



Property Tax Refund Program Enrollment Form Instructions

General Instructions

Please complete the entire form in a legible manner. A typed or printed claim form is preferable to one that is handwritten.

Please remember that you are filing an enrollment form only. In order to receive a refund, a separate Refund Request will be mailed and emailed to the owner annually for completion and return after you have paid your property taxes in full.

Please submit your completed enrollment form directly to the City of Rockford, either by mail: City of Rockford, Attention Finance Director, 425 E. State Street, Rockford, IL 61104; by email to: carrie.hagerty@rockfordil.gov.

Enrollment Forms filed, emailed or postmarked after JANUARY 31, 2026, will not be considered.

HAVE A QUESTION? Call the City of Rockford Finance Department at 779-348-7467 or via email at carrie.hagerty@rockfordil.gov.

- 1. Property Status:**
Please indicate whether the property is single family or multi-family
- 2. Owner(s) Name:**
Please include the full name of all owners. The City reserves the right to require additional proof of eligibility.
- 3. Owner(s) Current Address:**
Please provide your current mailing address, city, state zip code for program notification purposes.
- 4. New Construction Address:**
Please provide the street address, street type, city, state, zip code for the new construction property.
- 5. New Construction PIN:**
Please provide the parcel identification number for the new construction property.
- 6. Owner Phone:**
Please provide a phone number for the owner to assist with any additional information requests from the City.
- 7. Owner Email:**
Please provide an email address for future program communication.

8. Number of Units:

For multi-family construction, please provide the number of units to be constructed.

9. Date Construction Permit Issued:

Please provide the date the construction permit was issued. The permit must be issued between September 1, 2023 and December 31, 2025.

10. Estimated Date of Occupancy Permit:

Please provide the estimated date of issuance of an occupancy permit. The program requires that an occupancy permit be issued no later than 12 months after issuance of the building permit for construction or December 31, 2026 (whichever comes first).

You will receive confirmation of the enrollment by email and mail. Please allow 4-6 weeks for the enrollment form to be processed. Thank you.



Property Tax Refund Program Enrollment Form

Before completing this form, please read the attached instructions.

Single Family ☐

Multi-Family ☐

Owner(s) Name:

Current Mailing Address:

New Construction Address:

New Construction P.I.N. (if known):

Owner Phone:

Owner Email:

Number of Units (multi-family only):

Date Construction Permit Issued:

Estimated Date of Occupancy Permit:

By submitting this enrollment form, the applicant acknowledges that:

1. They shall have the sole responsibility (when applicable) for reporting any refund to the Internal Revenue Service as part of their annual income tax filing. The City of Rockford will not provide tax advice related to these payments.
2. There are no outstanding code violations on the applicant, the property, or properties owned by the applicant.
3. They may not challenge the tax assessment or taxes due on the property during the program period.
4. They are not delinquent in the payment of any property tax imposed within Winnebago County or on any financial obligation of any kind owed to the City.
5. That the new construction project does not have a development agreement, funding agreement or cost participation on the project with the City or is eligible or receiving State or Federal funding.

Owner Name (Please Print)

Owner Signature