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175 W. Jackson Blvd., Suite 350 • Chicago, IL 60604-3042 • (312) 663-5447

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December 15, 2016

Dear Housing Choice Voucher Program Landlord:

The Housing Authority of the County of Cook (the HACC) has enclosed an application because you may be eligible for the 2016 Housing Choice Voucher Tax Savings Program. In order to qualify for the tax reduction, the owner must own rental property in a qualifying township **and** in an eligible census tract (poverty rate of less than 10%). The unit must be rented to a Housing Choice Voucher tenant on January 1, 2016. In addition, the unit must pass its most recent housing quality standards inspection and comply with the local code.

The HACC has a **\$25 per application processing fee** to cover the administrative costs of administering this program. Please include a check or money order for \$25 for each application you submit. The processing fee is non-refundable.

Be sure to check the eligibility of BOTH your township and your census tract. The application fee for ineligible properties will not be refunded. Applications with incorrect information will not be processed. Refer to the attached document for information on how to find your census tract and for a listing of eligible census tracts and eligible townships.

To take advantage of this tax savings, please take the steps listed:

- Please complete, sign, and notarize **one application per property index number**. Please make copies of the application as needed.
- Please **complete every line** on the application for your property to be eligible for the tax reduction.
- Please include a copy of your **most recent property tax bill**.
- Identify the **township** and the **census tract** for your property on the application.
- Attach a check, money order or cashier's check for the total **processing fee of \$25 per application**.
- The Housing Authority must receive the application and the tax bill no later than **January 15, 2017**.

Please be sure to complete each area of your application and include a copy of your tax bill. Incomplete applications, applications with incorrect information or applications without the tax bill will not be processed and the processing fee will not be refunded. Applications received without the processing fee will not be considered. Applications received after January 15, 2017 will not be considered. Keep a copy of your application for your records

The credit appears on the **second installment tax bill** as a reduction in the tax for several taxing districts with a note at the bottom of the bill: “\*These taxing districts made abatements that reduced your tax bill by \$X.XX”

Thank you for your cooperation. If you have any questions, please contact Anne Richmond at (312) 542-4750 or arichmond@thehacc.org.

Sincerely,  
Anne Richmond  
Housing Choice Voucher Tax Savings Program



Visit our website: [www.thehacc.org](http://www.thehacc.org)

HOUSING AUTHORITY OF COOK COUNTY

#theHACctweets



**The Housing Authority of the County of Cook  
2016 Housing Choice Voucher Tax Savings Program**

Complete the entire application and keep a copy for your records.  
Return the **application** and your **current tax bill** by **January 15, 2017**.

- Incomplete applications **will not** be considered.
- Applications without tax bills **will not** be considered.
- Applications without the \$25 processing fee **will not** be considered.

**Taxpayer Information**

Owner Name	
Vendor #	
Contact Phone	
Email	

**Property Information**

Building Address	
City, State, Zip	
Census Tract	

Date of passed inspection	
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Township (circle the township as shown on the tax bill)	Barrington	Elk Grove	Evanston	Lemont	Lyons	New Trier	Niles
	Northfield	Orland	River Forest	Riverside	Schaumburg		

Property Index Number (PIN)	<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>	<input type="text"/>
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Type of property	<input type="checkbox"/> house	<input type="checkbox"/> townhouse	<input type="checkbox"/> condo	<input type="checkbox"/> apartment
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Total number of units <u>you own</u> in building	
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Number of the units you own that were leased to voucher holders on January 1, 2016	
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**Certification**

I hereby certify, under penalty of perjury, that all of the following information is correct:

- I am the legal owner of the property for which I am applying for tax abatement,
- I leased at least one rental unit to a Housing Choice Voucher tenant at the property listed above on January 1, 2016
- All units on the above property leased to Housing Choice Voucher tenants were in compliance with Housing Quality Standards on January 1, 2016 and all units were in substantial compliance with local building codes,
- All of the information on this form is accurate and is not an attempt to intentionally misrepresent the facts in order to qualify for a monetary benefit.

\_\_\_\_\_

Owner Signature

\_\_\_\_\_

Date

Subscribed and sworn before me on this date \_\_\_\_\_,

\_\_\_\_\_

Notary Public

\_\_\_\_\_

My Commission expires on

Return this form to:  
Tax Savings Program, The Housing Authority of Cook County, 175 W Jackson Blvd Suite 350, Chicago, IL 60604-3042  
Attach the tax bill and the \$25 per application processing fee



You can find your census tract on the US Census Bureau's website:

**factfinder.census.gov**

1. Click on street address in the Address Search section to look up your census tract.

### Address Search

Find Census data by entering a [street address](#).



2. Enter your property address

Select Geographies

List Name Address Map

Enter a street address, city and state, or a street address and ZIP code. Click 'Go'. ?

Note: address search will use the latest available address data beginning with 2013 and working backwards, based on the contents of Your Selections.

street address city state zip

175 W Jackson Chicago Illinois 60604 GO

3. The Census tract will appear in the results below the state and county.

Geography Name	Geography Type	Geography Code
<a href="#">Illinois</a>	State	040
<a href="#">Cook County, Illinois</a>	County	050
<a href="#">Chicago city, Cook County, Illinois</a>	County Subdivision	060
<a href="#">Block 1107, Block Group 1, Census Tract 8391, Cook County, Illinois</a>	Block	100
<a href="#">Census Tract 8391, Cook County, Illinois</a>	Census Tract	140
<a href="#">Block Group 1, Census Tract 8391, Cook County, Illinois</a>	Block Group within Census Tract	150