



## LaSalle County

Chief County Assessment Office  
707 E. Etna Rd. Room 262  
Ottawa, IL. 61350

## General Homestead Exemption – LEASEHOLD 2026

Phone: 815-434-8233  
website: [lasallecountyil.gov](http://lasallecountyil.gov)

### INSTRUCTIONS & REQUIREMENTS FOR LEASEHOLD – HOMESTEAD EXEMPTION APPLICATION

**35 ILCS 200/15-175** specifies that homestead property includes residential property that is occupied by its owner or owners as his/her or their principal dwelling place, or that is a leasehold interest on which a **single-family residence** is situated, which is occupied as a residence by a person who has an ownership interest therein, legal or equitable or as a lessee, and on which the person is liable for the payment of property taxes.

#### Section 1: Information

1. **Eligibility:** To be eligible for the general homestead exemption via a leasehold interest:
  - a. The property must be a **SINGLE-FAMILY HOME** occupied as the primary residence by an eligible taxpayer.
  - b. The eligible taxpayer must be liable for paying the 2026 real estate taxes (payable 2027) on the property as evidenced by a signed lease that encompasses January 1, 2026. (Ex: November 2025 to November 2026). A copy of the lease must be provided.
  - c. A copy a driver's license dated no later than 1-1-2026 or a utility bill dated no later than 1-1-2026 must be provided with the application address on it.
2. **Application:** Due to the periodic nature of the leasehold, a notarized application for this exemption must be submitted each year. No leaseholds will be accepted after December 31, 2026 **Faxed or emailed copies will not be accepted.**
3. **Exemption Amount:** Under 35 ILCS 200/15-175, qualified taxpayers are permitted an exemption that will remove up to \$6,000 from the equalized assessed value before taxes are calculated.
4. **Exemptions Approval:** Incomplete or ineligible applications and/or leases will be denied. Taxpayers and owners are responsible for verifying the approval status. **THE ASSESSMENT OFFICE WILL NO LONGER RETURN INCOMPLETE APPLICATIONS OR NON-QUALIFYING LEASES TO THE OWNER/S.**

#### Section 2: Requirements - per State Statute

1. The property must be leased as of January 1<sup>st</sup> of the year for which you are applying. The initial term of the lease must be at least one year.
2. Every Exemption application must be signed by both the owner and tenant/s.
3. Every Exemption application must be **notarized**.
4. All exemption applications must be accompanied by a NEW one-year lease agreement every year. The new lease agreement must be **notarized**.
5. The lease must include the following statement below. This statement shall not be an addendum. This statement is from Public Act 097-1125, which appears in the State of Illinois Property Tax Code. Effective 8/28/2012

**"Lessee shall be liable for the payment of real estate taxes with respect to the residence in accordance with the terms and conditions of Section 15-175 of the Property Tax Code (35 ILCS 200/15-175). The permanent real estate index number for the premises is \_\_\_\_\_(PIN here)\_\_\_\_\_, and, according to the most recent property tax bill, the current amount of real estate taxes associated with the premises is \_\_\_\_\_(amount)\_\_\_\_\_per year. The parties agree that the monthly rent set forth above shall be increased or decreased pro rata (effective January 1 of each calendar year) to reflect any increase or decrease in real estate taxes. Lessee shall be deemed to be satisfying Lessee's liability for the above-mentioned real estate taxes with the monthly rent payments as set forth above (or increased or decreased as set forth herein)."**

**The Exemption application must be filed every year no later than December 31<sup>st</sup>. This is a firm deadline; NO reminders will be sent by this office.**

Applications for this exemption can be found on our website: [lasallecountyil.gov](http://lasallecountyil.gov) They are under the Assessor's Department Applications & Forms.



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### LEASEHOLD – HOMESTEAD EXEMPTION APPLICATION

In order to have this property considered for the Homestead Exemption-Leasehold for the 2026 assessment year, the following questions must be answered **completely by the tenant** and any supporting documentation as indicated must be supplied. (New Applicants must submit a utility bill addressed to them dated no later than 1-1-2026 or a driver's license dated no later than 1-1-2026)

**TENANT'S SIGNATURE REQUIRES NOTARIZATION. MUST SHOW ID AND BE SIGNED IN FRONT OF THE NOTARY.**

This form must be filed annually with the Chief County Assessment Office and MUST include a copy of a signed lease(s) covering January 1 of the year applying.

Permanent Index Number (PIN): \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_

#### Owner Information

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City & Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

#### Tenant Information

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City & Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

#### TO BE COMPLETED BY LESSEE:

1. Did you have ownership interest or a leasehold interest in this property as of January 1<sup>st</sup>, 2026?  
 YES  NO
2. Did you occupy this property as your principal residence as of January 1<sup>st</sup>, 2026?  
 YES  NO
3. Does your lease specifically state you are liable for the payment of real estate taxes?  
 YES  NO

YES OR NO: Are you 65 years of age or older and applying for the Senior Homestead Exemption? If YES, please include the Senior Homestead Exemption application along with a copy of your ID with all leasehold documents.

I hereby depose and say that I am the owner of record, that I have read this application, that I have personal knowledge of the contents thereof, that the same is true in substance and fact, and that I am subject to penalties for perjury for falsification herein.

Signature of Owner (Notary not required)

Phone Number

Date

I hereby depose and say that I am the taxpayer/lessee, that I have read this application, that I have personal knowledge of the contents thereof, that the same is true in substance and in fact, and that I am subject to penalties for perjury for falsification herein.

Signature of Taxpayer/Lessee (Tenant) \*Signed in front of a Notary\*

Phone Number

Date

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Notary Signature

Date

Notary Seal