

**NOTICE OF COMPLETION OF NEW IMPROVEMENT  
&  
HOMEOWNER'S EXEMPTION APPLICATION FOR NEW CONSTRUCTION**

NAME \_\_\_\_\_

PARCEL NUMBER (FOUND ON TAX BILL) \_\_\_\_\_

ADDRESS \_\_\_\_\_

Is this your primary residence?  Yes

No  
CITY, STATE, ZIP \_\_\_\_\_

PREVIOUS ADDRESS \_\_\_\_\_

The new structure was completed on or about \_\_\_/\_\_\_/\_\_\_ It was occupied and/or used on \_\_\_/\_\_\_/\_\_\_

Was any portion constructed on January 1 of the year of occupancy?  Yes  No

If yes, please explain what was completed as of January

1. \_\_\_\_\_

Illinois State Statutes state: THE OWNER **SHALL** NOTIFY THE ASSESSMENT OFFICE WITHIN 30 DAYS AFTER A STRUCTURE BECOMES INHABITABLE OR FIT FOR OCCUPANCY AND REQUEST THAT THE PROPERTY BE REASSESSED.

THIS COMPLETED FORM FULFILLS THE HOMEOWNER'S LEGAL REQUIREMENT AND MUST BE RETURNED TO THE CHIEF COUNTY ASSESSMENT OFFICE WITHIN 30 DAYS AS EXPLAINED ABOVE. If you have any questions, please call the office at 309-937-3570.

When filing this notice on a new residence it also serves as an application for the Homeowner's Exemption if this is your primary residence.

Owner's Signature \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

**Mail form to: Henry County Assessment Office  
307 W. Center  
Cambridge, IL 61238**

