



**Cook County Clerk Real Estate & Tax Services  
TAX BUYER UPDATE TAKE NOTICES for 2018 Annual**

**EFFECTIVE FEBRUARY 10, 2022, THROUGH MARCH 21, 2022**

**THE CLERK'S OFFICE IS ACCEPTING ANNUAL TAX SALE 22-5 TAKE NOTICES**

**Tax Buyers who were awarded the respective Permanent Index Number (PIN) may submit *Take Notices* in-person between 10:00 AM and 3:00 PM at the Cook County Clerk-Administrative Services Counter in Room 434.**

**The process for the submission and acceptance of 2018 Annual Sale 22-5 Take Notices is as follows:**

- Notices must be submitted triplicate form (i.e., Mailing, Tax Buyer Copy, and Office Copy)
- Notices must be grouped in batches of no more than 120 PINs.
- Each batch must be accompanied by the corresponding mailing labels.
- Labels must be 1" x 2 5/8" (Avery 5160 or equivalent).
  - Labels must be denoted in numerical order by Volume and PIN, starting with the lowest volume in the upper left-hand corner, in descending order by columns (down then across).
  - Each group of labels must be in Volume and PIN order and submitted in conjunction with the filing of that group of take notices.
  - Format of Label: The name and address must appear on the label exactly as it is printed on the notice with the addition of the volume and PIN on the top line.
  - Vol. xxx PIN xx-xx-xxx-xxx
  - Taxpayer Name
  - Address
  - City, State and Zip Code
- The fee for each notice is \$14.28 which must be paid before mailing may occur. Each notice will be issued by certified mail.

In order to complete the mailing in an efficient and timely manner, we will not be able to accept any filings that do not comply.

Sample documents are available upon request. Send your request for sample Take Notices and Labels to [Tax.Redemption@cookcountyil.gov](mailto:Tax.Redemption@cookcountyil.gov) and samples will be emailed back to you.

***The Clerk's Office highly recommends that any submissions from Tax Buyers to the Clerk's Office are done as soon as practicable to ensure the timely processing for the Take Notices.***

**Questions about any of the above should be emailed to [Tax.Redemption@cookcountyil.gov](mailto:Tax.Redemption@cookcountyil.gov). Please continue to check the Clerk's website for updates.**

**REAL ESTATE AND TAX SERVICE****OFFICE OF COOK COUNTY CLERK KAREN A. YARBROUGH**

118 N. Clark Street, Room 434, Chicago, Illinois 60602

**Tel.** 312-603-5645 **Fax.** 312-603-4707 **Web.** Cookcountyclerk.com**Instructions for Formatting 22-5 Take Notice Mailing Labels**

- Mailing labels must be 1" x 2 5/8" (Avery 5160 or equivalent). See attached sample. (Exhibit 2)
- The labels must be printed in numerical order by Volume and PIN, starting with the lowest volume in the upper left-hand corner, in descending order by columns (down then across). See attached sample (Exhibit 2).
- Each group of labels must be in Volume and PIN order and grouped in batches of no more than 120 unique PINs, to be submitted in conjunction with the filing of that group of take notices.
- You must also include a photocopy of the labels you are submitting on 8 ½ x 11 paper, initialed and dated on each page of the photocopy.
- Format of Label: The name and address must appear on the label **exactly** as it is printed on the notice, with addition of the volume and PIN on the top line.
  - o Vol. xxx PIN xx-xx-xxx-xxx-xxxx
  - o Taxpayer Name
  - o Address
  - o City, State and Zip Code
- **Important:** If the Volume number is missing from either the labels or the Take Notices, your submission will be rejected and returned to you.

Vol# 1 PIN# 01-10-200-300-0001  
Tax Payer Name  
1234 Street  
City, IL 60602

Vol# 4 PIN# 02-10-200-301-0002  
Tax Payer Name  
1234 Street  
City, IL 60602

## Exhibit 2

Vol# 1 PIN# 01-10-200-300-0002  
Tax Payer Name  
1234 Street  
City, IL 60602

Vol# 4 PIN# 02-10-200-301-0003  
Tax Payer Name  
1234 Street  
City, IL 60602

Vol# 1 PIN# 01-10-200-300-0003  
Tax Payer Name  
1234 Street  
City, IL 60602

Vol# 5 PIN# 02-10-200-301-0001  
Tax Payer Name  
1234 Street  
City, IL 60602

Vol# 2 PIN# 01-10-200-400-0000  
Tax Payer Name  
1234 Street  
City, IL 60602

Vol# 5 PIN# 02-10-200-301-0002  
Tax Payer Name  
1234 Street  
City, IL 60602

Vol# 2 PIN# 01-10-200-401-0000  
Tax Payer Name  
1234 Street  
City, IL 60602

Vol# 5 PIN# 02-10-200-301-0003  
Tax Payer Name  
1234 Street  
City, IL 60602

Vol# 2 PIN# 01-10-200-402-0000  
Tax Payer Name  
1234 Street  
City, IL 60602

Vol# 3 PIN# 02-10-200-300-0001  
Tax Payer Name  
1234 Street  
City, IL 60602

Vol# 3 PIN# 02-10-200-300-0002  
Tax Payer Name  
1234 Street  
City, IL 60602

Vol# 3 PIN# 02-10-200-300-0003  
Tax Payer Name  
1234 Street  
City, IL 60602

Vol# 4 PIN# 02-10-200-301-0001  
Tax Payer Name  
1234 Street  
City, IL 60602

Name of Tax Payer to be Noticed  
Address of Tax Payer to be Noticed  
City, State, Zip Code

Volume Number \_\_\_\_\_  
PIN: \_\_\_\_\_

**TAKE NOTICE**

County of Cook

Date Premises Sold \_\_\_\_\_

Certificate No. \_\_\_\_\_

Sold for General Taxes of (year) \_\_\_\_\_

Sold for Special Assessment of (Municipality) and special assessment number \_\_\_\_\_

Warrant No. \_\_\_\_\_ Inst. No. \_\_\_\_\_

**THIS PROPERTY HAS BEEN SOLD FOR DELINQUENT TAXES**

Property located at \_\_\_\_\_

Legal Description or Property Index No. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

This notice is to advise you that the above property has been sold for delinquent taxes and that the period of redemption from the sale will expire on \_\_\_\_\_.

This notice is also to advise you that a petition will be filed for a tax deed which will transfer title and the right to possession of this property if redemption is not made on or before \_\_\_\_\_.

At the date of this notice the total amount which you must pay in order to redeem the above property is \_\_\_\_\_.

**YOU ARE URGED TO REDEEM IMMEDIATELY TO  
PREVENT LOSS OF PROPERTY**

Redemption can be made at any time on or before \_\_\_\_\_ by applying to the County Clerk of Cook, County, Illinois at the Office of the County Clerk in Chicago, Illinois.

The above amount is subject to increase at 6 month intervals from the date of sale. Check with the county clerk as to the exact amount you owe before redeeming. Payment must be made by certified check, cashier's check, money order, or in cash.

For further information contact the County Clerk:

ADDRESS: 118 N. Clark St., Rm 434, Chicago, IL 60602  
TELEPHONE: 312-603-5645

Purchaser or Assignee

Dated (insert date).