THE COOK COUNTY NO CASH BID PROGRAM
MUNICIPAL REQUEST PACKAGE CHECKLIST
2011 Scavenger Sale

The Cook County No Cash Bid Program is an economic development tool designed to assist municipalities in acquiring tax delinquent property for reuse as private development and tax reactivation or for tax exempt municipal use.

All requests are subject to approval by the Cook County Board of Commissioners which refers each No Cash Bid Request to the Finance Tax Delinquency Subcommittee. Eligible parcels must have at least two years of qualifying delinquent taxes. Any parcel with a municipal or county lien will be considered for over-the-counter processing and will not be considered for purchase at the 2011 Scavenger Sale. A parcel with an active bankruptcy case is not eligible for the program at any time.

No Cash Bid Request Packages must have a development plan for all requested property index numbers (PINs). In general, requests intending to land bank parcels without a complete redevelopment plan will not be approved. Municipalities with requests containing over five parcels must call the Cook County Bureau of Economic Development to review documented project plans, capacity and past participation in the No Cash Bid Program before submitting a Request Package.

Each No Cash Bid Request Package should contain PINs within one redevelopment project. For example, if a municipality would like the County to make No Cash Bids on five parcels, of which three parcels are vacant land to create affordable housing and two parcels are abandoned industrial buildings for separate redevelopment projects, the municipality would submit three Request Packages. The first Request Package would be for the three parcels of vacant land and the second and third Request Packages would each contain one of the abandoned industrial buildings. PINs with a Third Party Requestor should also be requested in a separate package.

No Cash Bid Request Packages containing a commercial, industrial or residential building must submit a notarized affidavit stating the period of abandonment; type of structure or improvement; current condition of the property; and its present state of use.

By participating in the No Cash Bid Program, municipalities are required to file an annual report on all parcels requested. Per Ordinance, failure to file a report may result in rejection of future No Cash Bid requests by the Board of Commissioners. Participation in the No Cash Bid Program does not eliminate the need to apply for tax exempt status with the Cook County Board of Review to prevent taxes from accruing on municipally owned parcels.

No Cash Bid Request Packages are processed in the order they are received by the Cook County Bureau of Economic Development using time and date stamp. Only complete Request Packages will be accepted and processed. At any time during the review process, a municipality or taxing body with an incomplete or inaccurate Request Package can be notified to reclaim their package. A corrected Request Package must then be re-submitted and will receive a new date and time stamp for processing. Request Packages that are determined to be incomplete or inaccurate will extend the overall processing time and possibly miss deadlines for participation.

These instructions are only for the 2011 Scavenger Sale

If you would like to request PINs with municipal or county liens, they must be processed for an Over-The-Counter purchase, and not for purchase at the 2011 Scavenger Sale. Please contact the Cook County Bureau of Economic Development for specific steps.

THE DEADLINE TO SUBMIT A NO CASH BID REQUEST PACKAGE FOR 2011 SCAVENGER SALE PROCESSING IS

Friday, July 15, 2011 AT 3:00 PM

IN THE COOK COUNTY BUREAU OF ECONOMIC DEVELOPMENT,
Department of Planning and Development
69 West Washington Street, Suite 2900, Chicago, IL 60602

Questions regarding the No Cash Bid Program may be directed to the Cook County Bureau of Economic Development at 312-603-1012.

No Cash Bid Program Terms Defined:

Request Package: contains Cover Letter, Electronic Files on CD/floppy, Certified Municipal Resolution/Ordinance, Third Party Requestor Affidavit Form and documentation (if applicable), Title Company Certificate of Registration and "PIN Packages" in numerical order by volume order and then PIN order.

PIN Package: documentation required for each property index number (PIN) listed in the Request Package cover letter and resolution. Documentation is to be paper clipped together into individual "PIN Packages" which include: Current Title, Name and Judgment Search, Highlighted Sidwell Map, Photograph and Notarized Affidavit of Abandonment, if applicable.

Please do not put Request Packages in three-ring or spiral binders. Paper clips or binder clips should be used with minimal stapling. PIN Packages may also be numerically organized and placed in letter-size file folders with labels identifying the PIN by volume, PIN, street address and municipality which are placed inside larger accordion folders or small boxes, as appropriate.

