



**Cook County Clerk Real Estate & Tax Services**  
**TAX BUYER UPDATE as of 12-07-2021**  
**2018 ANNUAL TAX SALES REQUIREMENTS**

The Cook County Treasurer has completed the 2018 Annual Tax Sale, Tax Buyers who were awarded the respective Permanent Index Number (PIN) from your bid, must complete the following within **10 calendar days of your award**:

- Print two (2) copies of your Buy Sheets in landscape format from the Cook County Treasurer's Tax Sale Portal. Please note, that our office cannot process your request without these supporting documents. If you do not have the sheets or the sheets are unclear, please visit the Treasurer's Office for assistance as our office does not have access to this information.
- Bring the sheets to Room 434, visit the Customer Service Desk to inform the Clerk that you are a 2018 Tax Buyer.
- You will visit the Cashier station where you will be required to pay \$47.00 per PIN, which includes \$37.00 for the official tax search plus an additional \$10.00 for the Certificate of Purchase for each PIN awarded.
- After your request for the tax search has been purchased, you are required to contact the Clerk's office three (3) weeks from the date of the sale to follow up on your sale and search request.

The Clerk's Office resolves to service each customer as efficiently as possible, therefore, we ask that Buyers retrieving Tax Deeds, pickup their deeds Tuesdays and Thursdays between 10:00 a.m. and 12:00 p.m.

If there are questions regarding this process, please contact (312) 603-6801 or email us at [delinquent.taxesales@cookcountyil.gov](mailto:delinquent.taxesales@cookcountyil.gov) and we will respond within 24 to 48 hours. Please provide your Buyer Registration Number and Buyer Registration Name, so we may properly assist you.

Please continue to check the Clerk's website at <https://www.cookcountyclerk.com/agency/property-taxes> for any operational changes.