



# City of Chicago



**F2016-57**

Office of the City Clerk

## Document Tracking Sheet

<b>Meeting Date:</b>	12/14/2016
<b>Sponsor(s):</b>	Misc. Transmittal
<b>Type:</b>	Communication
<b>Title:</b>	Property tax exemption application filing by Northwestern University Settlement Association for Rowe Middle School at 1434 W Augusta Blvd
<b>Committee(s) Assignment:</b>	



311 S. Wacker Drive, Mailbox 29 | Chicago, Illinois 60606 | 872-529-5040 | [www.ryanlawllp.com](http://www.ryanlawllp.com)

**Mary M. Donners, Of Counsel**  
Direct: 872-529-5040  
[Mary.donners@RyanLawLLP.com](mailto:Mary.donners@RyanLawLLP.com)

November 14, 2016

Honorable Susana A. Mendoza  
City of Chicago Clerk  
City Hall – Room 107  
121 N. LaSalle Street  
Chicago, Illinois 60602

**Re: Notice of Property Tax Exemption Application Filing**  
**PIN: 17-05-309-094-0000**

Dear Clerk Mendoza:

Please be advised that Northwestern University Settlement Association is filing an application for property tax exemption with the Illinois Department of Revenue and the Cook County Board of Review. The subject property is a public charter school (Rowe Middle School) located at 1434 W. Augusta Blvd., Chicago. A copy of the Department of Revenue application is submitted herewith. This notice is given pursuant to Section 16-130 of the Illinois Property Tax Code (35 ILCS 200/130).

Please contact me directly if you have any questions or need additional information.

Very truly yours,

A handwritten signature in cursive script that reads 'Mary M. Donners'.

Mary M. Donners

2016 NOV 23 AM 8:04  
RECEIVED  
#3  
OFFICE OF THE  
CITY CLERK

20  
21  
22  
23  
24  
25  
26



## Illinois Department of Revenue

**PTAX-300****Application for Non-homestead Property Tax Exemption —  
County Board of Review Statement of Facts**Complaint no.: \_\_\_\_\_ Volume no.: \_\_\_\_\_ IDOR docket number: \_\_\_\_\_  
County use only IDOR use only**Step 1: Identify the property**

- 1 Cook  
County in which property is located
- 2 Northwestern University Settlement Association  
Property owner
- 3 1434 W. Augusta Blvd.  
Street address of property
- Chicago IL 60642  
City ZIP
- 4 Northwestern University Settlement Association  
Name of organization applying for the exemption (i.e., "applicant")
- 5 Is the applicant on Line 4 the lessee of the property? ☐ Yes ☒ No  
If "Yes", write the dates the lease is in effect.  
From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_  
⤴ Attach a copy of the contract or lease.
- 6 17-05-309-094-0000  
Property index number (PIN)  
⤴ Attach a copy of the property's legal description if the county has not assigned a number or if the property is a division.
- 7 Dimensions or acreage of this property .68 acre
- 8 0 3/3 1/2 0 1 6  
Date of ownership  
⤴ Attach a copy of proof of ownership (deed, contract for deed, title insurance policy, condemnation order and proof of payment, etc.)

**Step 2: Identify any previous exemptions or applications (Providing this information will expedite processing.)**

- 9 Does the applicant have an Illinois sales tax exemption number? ☒ Yes ☐ No  
If "Yes", write the exemption number. \_\_\_\_\_
- 10 Has a previous application been filed for this property or by this applicant? ☒ Yes ☐ No  
If "Yes", write the Illinois Department of Revenue docket number, if known. \_\_\_\_\_

**Step 3: Identify the property's use**

- 11 Identify the Illinois Compiled Statutes citation for this application. 35 ILCS 200/15-35(c) Or ILCS / 35 ILCS 200/15-135
- 12 Is any income derived from this property? ☐ Yes ☒ No  
If "Yes", explain in detail. \_\_\_\_\_  
⤴ If applicable, attach a copy of any contracts or leases.
- 13 Does a unit of local government own this property? ☐ Yes ☒ No  
If "Yes", is the property located within its corporate boundaries? ☐ Yes ☐ No
- 14 If granting this application will reduce the property's assessed valuation by \$100,000 or more, has the municipality, school district, community college district, and fire protection district in which the property is located been notified that this application has been filed? ☒ Yes ☐ No  
⤴ Attach a copy of the notices and postal return receipts.
- 15 Describe the specific activities that take place on this property. Write the exact date each activity began and how frequently it takes place.  
See attached.
- 16 Did the activities described on Line 15 begin on the same date as the effective date of the lease on Line 5 or the date of ownership on Line 8, whichever is applicable? ☐ Yes ☒ No  
If "No", explain in detail how the property was used between the lease or ownership date and the date these activities began.  
See attached.