Send Complete Request Packages to:

Send the Original Request Package, a CD, and 20 copies of the Request Package to:
Cook County Commissioner Deborah Sims
Finance Tax Delinquency Subcommittee Chair
118 North Clark Street, Suite 567
Chicago, IL 60602

Send 2 copies of the Request Package and a CD to: Ms. Stephanie Milito
Cook County Bureau of Economic Development
Department of Planning and Development
69 West Washington Street, Suite 2900
Chicago, IL 60602

A Complete No Cash Bid Request Package contains all of the following information:

1. COVER LETTER

A cover letter stating the municipality's interest in receiving a No Cash Bid for the listed parcel(s) is to be addressed to:

The Honorable Toni Preckwinkle
President, Cook County Board of Commissioners
118 North Clark Street, Suite 537
Chicago, IL 60602

The cover letter shall be signed by the Mayor, President or Village Administrator of the requesting municipality. The body of the cover letter shall include:

• A list containing the volume number and full 14-digit permanent index number (PIN) of each parcel requested. The list is to be in numerical order by volume number first and then in order by PIN. Ranges (i.e. 00-00-000-001-0000 thru 00-00-000-015-0000) or abbreviations of PINs (i.e. -001, -002, -003) will not be accepted. PIN(s) requested in the cover letter must be approved and also listed in the municipal resolution. Any PIN(s) withdrawn from the list approved in the municipal resolution must be listed in a separate section of the cover letter along with a statement explaining that the following (number of) PIN(s) is/are no longer requested. Any list of PINs should be formatted in columns as shown below.

Vol. 01	00-00-000-001-0000	Vol. 01	00-00-000-005-0000
Vol. 01	00-00-000-002-0000	Vol. 01	00-00-000-006-0000
Vol. 01	00-00-000-003-0000	Vol. 02	00-00-000-001-0000
Vol. 01	00-00-000-004-0000	Vol. 02	00-00-000-002-0000

• A statement of the total number of PINs requested in the package. For example – "This Request Package contains 8 PINs."

• A statement of intended use for each PIN. The statement should contain a description of the current type of property and the benefits to the municipality that would be provided by this use/re-development. Any plans, agreements or program documentation may also be submitted.

• A statement disclosing that the municipality will file for tax exempt status because they will retain the PIN(s) for municipal use or will maintain the status until the tax deed(s) are conveyed to a developer.

• A statement disclosing a Third Party Request, or lack of Third Party Request, by a developer, organization or other private party, in which the municipality would convey the certificate(s) of purchase or the perfected tax deed(s) to that Third Party Requestor. The municipality shall disclose any agreements or proposals with the Third Party Requestor regarding the subject parcels. Any intended or signed agreement(s) should be included in the Request Package.

• A statement that the municipality will retain legal counsel to obtain the tax deed and bear all legal and other costs associated with acquisition of the parcel(s). If the Third Party Requestor is retaining legal counsel to perfect the tax deed(s), it must be disclosed in the cover letter, municipal resolution and in a notarized letter signed by the Third Party.

• A statement that the municipality agrees to submit, to the Cook County Bureau of Economic Development, No Cash Bid Reports on the status of each parcel for five years or until development is complete, whichever occurs last, as required by the Cook County No Cash Bid Ordinance. Please contact the Cook County Bureau of Economic Development for the No Cash Bid Report form.

• A statement disclosing contact information of a municipal official/staff person and a legal representative who will answer questions regarding the Request Package. Include: name of contact, title, organization, mailing address, phone, fax and email address of each designee.

2. A CD OR FLOPPY DISK WITH ELECTRONIC FILES

The documents below must be saved on a CD or floppy disk and submitted with the Original Request Package and also in the Request Packages sent to Cook County Bureau of Economic Development:

• A copy of the cover letter. The electronic file is to be saved in MS Word or WordPerfect – not as a PDF. The electronic signature of the municipal official should not be included.

• A two column, numerical list of the volume number(s) and PIN(s) requested saved in MS Excel or Quattro Pro – not as a PDF. Please include name of municipality in the spreadsheet.

3. CERTIFIED MUNICIPAL RESOLUTION OR ORDINANCE

A certified resolution or ordinance formally requesting the No Cash Bid must be passed by the municipality or taxing body. The body of the resolution or ordinance shall include:

• A list containing the volume number and full 14-digit permanent index number (PIN) of each parcel requested. The list is to be in numerical order by volume number first and then in order by PIN. Ranges (i.e. 00-00-000-001-0000 thru 00-00-000-015-0000) or abbreviations of PINs (i.e. -001, -002, -003) will not be accepted. The PIN(s) listed in the resolution/ordinance should match the list in the cover letter. Any PIN(s) withdrawn from the list approved in the resolution must to be listed in a separate section of the cover letter along with a statement explaining that the following (number of) PIN(s) is/are no longer requested. Any list of PINs should be formatted like the previous example.

• A statement of intended use for PINs requested must be included in the resolution. The statement should contain a description of the current type of property and the benefits to the municipality that would be provided by this use/re-development.

