

# Request for Mailing Notice(s) Instructions

To process your **Request for Mailing Notice(s)**, please note the procedures below:

- a) The Clerk's Office will begin accepting requests for mailing notices to purchase forfeited taxes over the counter, starting Wednesday, July 5, 2023, at 9:00 a.m. The mailing notice fee per PIN is \$10.00. **This fee is non-refundable.**
- b) Verify that the taxes are forfeited and available to purchase prior to submitting your **Request for Mailing Notice(s)**. Again, there are **No Refunds** for mailing notices sent on PINs that are not eligible for the forfeiture sale.
- c) The mailing notice(s) will be mailed within **5 business days** from the date of your receipt for the payment of the mailing notice fees (\$10.00). **Please keep your receipt(s) as it will be used to identify your purchase throughout the process.**
- d) Provide the complete 14-digit PIN number and ensure to confirm the number as we will not be validating any PINs. **Any purchases associated with inaccurate PINs will not be refunded.**
- e) Confirm the mailing address where you want the mailing notice(s) directed.
  - a. Improper service of a mailing notice may affect the validity of your tax sale. If you have questions regarding proper service, please consult your attorney.
- f) The attached **Request for Mailing Notice(s)** allows for 9 PIN numbers to be listed. Please make additional hard copies if you have more than 9 PINs, to accommodate your request.
- g) Request for ten (10) or more mailing notices must include the **Request for Mailing Notice(s)** accompanied by a recordable device (i.e., USB or CD) containing all taxpayer(s) name(s) and address(es), in numerical order by Volume and PIN in an Excel spreadsheet to expedite the mailing process. **(See Example - Attachment III).**
  - a. Be sure to label the recordable device, using the name of the tax buyer submitting the request and total number of PINs requested (i.e., **Tax Buyer ABC, LLC - 25 PINs**), as your recordable will be returned to you.
  - b. Place the recordable device in an envelope along with your **Request for Mailing Notice(s)** form.



**REAL ESTATE AND TAX SERVICE**  
**OFFICE OF COOK COUNTY CLERK KAREN A. YARBROUGH**  
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## FORFEITURE TAX SALE - REQUEST FOR MAILING NOTICE(S)

### CONTACT INFORMATION OF TAX BUYER/ENTITY REQUESTING NOTICE TO BE SENT:

Tax Buyer/Entity Name

*(Should be the name of the entity which will be on the Certificate of Purchase)*

Tax Buyer Address

Street Address

City, State, Zip

Tax Buyer Email

Tax Buyer Phone Number

I, \_\_\_\_\_ *(potential Tax Buyer name)*, hereby request the Clerk's Office to send a Mailing Notice to the following PINs and taxpayers:

### 1. NOTICE IS TO BE SENT TO THE FOLLOWING:

Volume

Property Index Number

Tax Year(s) to be purchased as the forfeiture sale

Taxpayer Name

Taxpayer Address

Street Address

City, State, Zip

### 2. NOTICE IS TO BE SENT TO THE FOLLOWING:

Volume

Property Index Number

Tax Year(s) to be purchased as the forfeiture sale

Taxpayer Name

Taxpayer Address

Street Address

City, State, Zip

**3. NOTICE IS TO BE SENT TO THE FOLLOWING:**

Volume \_\_\_\_\_ Property Index Number \_\_\_\_\_

Tax Year(s) to be purchased as the forfeiture sale \_\_\_\_\_

Taxpayer Name \_\_\_\_\_

Taxpayer Address \_\_\_\_\_  
Street Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

**4. NOTICE IS TO BE SENT TO THE FOLLOWING:**

Volume \_\_\_\_\_ Property Index Number \_\_\_\_\_

Tax Year(s) to be purchased as the forfeiture sale \_\_\_\_\_

Taxpayer Name \_\_\_\_\_

Taxpayer Address \_\_\_\_\_  
Street Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

**5. NOTICE IS TO BE SENT TO THE FOLLOWING:**

Volume \_\_\_\_\_ Property Index Number \_\_\_\_\_

Tax Year(s) to be purchased as the forfeiture sale \_\_\_\_\_

Taxpayer Name \_\_\_\_\_

Taxpayer Address \_\_\_\_\_  
Street Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

**6. NOTICE IS TO BE SENT TO THE FOLLOWING:**

Volume \_\_\_\_\_ Property Index Number \_\_\_\_\_

Tax Year(s) to be purchased as the forfeiture sale \_\_\_\_\_

Taxpayer Name \_\_\_\_\_

Taxpayer Address \_\_\_\_\_  
Street Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

**7. NOTICE IS TO BE SENT TO THE FOLLOWING:**

Volume	Property Index Number
Tax Year(s) to be purchased as the forfeiture sale	
Taxpayer Name	
Taxpayer Address	
Street Address	City, State, Zip

**8. NOTICE IS TO BE SENT TO THE FOLLOWING:**

Volume	Property Index Number
Tax Year(s) to be purchased as the forfeiture sale	
Taxpayer Name	
Taxpayer Address	
Street Address	City, State, Zip

**9. NOTICE IS TO BE SENT TO THE FOLLOWING:**

Volume	Property Index Number
Tax Year(s) to be purchased as the forfeiture sale	
Taxpayer Name	
Taxpayer Address	
Street Address	City, State, Zip

Please make additional copies of this form if you are submitting more than nine (9) PINs. If requesting 10 or more PINs you must submit the **Request for Mailing Notice(s)** form along with a recordable device (i.e., USB, CD) containing all taxpayer(s) name(s) and address(es), in numerical order by Volume and PIN in an Excel spreadsheet (See Example - Attachment III). Please be sure to label the recordable device using the name of the potential tax buyer submitting the request and total number of PINs (i.e., Tax Buyer ABC, LLC - 25 PINs) and place your recordable device in an envelope along with and attach that to your completed form.

If submitting a request for 10 or more PINs for issuance of mailing notice, please use the following excel spreadsheet format. The PINs must be in Volume and PIN order. Please be sure to label the recordable device using the name of the potential tax buyer submitting the request and total number of PINs (i.e., Tax Buyer ABC, LLC - 25 PINs).

<b>Name of Tax Buyer Requesting Notice</b>	<b>Vol.</b>	<b>Property Index Number (PIN)</b>	<b>Taxpayer Name</b>	<b>Taxpayer Address</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>	<b>Tax Year(s) to be sold</b>
Tax Buyer ABC	001	10-10-200-200-0001	Taxpayer #1	1234 Main St.	Chicago	IL	60602	2017
Tax Buyer ABC	002	11-11-200-200-0000	Taxpayer #2	2345 Main St.	Chicago	IL	60602	2016
Tax Buyer ABC	012	12-12-200-200-0000	Taxpayer #3	3456 Main St.	Chicago	IL	60602	2015