

CHICAGO DEPARTMENT OF TRANSPORTATION  
**DETERMINING PROPERTY OWNERSHIP (IF UNKNOWN)**

Revised: 5/31/24

Each property in the City of Chicago has been assigned a unique Permanent Index Number (PIN). This PIN can be used to identify the owner of the property.

If the PIN is unknown, visit the County Building at: 118 N. Clark St, Room 403, Chicago, IL

EITHER

1. Bring PIN to the lower level Recorder's Office – Tract Book Section and enter it into the computer.
2. The computer will reveal the name of the Taxpayer of Recording with a document deed recorded.
3. Take the information to the Retrieval Vault across the hall from the Tract Book Section
4. Bring the document number to the microfilm room (next door). Fill out an order form and get the microfilm reel or jacket that contains the deed that you are seeking.
5. Pay fee (menu posted) and obtain a certified copy of the deed.

OR

1. Contact a title company with the PIN and request a copy of the last deed. **Note: this option will require a fee.**