- 17 Identify each building's use, square feet of ground area (SFGA), number of stories, and whether or not there is a basement.
- |            | Use                          | SFGA          | No. of stories | Basement? (Y/N)   |
|------------|------------------------------|---------------|----------------|---|
| Building 1 | <u>Public Charter School</u> | <u>14,280</u> | <u>1</u>       | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Building 2 | _____                        | _____         | _____          | <input type="checkbox"/> Yes <input type="checkbox"/> No            |
| Building 3 | _____                        | _____         | _____          | <input type="checkbox"/> Yes <input type="checkbox"/> No            |

#### Step 4: Attach documentation

The following documents **must** be attached:

- Proof of ownership (copy of the deed, contract for deed, title insurance policy, condemnation order and proof of payment, etc.)
- Picture of the property
- Notarized affidavit of use
- Copies of any contracts or leases on the property

The documents listed on Lines 18 through 23 **may** be attached to expedite processing. Mark an "X" next to any documents that are attached.

- 18 ☐ Audited financial statements for the most recent year
- 19 ☒ Copy of the applicant's bylaws and complete certified recorded copy of Articles of Incorporation, including purpose clause and all amendments
- 20 ☒ Copy of the notices to the municipality, school district, community college district, and fire protection district in which the property is located and postal return receipts if granting this application will reduce the property's assessed valuation by \$100,000 or more
- 21 ☒ Plot plan of each building's location on the property with each building and land area labeled with property index numbers and specific uses
- 22 ☐ Copy of any Illinois Department of Revenue Exemption Certificate
- 23 ☐ Other (list) \_\_\_\_\_

#### Step 5: Identify the person to contact regarding this application

24 <u>Mary M. Donners</u> <u>RYAN LAW LLP</u>	25 _____
Name of applicant's representative	Owner's name (if the applicant is not the owner)
<u>311 S. Wacker Dr. Mailbox #29</u>	_____
Mailing address	Mailing address
<u>Chicago</u> <u>IL</u> <u>60606</u>	_____
City State ZIP	City State ZIP
<u>( 872 529 — 5040</u>	<u>( ) —</u>
Phone number	Phone number

#### Step 6: Signature and notarization

State of Illinois ) SS.  
County of Cook )

I, Dan Alexander, Chief Operating Officer, being duly sworn upon oath, say that I have read the foregoing application and that all of the information is true and correct to the best of my knowledge and belief.

Affiant's signature

Subscribed and sworn to before me this 14<sup>th</sup> day of November, 2016

Julie A. Lane  
Notary Public



County official use only. Do not write in this space

#### Step 7: County board of review statement of facts

- 1 Current assessment \$ \_\_\_\_\_ For assessment year 2 \_\_\_\_\_
- 2 Is this exemption application for a leasehold interest assessed to the applicant? ☐ Yes ☐ No  
If "Yes", write the Illinois Department of Revenue docket number for the exempt fee interest to the owner, if known. \_\_\_\_\_
- 3 State all of the facts considered by the county board of review in recommending approval or denial of this exemption application.  
\_\_\_\_\_  
\_\_\_\_\_
- 4 County board of review recommendation  
☐ Full year exemption  
☐ Partial year exemption from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_  
☐ Partial exemption for the following described portion of the property: \_\_\_\_\_  
☐ Deny exemption
- 5 Date of board's action \_\_\_\_/\_\_\_\_/\_\_\_\_

#### Step 8: County board of review certification

I certify this to be a correct statement of all facts arising in connection with proceedings on this exemption application.

Signature of clerk of county board of review

Mail to: OFFICE OF LOCAL GOVERNMENT SERVICES MC 3-520  
ILLINOIS DEPARTMENT OF REVENUE  
101 WEST JEFFERSON STREET  
SPRINGFIELD IL 62702  
PTAX-300 back (R-12/09)

**Addendum to Property Tax Exemption Application**

**PIN: 17-05-309-094-0000**

**Step 3, # 15**

The subject property is the site of Rowe Middle School, a public charter school within the Chicago Public Schools.

100% of the property is used for public education and its related activities.

The applicant, Northwestern University Settlement Association, began operating the school on the subject site in September 2015 under a lease agreement with the former owner. At the time, the school building contained 9,840 square feet of space. The school has been in operation continually since 2015.

The applicant, Northwestern University Settlement Association purchased the subject property on March 31, 2016.

In April 2016, Northwestern University Settlement Association began construction of an addition to the original school building that added approximately 4,400 square feet of space to Rowe Middle School. Construction of the addition was completed on September 1, 2016. During the construction period, classes continued to be held in the original building, except during the summer months when that building underwent renovation.

Classes began in September for the new school year. With the new addition, the school contains 14,280 square feet.

**Step 3, #16**

The applicant, Northwestern University Settlement Association purchased the subject property on March 31, 2015. Prior to the purchase, the applicant rented the subject property and utilized it to operate Rowe Middle School beginning September 2015. Please see the information set forth above.