**JOHN E. ZARUBA**
SHERIFF

501 N. County Farm Road
Wheaton, Illinois 60187
(630) 407-2000
FAX (630) 407-2013
www.dupagesheriff.org

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| Civil Division | (630) 407-2060 |
| Corrections | (630) 407-2255 |
| Crime Laboratory | (630) 407-2100 |
| Detective Division | (630) 407-2323 |
| Radio Room | (630) 407-2400 |
| Records Division | (630) 407-2270 |
| Warrants Division | (630) 407-2290 |

**OFFICE OF THE SHERIFF**
COUNTY OF DUPAGE

# 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 shall result in the forfeiture of the ten percent (10%) 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. A certified Judgment is to be sent to the Sheriff's Office as soon as the sale date has been 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 3:00 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 sixty days of the published 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:

(1) Sheriff's Report of Sale, (2) Original Certified Publication,(3) Order Approving Report of Sale and Distribution, (4) Certificate of Sale, (5) Deed, (6) Notice of Motion and Motion for Confirmation of sale.

All documents received by the Sheriff's Office that are pertinent to the sale will be filed with the courts at the time of 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**
**Civil Division**
**P.O. Box 60**
**Winfield, IL 60190**

**Overnight Delivery:** **DuPage County Sheriff' s Office**
**Civil Division**
**501 N. County Farm Rd.**
**Wheaton, IL 60187**