



Real Estate Combination Request Form

This Real Estate Combination Request Form must be completed prior to the processing of your property identification number (tax number) combination request. After obtaining approvals and signatures from the applicable authority listed on the back of this form, return the **original form** and any related documentation in person or by mail (cannot be FAXED!) to the **Supervisor of Assessments Office**. Combinations are **processed after 2nd installment of taxes** are paid.

**All non-individual titleholders (i.e. businesses, churches, corporations, LLC's, etc.) must provide an Authorization Letter on the entity's letterhead stating that the person signing the request form is an authorized agent of the entity.

Please List the Permanent Index Number (PINs) to be combined:

Tax Bill Mailing Address:

Name

Street

City State Zip Code

(____) _____

Phone Number

(A) Signature(s) of Titleholders:

Titleholder's Signature

Print Name

Titleholder's Signature

Print Name

(C) FOR ADDRESSING OFFICIAL:

Name of municipality where it is located

Site Address of Combined Parcel

(B) Signature of Planning Official: _____

Planning Official's Signature *Date*

(C) Signature of Addressing Official: _____

Addressing Official's Signature *Date*

Checklist to be completed by staff

<p>_____ Previous and current's year's taxes have been paid in full.</p> <p>_____ Properties with back taxes owed cannot be combined.</p> <p>_____ Parcels are contiguous and have the same tax code.</p> <p>_____ Parcels are in title to the same person(s).</p> <p>_____ All titleholder(s) have signed this form. (A)</p> <p>_____ <i>Authorization Letter included</i> (if applicable – i.e. business / organization)</p>	<p>_____ Planning Official from the municipality where the property is located has reviewed the parcels to be combined and has signed this form. (B)</p> <p>_____ Addressing Official from the municipality where the property is located has reviewed the parcels to be combined, assigned the address, and signed this form (C)</p>
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RETURN OR MAIL TO:
Supervisor of Assessments Office
Attn: Mapping Division
404 Elm St., Room 301
Rockford, IL 61101
Questions Call: (815) 319-4464

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Jurisdiction Planning & Addressing Contacts

Below is the contact list for planning and/or addressing at the various jurisdictions located throughout Winnebago County.

Contact your City or Village Hall ahead of time for the Planning and/or Addressing Official's schedule and office hours.



Winnebago County

Planning & Zoning Department

404 N. Elm St., Room 403, Rockford, IL 61101

Planning & Zoning Officer: Ashley Spohr, Phone: (815) 319-4365

Addressing Official: Chris Dornbush, Phone: (815) 319-4367

Fax: (815) 319-4351



Village of Cherry Valley *

Village Hall, 806 E. State St.

Cherry Valley, IL 61016

Planning Official: Jim Stevens

Phone: (815) 332-3441 Fax: (815) 332-3414

Addressing Official: Chris Dornbush

Village of Durand

Village Hall, 308 W. Main St, Durand, IL 61024

Planning & Addressing Official: Connie Langley

Phone: (815) 248-2606 Fax: (815) 248-2032

City of Loves Park

City Hall, Community Development Dept.

100 Heart Blvd., Loves Park, IL 61111

Planning & Addressing Officials:

Steve Thompson: (815) 654-5029

Nathan Bruck: (815) 654-5033

Andrew Quintanilla: (815) 654-5033

Fax: (815) 654-5004

Village of Machesney Park

Village Hall, 300 Machesney Rd.,

Machesney Park, IL 61115

Planning & Addressing Official:

Carrie Houston: (815) 877-5432

Chad Hunter: (815) 877-5432

Fax: (815) 877-6958

Village of New Milford *

Village Hall, 6771 11th St., New Milford, IL 61109

Planning Official: Jim Stevens

Phone: (815) 962-6611

Addressing Official: Chris Dornbush

Village of Pecatonica

Village Hall, 405 Main St., PO Box 730,

Pecatonica, IL 61063

Planning & Addressing Official: Administrator

Phone: (815) 239-2310 Fax: (815) 239-1060

City of Rockford

City Hall, Dept. of Community Development

425 E. State St., Rockford, IL 61104

Planning Official: Scott Capovilla: (779) 348-7447

Addressing Official: Brenda Muniz: (779) 348-7421

Fax: (815) 967-4243

Village of Rockton *

Village Hall, 110 E. Main St., Rockton, IL 61072

Planning Official: Patricia Diduch

Phone: (815) 624-0935 Fax: (815) 624-0418

Addressing Official: Chris Dornbush

Village of Roscoe *

Village Hall, 10631 Main St., Roscoe, IL 61073

Planning Official: Scott Sanders

Phone: (815) 623-2829 Fax: (815) 623-1360

Addressing Official: Chris Dornbush

City of South Beloit

City Hall, 519 Blackhawk Blvd.,

South Beloit, IL 61080

Planning & Addressing Contact: Tracy Patrick

Phone: (815) 389-3023 Fax: (815) 389-8830

Village of Winnebago

Village Hall, 108 W. Main St., Winnebago, IL 61088

Planning & Addressing Official: Lorie Schultz

Phone: (815) 335-2020 Fax: (805) 415-8491

*** PLEASE NOTE:** Winnebago County (Chris Dornbush) handles Addressing for the following:

- Village of Cherry Valley
- Village of New Milford
- Village of Rockton
- Village of Roscoe