• A statement disclosing that the municipality will file for tax exempt status because they will retain the PIN(s) for municipal use or maintain the status until the tax deed(s) are conveyed to a developer.

• A statement disclosing a Third Party Request, or lack of Third Party Request, by a developer, organization or other private party, in which the municipality would convey the perfected tax deed(s) to that Third Party Requestor. The municipality shall disclose any agreements or proposals with the Third Party Requestor regarding the subject parcels.

• A statement that the municipality will retain legal counsel to obtain the tax deed and bear all legal and other costs associated with acquisition of the parcel(s). If the Third Party Requestor is retaining legal counsel to perfect the tax deed(s), it must be disclosed in the cover letter, municipal resolution and in a notarized letter signed by the Third Party.

• A statement that the municipality agrees to submit, to the Cook County Bureau of Economic Development, No Cash Bid Reports on the status of each parcel for five years or until development is complete, whichever occurs last, as required by the Cook County No Cash Bid Ordinance.

4. CERTIFICATION REGARDING A NO CASH BID FOR THE 2011 SCAVENGER SALE

A request package compiled for a No Cash Bid during a Scavenger Sale, shall have a "Certification Regarding the No Cash Bid Request of the (Name of Municipality) for the (Year) Scavenger Tax Sale" form completed and signed by the Mayor, President or Village Administrator of the requesting municipality. Contact Cook County Bureau of Economic Development for the 2011 Scavenger Sale Form. This form is not required for Over-the-Counter No Cash Bids.

5. THIRD PARTY REQUESTOR AFFIDAVIT PACKAGE

If a municipality intends to convey No Cash Bid Certificate(s) of Purchase or perfected Tax Deed(s) to a developer, organization or other private party, a Third Party Requestor Affidavit Package shall be completed and enclosed in the Request Package. Information submitted must include: a signed 4-page affidavit form along with documentation which provides evidence of previous projects similar in scope and nature; two to three references; a written description of the project and examples of financial capacity. Contact the Cook County Bureau of Economic Development for a complete Affidavit Package and specific forms for Third Party Requestors.

A presentation about the Third Party Requestor's project must be given at the Finance Tax Delinquency Subcommittee Meeting in which the Request Package is reviewed.

6. TITLE COMPANY STATE REGISTRATION

Per Cook County Ordinance, title searches must be conducted by a title company licensed by the State of Illinois. Submit a copy of the title company's Certificate of Registration from the State of Illinois. See sample at the end of this checklist.

7. PIN PACKAGES (TITLE SEARCH, SIDWELL, PHOTO, AFFIDAVIT) FOR ALL PINS

For each PIN that is requested, please create a "PIN Package" by paper clipping together the documents described in items A through D. Submit PIN Packages in numerical order by volume number first and then by PIN number. Large quantities of PIN Packages may also be placed into individual letter-size file folders. Each folder must have a label on the tab which includes: volume number, PIN, street address and municipality. Folders are then placed in numerical order into a larger accordion folder or small box as appropriate.

A. CURRENT TITLE & NAME JUDGEMENT SEARCH

A title search and name judgment search for the "chain of title", current status of title, legal description, easements, encumbrances, bankruptcies, judgments and/or liens shall be submitted for each PIN Package. Information on delinquent tax years is not needed. Per Cook County Ordinance, the searches must be conducted by a title company licensed by the State of Illinois. Searches must be conducted within 2 months of submitting the Request Package. Packages containing illegible searches (especially in the case of handwriting) or searches compiled by companies not licensed by the State of Illinois will not be accepted.

ABOUT PARCELS WITH LIENS & BANKRUPTCIES

The No Cash Bid Program will not accept any PIN(s) with a municipal or county lien for a No Cash Bid at a Scavenger Sale. Scavenger Sale Fraud Statutes, sections 21-285 and 21-290 of the Property Tax Code (35 ILCS 200/1-1, et. seq.), state that a bid cannot be placed on a property by a bidder with "ownership interest" or "non-ownership interest".

Any Request Package containing PIN(s) with municipal/county lien(s) will be considered only for Over-the-Counter processing at designated times. Before a Request Package with a lien(s) is submitted, contact the Cook County Bureau of Economic Development at 312-603-1012 to see if Over-the-Counter processing is available that time. The No Cash Bid Program will not accept any PIN with an active bankruptcy case at any time.

B. HIGHLIGHTED SIDWELL MAP

A copy of a current Sidwell map that illustrates the requested PIN shall be included in each PIN Package. The copy should include the whole Sidwell map, as presented in the atlas, on an 8 ½ x 11 sheet of paper. Please do not enlarge any section of a Sidwell map. The requested PIN is to be highlighted in yellow with only one highlighted PIN per copy of each map.

