

Guide to Property Tax System

Property Tax Items	Assessor	Clerk	Recorder of Deeds	Treasurer	Portal
Appeal My Taxes	●				●
Apply for Duplicate or Overpayment Refund				●	●
Apply for Property Tax Exemptions	●				●
Change Name on Tax Bill				●	●
File for Certificate of Error	●				
Find My PIN		●			●
Get a Tax Bill				●	●
Pay My Taxes				●	●
Property Legal Description		●			
Verify Property's Owner			●		

Property Tax Offices

Cook County Assessor

cookcountyassessor.com tel. 312.443.7550

Establishes property assessments. Valuation of parcels of property is conducted for tax purposes. Also oversees exemptions and appeals.

Cook County Clerk

cookcountyclerk.com tel. 312.603.5656

Maintains warrant books, judgment books and scavenger books. Handles redemptions of taxes sold or forfeited at tax sale and prior years' taxes.

Cook County Recorder of Deeds

ccrd.info tel. 312.603.5070

Maintains records of real estate ownership as well as federal and state tax liens.

Cook County Treasurer

cookcountytreasurer.com tel. 312.443.5100

Prints, mails and collects payments of property tax bills and oversees the distribution of revenues to local government agencies. Administers the annual tax sale and scavenger tax sale, and issues refunds.

Cook County Property Information Portal

cookcountypropertyinfo.com

Combines information from the property tax offices into one unified website. The Portal allows residents to pay property taxes, apply for refunds or exemptions and appeal taxes online. The website also has a 10-year levy (taxing) history of each agency listed on the property tax bill, which shows taxpayers how their money is spent.

New Homeowner Guide Cook County Residents



Office of Cook County Treasurer Maria Pappas

County Building, Suite 112
118 N. Clark Street, Chicago, IL 60602
312.443.5100



cookcountytreasurer.com

Once You Get the Keys to Your New House

Know your “PIN”

Your property has a unique 14-digit Property Index Number (PIN) that corresponds to the real estate legal description, which can be verified on your deed. If your deed contains only a legal description, the Cook County Clerk’s Office, which assigns PINs, can provide it for you.

Change name and address on tax bill

Check the Cook County Treasurer’s website to see if your name and address for your tax bill are correct. Go to cookcountytreasurer.com or cookcountypropertyinfo.com, click on Forms, then Name/Address change and enter your PIN to view the address on file for your PIN. If your address needs to be changed, follow the instructions on the website to update your contact information.

Apply for exemptions

Contact the Cook County Assessor’s Office to learn if you are eligible for any money-saving tax exemptions. An exemption is a reduction applied to the tax bill only if the homeowner satisfies qualifications determined by the Assessor’s Office.

Payment status

You can verify to see if your payment has posted by visiting cookcountytreasurer.com and entering your 14-digit PIN in the “Payment Status” section of the website. Under state law, only U.S. postmarks (not metered dates) may be used to determine whether payments were timely received and to determine whether penalties and interest are due.

Update the name on your deed

Contact the Cook County Recorder’s Office to make sure your name is properly recorded on the deed to your new property.

The Bill

Cook County Property Tax Bills are mailed twice a year.

First Installment – In Cook County, the due date for the First Installment is always the first business day in March. The First Installment is 55% of the prior year’s total taxes.

Second Installment – The Second Installment is due around late summer or early fall. The actual due date fluctuates because other state, county and local agencies must issue data on assessments, appeals, the state equalization factor, exemptions and local tax rates before the Cook County Treasurer’s Office can print and mail the Second Installment bills.

How to Pay Your Tax Bill

Chase Bank – Present an original payment coupon and payment at any Chase Bank locations throughout Chicagoland.

Online – Pay at cookcountytreasurer.com or cookcountypropertyinfo.com from your checking or savings account.

Mail – Use the return envelope included with your tax bill. Mail one check with one original payment coupon per envelope. The cancelled check serves as your receipt.

Mortgage Escrow – If your taxes are paid from a mortgage escrow account, confirm that your lender is paying on time and on the correct PIN. A mortgage escrow account is a bank account established by a broker or bank for the purpose of holding and distributing funds for expenses such as property taxes or homeowner’s insurance.

Making Partial Payments

The Cook County Treasurer’s Office allows taxpayers to make partial payments. Taxpayers are responsible for paying the total amount owed in addition to any interest and fees added to the remaining balance. Failing to pay the tax bill in full could result in delinquent taxes resulting in taxes being offered at the annual tax sale.

When making multiple partial payments, all checks must include your name, address, phone number, PIN, the tax year and installment for which you are making a payment and your email address if possible. When paying by check, you must detach the original tax payment coupon from the bill and include it in the payment envelope.