# PTAX-324 Application for Senior Citizens Homestead Exemption

## Step 1: Complete the following information

1. Property owner's name

2. Street address of homestead property

3. City  
   State  
   ZIP

4. Daytime phone  
   Email address

5. Send notice to (if different than above)

6. Name

7. Mailing address

8. City  
   State  
   ZIP

9. Daytime phone  
   Email address

10. Enter your date of birth,  
    Month  /  Day  /  Year

*Proof of age required. See General Information.

## Step 2: Complete eligibility information

7. Check your type of residence.
   - Single-family dwelling
   - Duplex
   - Townhome
   - Condominium
   - Apartment
   - Other

8. Is the residence operated as a cooperative?
   - Yes  
   - No

9. Is the residence a life care facility under the Life Care Facilities Act?
   - Yes  
   - No

10. On January 1 did you occupy this property as your principal residence?
    - Yes  
    - No

11. If No. enter the date you first occupied this property. (if applicable)
    Month  /  Day  /  Year

12. On January 1 were you the owner of record or did you have a legal or equitable interest in this property or did you have a life care contract with a facility under the Life Care Facilities Act?
    - Yes  
    - No

13. If No. enter the date you acquired an interest in this property.
    Month  /  Day  /  Year

## Step 3: Attach proof of ownership

12. Check the type of documentation you are attaching as proof that you are the owner of record or have a legal or equitable interest in the property.
   - Deed
   - Trust agreement
   - Lease
   - Contract for deed
   - Life care contract
   - Other written instrument

13. Enter the date the written instrument was executed.
    Month  /  Day  /  Year

14. If known, enter the date recorded and the document number.
    Month  /  Day  /  Year  
    Document number

## Step 4: Sign below

I state that to the best of my knowledge, the information on this application is true, correct, and complete.

Property owner's or authorized representative's signature

Month  /  Day  /  Year

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Form PTAX-324 General Information

What is the Senior Citizens Homestead Exemption?
The senior citizens homestead exemption (35 ILCS 200/15-170) provides for an annual $5,000 reduction in the equalized assessed value of the property that you
- own or have a leasehold interest in,
- occupy as your principal residence during the assessment year, and
- are liable for the payment of property taxes.

Note: You may receive a pro-rata senior citizens homestead exemption if property is first occupied as your principal residence after January 1 of any assessment year.

Who is eligible?
To qualify for the senior citizens homestead exemption you must
- be 65 years of age or older during the assessment year,
- own or have a legal or equitable interest in the property on which a single family residence is occupied as your principal residence during the assessment year, and
- be liable for the payment of the property taxes.

If you previously received a senior citizens homestead exemption and now reside in a facility licensed under the Assisted Living and Shared Housing Act, Nursing Home Care Act, or ID/DD (intellectually disabled/developmentally disabled) Community Care Act of 2013, MC/DD (Medically Complex for the Developmentally Disabled) Act, or Specialized Mental Health Rehabilitation Act, you are still eligible to receive this exemption provided
- your property is occupied by your spouse, who is 65 years of age or older, or
- your property remains unoccupied during the assessment year.

A resident of a cooperative apartment building qualifies for this exemption if the resident is the owner of record of a legal or equitable interest in the property, occupies it as a principal residence, and is liable for the payment of property taxes.

Note: A resident of a cooperative apartment building who has a leasehold interest does not qualify for this exemption.

A resident of a life care facility qualifies for this exemption if the resident has a life care contract with the owner of the facility and is liable for the payment of property taxes as required under the Life Care Facilities Act (210 ILCS 40/1 et. seq.).

When and where must I file?
Contact your chief county assessment officer (CCAO) at the address and telephone number shown below to verify any due date for filing this application in your county.

File this form with the CCAO at the address shown below. Once approved to receive this exemption, you may be required to file Form PTAX-329, Certificate of Status-Senior Citizens Homestead Exemption, annually if your CCAO requires such verification.

Note: You may be required to provide additional documentation.

*What support do I need to provide with this application?
You must provide a valid birth certificate, state-issued driver's license, or state-issued identification card to verify your age.

What if I need additional assistance?
If you need additional assistance with this form, please contact your CCAO.

Note: Contact your CCAO for information on how you designate another person to receive a duplicate of a property tax delinquency notice for your property.

If you have any questions, please call: ____________________________

Mail your completed Form PTAX-324 to: ____________________________
County Chief County Assessment Officer

______________________
Mailing address

______________________ ____________ IL ____________
City ZIP

Official use. Do not write in this space.

Date received ____________________________________________
-

☐ Approved — Full Year
☐ Approved — Pro-rata

Pro-rata exemption date _______ / _______ / _______

☐ Denied _______

Reason for denial

______________________
Board of Review action date _______ / _______ / _______

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