



Cook County Clerk Real Estate & Tax Services

TAX BUYER UPDATE as of 6-7-2021

TAX DEED ACCEPTANCE PROCESS

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 blank tax deed court orders to the Clerk's Office via Drop Box located in 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 should be addressed to the **Cook County Clerk's Office, Attn: Green Stamp-Tax Sales, 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)
- 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 Drop Box is utilized, 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 cookcountyclerk.com), entered tax deed court orders, Certificate(s) of Purchase, and appropriate fee payment (\$100.00 per deed) as follows:

- Drop Box located in Room 434 at 118 N. Clark (Time Stamp your envelope prior to placing it in the Drop Box)
- USPS mail or private courier service
- If it has been more than one year from the last day to redeem, please provide the appropriate court order tolling the time to take out a tax deed with your submission.
- No more than 15 PINs should be included in a single request envelope (via Drop Box or Mail).

All envelopes should be addressed to the **Cook County Clerk's Office, Attn: Tax Deed-Tax Sales, 118 N. Clark, Rm. 434, Chicago, IL 60602.**

Upon completion of the Tax Deeds, they will be available for pick-up on Thursdays between 10 AM to 12 PM. **(Please inform the front desk that you are here to pick up deeds.)**

(If you have other business with the Clerk's Office, you will be asked to exit out of the office after you retrieve your deeds and revisit the front desk to schedule your other business due to our COVID measures.)

The Clerk's Office highly recommend that any submissions from Tax Buyers to the Clerk's Office are done as soon as practicable to ensure the timely processing of the posting requests. 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 take at least 6-10 business days to be completed.

Questions about any of the above should be emailed to delinquent.taxsales@cookcountyil.gov.

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