- ☐ A **Tax Buyer** of the property described above (year(s) purchased) _____
- ☐ A duly authorized **Officer/Agent** of the _____
corporation/partnership which owns the property described above

2. I have sufficient knowledge of the operations of the above property to execute this affidavit

3. I have personal knowledge that the above property:

- ☐ has been purchased within the last 3 years
- ☐ has been refinanced within the last 3 years

If sold or refinanced: _____
Purchase Price Date of Purchase

Type of Rate: ☐ Fixed ☐ Variable Interest Rate: _____ %



Attorney / Representative Authorization Form

4. that for the assessment year 2023 I have authorized Andrew J. Rukavina/Attorney at Law
whose name appears on the appeal form to represent me before the Assessor relative to the
assessment of the property listed;
5. that any income and expense information provided by me, either directly or through my
representative, accurately reflects the result of the operations;
6. that I am familiar with the day-to-day operations and the financial records and statements concerning
the subject property; and
7. that any and all documentation and supporting data to be tendered to the Cook County Assessor's
Office by my attorney or representative are true and accurate, and further that any documents which
purport to have been filed with any government agency, including the Internal Revenue Service,
were, in fact, so filed.

Further affiant sayeth not.

Signature of Owner/Lessee

Print Name

Date

Daytime Phone Number

**As appointed attorney or representative for the owner/lessee of the property described above, I affirm
that I have read the Cook County Assessor's Rules for Filing Appeals.**

Andrew J. Rukavina

Digitally signed by Andrew J. Rukavina
DN: cn=Andrew J. Rukavina, o=Attorney at Law,
ou, email=ajrjm@aol.com, c=US
Date: 2022.12.08 15:19:30 -06'00'

Signature of Attorney/Representative

Andrew J. Rukavina

Print Name

1/1/2023

Date

2226

Atty / Rep Code

THE TAX APPEAL COMPANY

Firm Name

28643 North Sky Crest Drive

Street Address

Mundelein, IL

City

60060

State

Zip

312-428-6597

Daytime Phone Number

COOK COUNTY BOARD OF REVIEW 2023

ATTORNEY AUTHORIZATION FORM

2023 Complaint No. _____ Township: _____

PIN(s): _____

Address: _____

City: _____ State: _____ ZIP Code: _____

ATTORNEY AUTHORIZATION

1. I am a/an (check applicable)
- ☒ owner, ☐ executor, ☐ trust beneficiary of this property; or
- ☐ a lessee (tenant) liable for the real estate taxes of the property for this tax year; or
- ☐ a former owner liable for the real estate taxes of the property for this tax year; or
- ☐ a duly authorized officer of the _____
- Corporation, Partnership, LLC, or other entity which owns the property described above.
2. I have personal knowledge that the property described above
- ☐ has not been purchased since January 1, 2020; or
- ☐ has been purchased on or after January 1, 2020 (complete below)
- Purchase Price: \$ _____ Date of Purchase: _____
3. For assessment year 2023, I explicitly authorize the following Attorney/law firm:
- ANDREW J. RUKAVINA/ATTORNEY AT LAW, AND
- THE TAX APPEAL COMPANY

to represent me before the Cook County Board of Review in connection with the assessment of the above mentioned property. Under penalties as provided by law pursuant to Section 1-109 of the Code of Civil Procedure, the undersigned certifies that the statements set forth in this instrument are true and correct, except as to matters therein stated to be on information and belief and as to such matters the undersigned certifies as aforesaid that he/she verily believes the same to be true.

Signature of Affiant /Owner/Appellant

Print Name of Affiant /Owner/Appellant

Date:

I certify that I have entered into the attorney/client relationship with the affiant and that I have read the accompanying assessed valuation complaint and supporting documents. Under penalties as provided by law pursuant to Section 1-109 of the Code of Civil Procedure, the undersigned certifies that the statements set forth in this instrument are true and correct, except as to matters therein stated to be on information and belief and as to such matters the undersigned certifies as aforesaid that he/she verily believes the same to be true.

Andrew J. Rukavina

Digitally signed by Andrew J. Rukavina
DN: cn=Andrew J. Rukavina, o=Attorney at
Law, ou=email=ajrjm@aol.com, c=US
Date: 2022.12.08 15:20:54 -06'00'

Signature of Attorney

1/1/2023

Date:

2226

BOR Atty. Code