COOK COUNTY ASSESSOR
FRITZ KAEGI

COOK COUNTY ASSESSOR'S OFFICE
118 NORTH CLARK STREET, CHICAGO, IL 60602
PHONE: 312.443.7550 FAX: 312.603.3352
WWW.COOKCOUNTYASSESSOR.COM

Condominium De-Conversion Document Request Form, Rev. 3-9-2021

Date:
Name:
Address:
Lead PIN:
Recorder Document No.:

Dear Sir or Madam:

Reason for this letter: This Office is in receipt of the request to remove the above-referenced property from provisions of the Illinois Condominium Property Act (765 ILCS 605, et seq.). Section 16 of the Act requires that, prior to this office processing such removal, "the holders of all liens affecting any of the units consent thereto or agree, in either case by the instruments duly recorded, that their liens be transferred to the undivided interest of the unit owner."

Instructions: Please submit the documents listed in Exhibit A for each condominium unit, make additional copies of Exhibit A as you need. You must include a **recent** title report or property information report and this letter for **each** condominium unit. The report must show that all lien holders for all condominium units have consented to the condominium de-conversion. The lien holder(s)' consent(s) **must have been** recorded contemporaneously (at the same time) with the de-conversion document. If a document (lien holder's consent or title report) covers more than one unit, you must make copies for each unit.

_____ Your Contact Name
_____ Your Contact Address
_____ Your Contact Phone
_____ Your Contact E-Mail Address Mail to:

Divisions Department
Office of the Cook County Assessor
118 North Clark Street, 3rd Fl
Chicago, Illinois 60602
Attn: Divisions Dept.

To submit request electronically, please email **Assessor.Divisions@cookcountyil.gov**

For Office Use Only

Intake by: Employee Initials _____Date_____

Yes/No Title Report or Property Information Report for each unit

Yes/No All Lien Holders Consent Recorded for each unit

Approved/Reject Condominium De-conversion, Employee Initials _____Date_____

Resend and Request Further Information: _____

Exhibit A - Checklist

(Make additional copies so that each condominium unit has an Exhibit A – Checklist)
(If a document covers more than one unit, make copies and attach it to each unit's Exhibit A – Checklist)

Condominium PIN:_____-_____-_____-_____-_____

Condominium Unit Number: _____

Condominium Postal Address:_____

____Recent Title Report or Property Information Report

____Copy of Recorded Lien Holder's Consent