



Macon County Board of Review

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Comparable Worksheet Guide

When using comparable properties or a market analysis for appeal purposes you are required by the Macon County Board of Review to complete the comparable grid that is provided to you. This guide will help you with some of the required information.

The comparable grid has space for your property (subject property) and three comparable properties (comp 1, 2, and 3). You should use comparable properties that have sold within the last year, because they will reflect the current market value of properties in your area. Most of the information required on the grid can be found on the Macon County website www.propertytax.maconcounty.illinois.gov. You can search for the property by name, address or PIN. Information can also be found on property record cards in the supervisor of assessments office. Below are some definitions to help you complete the grid.

Parcel Number (PIN): A twelve-digit number that identifies the property for tax purposes.

Subdivision: The name of the addition where the property is located. It is usually found within the legal description.

Exterior Construction: The construction material on the outside of the house. Is the property brick, vinyl or wood sided?

Other Improvements: Additional improvements not attached to the home. Is there a pole building, detached garage, or in ground swimming pool?

Date of Sale and Sale Price: Both of these are available on our website but if the sale is recent you may need to check with the supervisor of assessments office or the newspaper.

Sale Price per SQ Ft: The sale price divided by the total square feet of living area.

Land, Building, and Total Assessment: These are found on the website under assessment information. The **Total** is the land value and building value combined. These are the current assessed values for the property. Market value is determined by multiplying the total assessed value by 3.

Building A/V per Square Feet: The **Building Assessment** divided by the number of **Living Area Square Feet**.

If you have any other questions, please call the Board of Review at 217-424-1367.

	SUBJECT	COMPARABLE GRID		
		COMP#1	COMP#2	COMP#3
PARCEL NUMBER				
ADDRESS				
SUBDIVISION				
DISTANCE FROM SUBJECT				
SCHOOL DISTRICT				
LOT SIZE (ACRES)				
NUMBER OF STORIES				
EXTERIOR CONSTRUCTION				
YEAR BUILT				
NUMBER OF BATHROOMS				
NUMBER OF BEDROOMS				
LIVING AREA (SQ FT)				
BASEMENT AREA (SQ FT)				
FINISHED BASEMENT (SQ FT)				
CENTRAL AIR CONDITIONING	Y/N	Y/N	Y/N	Y/N
FIREPLACES (# OF)				
GARAGE / CARPORT (SQ FT)				
OTHER IMPROVEMENTS				
DATE OF SALE				
SALE PRICE				
SALE PRICE PER SQ FT				
LAND ASSESSMENT				
BUILDING ASSESSMENT				
TOTAL ASSESSMENT				
BUILDING A/V PER SQ FT				