



## Cook County Clerk Real Estate & Tax Services

### TAX BUYER UPDATE as of 8-14-2020 – 22-5 TAKE NOTICES

Under the current State and County Executive Orders to limit public access to County Buildings, the Cook County Clerk's Office will process eligible Non-Steps system postings as follows:

#### **The process for the submission, acceptance and processing of 22-5 Take Notices is:**

- Tax buyers may email their 22-5 Take Notices, in PDF format, and corresponding Mailing Labels in a Word document to [Delinquent.TaxSales@cookcountyil.gov](mailto:Delinquent.TaxSales@cookcountyil.gov).
- The email **subject line** must have the title: **22-5 Take Notices**.
- Tax Buyer emails will be accepted and dated the date and time of the email. The email submissions may be sent during the operating business hours between 9:00 AM and 5:00 PM, Monday through Friday, except holidays.
- Email submissions sent during non-business hours will be considered received and accepted at 9:00 AM the next business day. (For example, if an email is sent to the Clerk at 5:02 PM on May 5, 2020, it will be considered received by the Clerk on May 6, 2020 at 9:00 AM)
- Take Notice Mailing Labels must comply with the following or your request will be rejected:
  - Mailing labels must be 1" x 2 5/8" (Avery 5160 or equivalent).
  - The 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.
    - o Vol. xxx PIN xx-xx-xxx-xxx-xxxx
    - o Taxpayer Name
    - o Address
    - o City, State and Zip Code

Once you have submitted your email to [delinquent.taxsales@cookcountyil.gov](mailto:delinquent.taxsales@cookcountyil.gov), print the email, include a cover letter, noting the total number of **Take Notices** submitted. For each notice, apply the \$14.05 mailing fee. Please forward the letter, printed email, and cumulative check to *Cook County Clerk's Office, Att. Accounting Department/ Take Notice, 118 N. Clark St., Rm 434, Chicago, IL 60602.*

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 of the Take Notices.*

Questions about any of the above should be emailed to [Tax.Redemption@cookcountyil.gov](mailto: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.\*\***