

**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 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. 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 Property Tax Appeal Board 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. Should 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 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. 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.

***Verification of Authority to Represent Owner(s) of Real
Property Before the Board of Review of Lake County,
Illinois***

The undersigned person hereby grants authority to

Andrew J. Rukavina/The Tax Appeal Company to represent them in the
Agent or Attorney

assessment hearing(s) before the Board of Review for
the 2023 tax year.

Owner's Signature(s)

Owner's Phone Number

Date

EMAIL ADDRESS

Permanent Index Number(s):
Add property address next to
each PIN number.

MAILING ADDRESS: (If different from property address)


