

Supervisor of Assessments
Montgomery County
1 Courthouse Square, Room 201
Hillsboro, IL. 62049
Phone: 217-532-9595
Email: assessor@montgomerycountyil.gov

To Whom it May Concern:

The Montgomery County Supervisor of Assessments Office is making changes to our leasehold policy **effective for the 2026 tax year.**

The requirements to receive exemptions on leasehold properties are as follows:

- Leases must contain the following clause completed with parcel number and tax amount where stated.

“Lessee shall be liable for the payment of real estate taxes with respect to the residence in accordance with the terms and conditions of 35 ILCS 200/15- 175. The permanent real estate index number for the premises is **(insert parcel number)** and according to the most recent property tax bill, the current amount of real estate taxes associated with the premises is **(insert amount)** per year. The parties agree that the monthly rent set forth above shall be increased or decreased - prorated (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).”

- Lease must contain the site address, the full legal description and the Parcel Identification Number.
- A copy of the signed Lease, Lease Agreement Application and a copy of the most recent electric bill in Lessee’s name must be provided to the Office of the Supervisor of Assessments no later than January 31st.