

DuPage County Sheriff's Office Requirements for Conducting Foreclosure Sales

Terms of Sale: Ten percent (10%) due by cash or certified check at the time of the sale and the balance is due within 24 hours of sale. Failure to pay the remaining balance within the twenty-four (24) hours may result in the forfeiture of your down payment. The property offered for sale is subject to real estate taxes, special assessments or special taxes levied against said real estate and is offered for sale without any representation as to quality of the title and without recourse to the DuPage County Sheriff's Office and "as is" condition. The sale is further subject to confirmation by the court.

Location: DuPage County Sheriff's Office, Southwest Lobby, 501 N. County Farm Rd., Wheaton, IL, 10:00 A.M.

Confirmation Hearing: DuPage County Judicial Office Facility, 505 N. County Farm Rd, Wheaton. Courtroom assignments, date and time TBA at time of sale. Upon the issuance of a sale date, the sale is considered set. The following original documents are required three (3) business days prior to the sale: (1) Notice of Judicial Sale, (2) Certificate of Publication, and (3) Affidavit of mailing notices to the parties in the action.

Opening Bids must be in writing on business letterhead or emailed to be received no later than 3:30 P.M. the day prior to the sale, failure to comply may result in a continuation of sale to the next sale date. The Sheriff's Office will accept ONE bid on behalf of the plaintiff for each property being sold.

Sheriff's Office Fees: The commission per sale is \$600.00, due prior to confirmation of sale. A cancellation fee of \$150.00 per cancellation is due upon receipt of invoice. A sale may be continued within 59 days of the first set sale date without charge.

After the sale has been executed, the following original documents and a commission fee of \$600.00 are required one week prior to the confirmation hearing: (which is set by the attorney)

- (1) Sheriff's Report of Sale
- (2) Receipt
- (3) Certificate of Sale
- (4) Deed (pltf sales only)

All after sale documents can be emailed to our office for execution. You will then need to e-file your executed documents for the confirmation hearing. The Sheriff's Office will execute deed, if provided, and return with entered documents after the confirmation has taken place.

FORECLOSURE PHONE: 630-407-2061

FAX: 630-407-2055

Mail to: DuPage County Sheriff's Office (Foreclosure Dept.)

501 N. County Farm Rd
Wheaton, IL 60187