



Cook County Clerk Real Estate & Tax Services
TAX BUYER UPDATE as of 8-14-2020
TAX DEED SERVICES

Under the current State and County Executive Orders to limit public access to County Buildings, the Cook County Clerk's Office will process Tax Deed Court Orders and Tax Deed Requests as follows:

The process for the submission, acceptance, and processing of Tax Deed Green Stamps:

- Tax buyers may submit their **blank** tax deed court orders to the Clerk's Office via the Drop Off Box inside of Room 434 at 118 N. Clark, or they may send their tax deed court orders to the Clerk's Office via the mail or private mail carrier service. All envelopes (Drop Box or Mail) should be addressed to the Cook County Clerk's Office, **Attn: Green Stamp**, 118 N. Clark, Rm. 434, Chicago, IL 60602.
- No more than 15 PINs should be included in a single request envelope (via Drop Box or Mail)
- Tax Buyer must include the address where the completed Green Stamped court orders are to be returned. After processing, the court orders will be returned to the requestor via Fed Ex to the address provided.
- If the Tax Buyer chooses to use the Drop Box, please make sure to Time Stamp your envelope prior to placing it in the Drop Box.

The process for the submission, acceptance, and processing of Tax Deeds:

- Tax buyers may submit their Tax Deeds (Blank Forms are available on our website), **entered** tax deed court orders, Certificate of Purchase, and appropriate fee payment (\$100.00 per deed), to the Clerk's Office via the Drop Off Box inside of Room 434 at 118 N. Clark, or they may send their tax deed court orders to the Clerk's Office via the mail or private mail carrier service. All envelopes (Drop Box or Mail) should be addressed to the Cook County Clerk's Office, **Attn: Tax Deed**, 118 N. Clark, Rm. 434, Chicago, IL 60602.
- No more than 15 PINs should be included in a single request envelope (via Drop Box or Mail)
- Tax Buyer must include Tax Buyer email and must include the address where the completed Tax Deeds are to be returned. After processing, the Tax Deeds will be returned to the requestor via Fed Ex to the address provided.
- If the Tax Buyer chooses to use the Drop Box, please make sure to Time Stamp your envelope prior to placing it in the Drop Box.

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. Please note the mail can be delayed and please plan accordingly for your business needs. We anticipate that the processing and return of documents may be take at least 6-10 days to be completed.

Questions about any of the above should be emailed to Tax.Redemption@cookcountyil.gov. We apologize for any delay in response time, as staff is working remotely and on rotating schedules.

****Please continue to check the Clerk's website at <https://www.cookcountyclerk.com/agency/property-taxes> for any operational changes resulting from a change in the current COVID-19 public health emergency orders.****