



**Real Estate and Tax Services Division Closed to the Public**

**TAX BUYER UPDATE II – 22-5 TAKE NOTICES for 2019 FORFEITURE SALE**

Under the current State and County Executive Orders (Stay at Home Orders) to limit public access to County Buildings, the Cook County Clerk's Office will be closed to the public until May 30, 2020.

**BEGINNING APRIL 24, 2020 WE WILL ACCEPT 2019 FORFEITURE TAX SALE 22-5 TAKE NOTICES**

**The process for the submission and acceptance of 2019 Forfeiture Tax Sale 22-5 Take Notices is as follows:**

Tax buyers may email their 2019 Forfeiture Tax Sale 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 state **22-5 Take Notices**. 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/2019-Forf 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.

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)

*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.

**\*\*Please continue to check the Clerk's website at [cookcountyclerk.com/agency/property-taxes](http://cookcountyclerk.com/agency/property-taxes) for any operational changes resulting from any extension of the current order to stay home until May 30, 2020.\*\***