

\Stephenson County Chief County Assessment Office
Ronald A. Kane, CIAO-I

FREEDOM OF INFORMATION ACT

December 14, 2016

This facility: Stephenson County Administrative Offices (Stewart Centre – 5th Floor)
Stephenson County Chief County Assessment Office
50 W. Douglas Street, Suite 500
Freeport, IL 61032

- This facility is part of the County of Stephenson and houses the Stephenson County Administrative Offices namely the Chief County Assessment Office, County Clerk and Recorder's Office, and the County Treasurer's Office.
- The Stephenson County Chief County Assessment Office has an annual budget of \$242,853.44.
- The Stephenson County Chief County Assessment Office employs 5 full and part time employees.
- The functions of this office include, but are not limited to, provide assessment instruction and guidance to the township assessors; review, approve or change assessments as made by the township assessors; calculate equalization factors; publish and mail notices of assessment changes; administer model home, veteran, historic property, general homestead, limited homestead, senior citizen assessment freeze homestead, homestead improvement, veteran organizations, fraternal organizations, open space purposes; conservation stewardship program, forestry management program, vegetative filter strip program applications and exemptions; mail assessment notices and publish assessment changes; prepare abstracts report to submit the Department of Revenue; assist GIS with information to prepare and maintain current assessment maps; maintain current taxpayer and mailing information for each real estate parcel; implement farmland guidelines and assessment; administer real estate certificates of error; review real estate transfer declarations and maintain real estate sales data.
- All records regarding this office may be obtained by contacting the Chief County Assessment Office, 50 W. Douglas Street, Suite 500, Freeport, Illinois 61032. This Office operates Monday through Friday, 8:30am to 4:30pm CST with the exception of Legal or Court holidays (<http://www.co.stephenson.il.us/support/Holidays-2016.pdf>).

Freedom of Information requests must be made in writing. A template form is available for use, but is not mandatory. Requests may be made via mail, special courier, email, or other means as long as it is in writing. Requests should be as detailed as possible to assist in finding the requested information in a timely fashion.

The designated Freedom of Information officers for the Chief County Assessment Office is:

Ronald A. Kane – Chief County Assessment Officer - email: foia@co.stephenson.il.us