

Rules and Procedures for Sales of Forfeited Taxes

Obtaining Your Tax Search

- 1) If the notice period has expired and the PIN(s) has not been redeemed, a tax buyer may request a tax search for all outstanding delinquent taxes on the respective PIN(s). The fee for the search is **\$37.00** per PIN. **PLEASE NOTE the \$37.00 search fee is non-refundable.**
- 2) Thirty-five (35) days after the date of your mailing notice receipt (the \$10.00 fee), you must order the tax searches by visiting the Tax Sale Department. **In order to complete the forfeiture tax sale, all delinquent taxes must be paid.**
- 3) Please note that your receipt number for your Request for Mailing Notice (the \$10.00 fee) will be used throughout this process. **Therefore, you must present your receipt from your mailing notice(s) when you are paying for your tax searches.** We will be cross-referencing both receipt numbers for your purchase.
- 4) To pick up the search results and your final sale amount (total delinquent taxes), you must return to the Tax Sales Department counter in the rear of Room 434 with your receipt from the paid search fee (\$37.00 fee).
- 5) Your tax sale is not complete until you have tendered certified funds for any and all outstanding delinquent taxes on the respective PIN you are purchasing to the Tax Sales Department in the Cook County Clerk's Office. **See below for Completing your Forfeiture Tax Sale.**
- 6) Deadline to pay tax search fee(s) is October 11, 2023.

Completing The Forfeiture Tax Sale

- 1) To complete your sale and obtain your certificate of purchase, you must complete the **Forfeiture Tax Buyer Registration Form** and submit it to the Tax Sale Department along with your payment of certified funds for all delinquent taxes. All outstanding delinquent tax bills must be paid within 10 business days of the date you receive your tax search. There are no exceptions to this rule. (See 35 ILCS 200/21-240).
- 2) Bring certified funds via money order or cashier's check made payable to the **COOK COUNTY TREASURER** within the 10-day time period to the Clerk's Office- Tax Sale Department, Room 434. Payment of \$10.00 for Certificate(s) of Purchase can be made by cash, check or credit card.
- 3) In the event the tax search shows both forfeited taxes and open item bills due, you must remit a separate check for each type of bill. For forfeiture bills, each bill must be paid by a separate check. For Open Item bills for individual PIN(s), can be accumulated into one check.

You cannot combine forfeiture and open item bills into one payment. You also cannot combine payments for more than one PIN.

All checks must be made payable to the **COOK COUNTY TREASURER.**
- 4) Deadline for tendering certified funds for Delinquent Taxes to the Clerk is 3:00 PM October 27, 2023.