

TAX DEED PROCESS

1. ORDER TITLE SEARCH FROM LOCAL TITLE COMPANY.
2. FORWARD TITLE SEARCH TO CORP COUNSEL FOR REVIEW
3. CORP COUNSEL RESEARCHES AND INFORMS TREASURER OF WHOM TO SEND NOTICE OF APPLICATION FOR ISSUE OF TAX DEED EITHER BY CERTIFIED MAIL OR PERSONAL SERVICE.
4. TREASURER ACCOMPLISHES SERVICE OF APPLICATION OF TAX DEED EITHER BY CERTIFIED MAIL OR SHERIFF'S SERVICE
5. UPON RECEIVING RETURNED RECEIPTS BACK FROM CERTIFIED MAILINGS OR SHERIFFS SERVICE, TREASURER COUNTS 90 DAYS FROM THE DAY THE LAST RECEIPT WAS RECEIVED AND GIVES ALL NECESSARY DOCUMENTS TO THE COUNTY CLERK, RETAINING PHOTOCOPIES OF EVERYTHING.
6. THE COUNTY CLERK PRESENTS IT TO THE PROPERTY COMMITTEE WHO RECOMMENDS A RESOLUTION TO THE COUNTY BOARD.
7. THE COUNTY BOARD ADOPTS RESOLUTION TO TAKE TAX DEED TO PROPERTY.
8. PROPERTY MAY BE REDEEMED BY PAYMENT OF ALL DELINQUENCIES AT ANY TIME BEFORE THE RECORDING OF TAX DEED TO COUNTY.
9. CORP COUNSEL PREPARES DEED AND COUNTY CLERK RECORDS IT.
10. WITHIN 10 DAYS AFTER THE DEED IS RECORDED, THE TREASURER SENDS NOTICE TO FORMER OWNER (OR IF DECEASED) TO FORMER OWNER'S SURVIVORS (THOSE WHO RECEIVED THE APPLICATION OF TAX DEED) NOT INCLUDING MORTGAGES, LIEN HOLDERS, ETC, BY REGULAR MAIL THAT THEY HAVE 30 DAYS FROM DATE OF NOTICE TO REGAIN OWNERSHIP OF PROPERTY BY MAKING PAYMENT TO THE COUNTY OF ALL DELINQUENT TAXES PLUS INTEREST, PLUS \$1000 FEE WHICH IS THE COUNTY'S ESTIMATE OF AVERAGE COSTS INCURRED BY COUNTY, PLUS \$30 FOR RECORDING FEE.
11. IF PREVIOUS OWNER DOES NOT REGAIN OWNERSHIP, DELINQUENT TAXES ARE WRITTEN OFF AFTER THE 30 DAYS HAS PASSED.
12. IF PREVIOUS OWNER MAKES REQUIRED PAYMENT, CORP COUNSEL DRAFTS DEED BACK TO FORMER OWNER AND COUNTY CLERK RECORDS IT. TREASURER DOES TAX RECEIPTS FOR ALL TAXES PLUS INTEREST AND GENERAL RECEIPT FOR \$30 RECORDING FEE AND \$1000 TAX DEED FEE.
13. THE TAX DEED PROPERTY THAT IS OWNED BY THE COUNTY THEN GETS PRESENTED BACK TO THE PROPERTY COMMITTEE. THE PROPERTY COMMITTEE APPRAISES THE PROPERTY OR SETS A MINIMUM BID AND THE COUNTY CLERK ADVERTISES THE SALE FOR 3 WEEKS AND POSTS ON COUNTY'S WEBSITE.
14. THE FINANCE COMMITTEE PRESENTS THE PROPERTY FOR SALE AND OPENS BIDS WITH THE MINIMUM BID AND AWARDS THE SALE OF PROPERTY TO THE HIGHEST BIDDER.
15. UPON PAYMENT CORP COUNSEL PREPARES DEED TO BUYER AND COUNTY CLERK RECORDS IT.
16. AFTER DEED IS RECORDED, IF FORMER OWNER HAS OCCUPIED THE PROPERTY AS THEIR RESIDENCE ANY TIME DURING THE PAST 5 YEARS BEFORE DEED TO COUNTY WAS RECORDED, THE TREASURER NOTIFIES THE FORMER OWNER OR OWNERS IN WRITING BY CERTIFIED MAIL, OF THEIR RIGHT TO REQUEST IN WRITING, WITHIN 60 DAYS AFTER RECEIPT OF THE

TREASURER'S NOTICE, ANY SALE PROCEEDS. IF FORMER OWNER IS DECEASED, WE DO **NOT** MAIL THE SURVIVORS A LETTER TO REQUEST PROCEEDS. NO LETTER IS SENT IF OWNER IS DECEASED.