



City of Bloomington Township  
Assessor's Office  
Steve Scudder

**REAL ESTATE COMBINATION / DIVISION REQUEST FORM**

The purpose of this form is to officially present to the City of Bloomington Township Assessor's Office a request to either combine or divide parcels within the corporate limits of the City of Bloomington. All criteria listed below must be satisfied to qualify for this request.

1. The requested parcel(s) must currently be in the same owner/taxpayer name.
2. The requested parcel(s) must be adjacent to one another.
3. The requested parcel(s) must be located within the same tax code.
4. The City of Bloomington must approve of the requested combination/split.

If **dividing** a parcel, **the description must contain whole lots**. For example, a current parcel contains many numbered lots. Please indicate how many new parcels are needed, and which lot numbers are to be included on each new parcel. **If whole lots cannot be used**, please include a **survey** from a licensed surveyor. These steps are necessary to ensure an accurate conveyance of the requestor's intent.

If all criteria above are satisfied, you may present your request by completing the form below. This form may be completed by the owner/taxpayer or by a Power of Attorney representing the owner/taxpayer. If the latter, please indicate 'POA' upon signing.

You may submit the completed form in person, via post office, or as an attachment in an email. The email address is [assessor1@assessor-blm.com](mailto:assessor1@assessor-blm.com). If you have any questions or concerns, please contact our office at **(309) 434-2890**.

Please note that although there is no official deadline in submitting this form, it is possible that your request may be deferred to the following year, depending on if there is enough time to process your request prior to the submittal of the township assessor's values to the county.

Sincerely,

City of Bloomington Township Assessor's Office  
607 S Gridley St  
Bloomington IL 61701



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Assessor's Office  
Steve Scudder

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I, the undersigned, hereby request to **divide** the parcel listed below with an included description:

\_\_\_\_\_

Parcel Number

\_\_\_\_\_

Requested Description in Whole Lots

I, the undersigned, hereby request to **combine** the parcels listed below:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Owner/Taxpayer

Printed

Date Requested

\_\_\_\_\_

\_\_\_\_\_

Owner/Taxpayer

Signature

Email

City of Bloomington Approval (To Be Completed By City Staff)

This combination / division is Approved  / Denied  Staff Signature & Date \_\_\_\_\_