



**Cook County Clerk Real Estate & Tax Services  
TAX BUYER UPDATE NOTICES OF EXTENSION**

**EFFECTIVE MARCH 1, 2022**

**Tax Buyers may submit *Notices of Extension* in-person between 10:00 AM and 4:00 PM at the Cook County Clerk-Administrative Services Counter in Room 434.**

**The process for the submission and acceptance of Notices of Extension is as follows:**

- Notices of Extension should be submitted on 8.5 X 11 paper in duplicate form. (i.e., Original and a copy). A copy will be returned you for your records.
- If batches are being submitted, they must be in Volume and PIN# order.
- We require completion of our Service Request form denoting the quantity in which you are submitting with a phone number and email address for notification upon completion.
- In order to complete the postings in an efficient and timely manner, we will not be able to accept any submissions that do not comply.

Once completed, you will receive an email that they are ready for pick up. Pick-up is on Tuesday's and Thursday's only from 10 AM. to 4:00 PM. Please check-in at the Customer Service Information Desk and they will direct you accordingly.

***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 for the Take Notices.***

**Questions about any of the above should be emailed to [Tax.Redemption@cookcountyil.gov](mailto:Tax.Redemption@cookcountyil.gov). Please continue to check the Clerk's website for updates.**