**MEMORANDUM**

**Obtaining a Legal Description**

Conducting a preliminary title search to obtain a legal description by searching the public records.

First: Go to the Cook County Assessor’s Office (<http://www.cookcountyassessor.com>) and do a search by Address. You should then be able to recover the PIN (Property Indetntification Number) for the property.

Or, you can go to Cook County Property Tax Portal ([www.cookcountypropertyinfo.com](http://www.cookcountypropertyinfo.com)) and type in the address. This will also provide the PIN.

Next: Go to the Cook County Recorder of Deed Office (<http://cookrecorder.com>) and do a search of the documents recorded against the property. You should do this through a PIN search. You should select the most recent Deed or Mortgage, both of which must contain the PIN.

Please confirm the property information (name of owner/mortgagor, street address, etc.) for accuracy. There are two reasons for this. 1) To make sure that there are no other record title holders on the property and 2) Although it does not happen often, the Recorder’s office does occasionally misrecord documents.

Print the legal description page (if possible by using “print screen”) or copy down the legal description ***exactly*** as it is listed on the document.