



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

Real Estate and Tax Services Division Closed to the Public

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 March 18, 2020 to April 30, 2020 (44 calendar days).

BEGINNING APRIL 7, 2020 CLERK WILL ACCEPT NOTICES OF EXTENSION

Submission Process for Tax Buyer Notices of Extension of the Last Day to Redeem

Tax buyers will be allowed to submit **Notices of Extension** via email to the Clerk's Office. The Clerk will data enter the Notices of Extension into our tax system, but will not be able to post to the Judgement Books,

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

- Tax buyers may email batches of no more than 50 individual Notices of Extension, in PDF format, to Delinquent.TaxSales@cookcountyil.gov. The subject line must have the title: Notices of Extension.
- 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.
- Email submissions sent during non-business hours will be considered submitted 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 April 7, 2020, it will be considered delivered to the Clerk on April 8, 2020 at 9:00 AM)
- For Notices of Extension where the Last Day to Redeem falls between March 18, 2020 and April 7, 2020 those Notices will be accepted and back dated to the prior last date to redeem, covering the time period the Clerk's Office was closed and could not process Notices of Extension.
- Notices of Extension with last day to redeem between March 18, 2020 to April 7, 2020 must be submitted to the Clerk's Office before 5:00 PM on April 20, 2020 to be considered accepted and back dated to the appropriate last day to redeem.

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 Notices of Extension.

Process for Tax Buyer Postings and Tax Deed Requests Upon Reopening

Once the office reopens, tax buyers will be allowed to drop off in the Clerk's Office hard copies of postings (i.e. costs, fees, and subsequent taxes) and tax deeds as has been the prior practice. Requests will continue to be time stamped and processed in the order in which they were received.

Affidavits from the Clerk's Office stating that the tax deed was unable to be processed due to the closure will be provided upon request for any Motion to Toll.

****Please continue to check the Clerk's website at cookcountyclerk.com/agency/property-taxes for any operational changes resulting from any extension of the current order to stay home until April 30, 2020.****