C. PHOTOGRAPH

A photograph of each individual parcel, taken within 2 months of submitting the request, shall be included in each PIN Package. A color photograph shall be submitted in the original PIN Package(s) of the original Request Package. Clear black and white copies can be sent in the additional packages. The volume number, PIN, street address and name of municipality must be on the front of each photo. Photos from internet websites are not acceptable. Photos should be taken facing the property straight-on and not from an angle. Only one PIN per photo. Do not submit the same photo for multiple PINs in a stretch of land.

D. NOTARIZED AFFIDAVIT OF ABANDONMENT

Any Request Package which contains an abandoned commercial, industrial or residential building must submit a notarized affidavit of abandonment completed by the municipality or taxing body. The document must state the period of abandonment; type of structure or improvement; present state of use and type of redevelopment project. Any known municipal building inspection reports or additional information pertinent to the abandonment of the property should also be included. Attach additional photos of the structure if it is not clearly shown in the photograph submitted for the parcel. See the end of this application packet for a sample affidavit.

SUMMARY

The following documents must be included in each No Cash Bid Request Package for 2011 Scavenger Sale Processing. Contact Cook County Bureau of Economic Development, at 312-603-1012, if you are missing any forms or have a question regarding the request package or program process.

1) Cover Letter

2) CD or floppy with electronic copy of cover letter and spreadsheet of requested PIN(s)

3) Certified Municipal Resolution/Ordinance

4) Completed and signed "Certification Regarding the No Cash Bid Request of the (Name of Municipality) for the 2011 Scavenger Sale" Form. This form is not needed for Request Packages that will be processed Over-the-Counter.

5) Third Party Requestor Affidavit Package– if applicable. Includes the 4-page affidavit form, along with evidence of successful developments, references, a written description of project and examples of Third Party's financial capacity

6) Copy of Title Company's Certificate of Registration from the State of Illinois

7) A "PIN Package" for each PIN requested. Each PIN Package includes– a title-name-judgment search, highlighted Sidwell map, Photograph and notarized Affidavit of Abandonment– if applicable. PIN Packages are to be in numerical order by volume number first and then by PIN

SAMPLE

AFFIDAVIT OF ABANDONMENT

Printed on Municipal Letterhead

Date: June 28, 2011

Name of Municipality's No Cash Bid Application
Project Development /Staff/Attorney Name and Number of PINs in Package
(ie. Retail Development 3 PINs or Smith 4 PINs)

AFFIDAVIT OF ABANDONMENT

Submitted in support of the Village/City of Municipal Name's request for approval of a No Cash Bid for the following property index number:

Volume 01 01-23-456-789-0000

I hereby certify that the above listed property has been vacant since date. Parcel 01-23-456-789-0000 is an abandoned type of building to be describe the redevelopment project. I have visited the requested parcel and found no persons living, legally or illegally, in the structure. Insert additional information that is pertinent to the request or the property regarding the period of abandonment.

Subscribed and sworn to
by : (Signature of Municipal Staff)

Name: _____
Title: _____
Municipality: _____
Date: _____

Before me this 28th day of June, 2011

(Signature of Notary)_____

NOTARY
STAMP/SEAL

CC: Stephanie Milito, Cook County Bureau of Economic Development

STATE OF ILLINOIS
DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION
DIVISION OF FINANCIAL INSTITUTIONS

Springfield March 8. 2007

CERTIFICATE OF AUTHORITY

Pursuant to the Illinois

TITLE INSURANCE ACT

CHICAGO TITLE INSURANCE COMPANY

I, GINA M. DeCIANI, ACTING DIRECTOR OF FINANCIAL INSTITUTIONS OF THE STATE OF ILLINOIS, BY VIRTUE OF THE POWERS AND DUTIES VESTED IN ME BY THE TITLE INSURANCE ACT, EFFECTIVE JANUARY 1, 1990, DO HEREBY

that Chicago Title Insurance Company, 171 North Clark Street, Chicago, IL 60601, incorporated under the laws of the State of Missouri, and qualified to do business under "The Business Corporation Act" of Illinois, in force July 13, A.D.,1933, is authorized to guarantee or insure tides to real estate, in ANY AND ALL COUNTIES IN ILLINOIS, and has on deposit with this Division, Bonds aggregating One Million One Hundred Thousand Dollars ($1,100,000.00) which have been indexed officially in the name of the Director of Financial Institutions of the State of Illinois.

IN TESTIMONY WHEREOF, I hereunto subscribe my name and affix the seal of my office the day and year first above written.

Gina M. DeCiani, Acting Director Division of Financial

Dean Martinez, Secretary Department of Financial and Professional Regulation

SAMPLE OF STATE CERTIFICATE OF REGISTRATION