



THE CITY OF BERWYN, ILLINOIS

CHECKLIST FOR REAL ESTATE TRANSFERS (QUIT CLAIMS)

BUILDING DEPARTMENT

**Paper work must be completed on all Real Estate transactions.
Please call or visit the building department for further information
(708) 788-2660 Ext: 3223 Marianne**

WATER DEPARTMENT

**The balance on the water bill must be current and paid up to date.
Please call or visit the Water Department for further information
(708) 788-2660 Ext: 3257 Theresa**

COLLECTORS OFFICE

**Original Copy of Deed that is going to be recorded.
Completed Berwyn Declaration form.
Payment of \$100.00. Cash, Check, Money Order, Credit Card**

**If the deed involves a Trust or a Corporation a copy of the trust
agreement or Corporation papers must be submitted.
Please call the Collector's Office if you have any questions
(708) 788-2660 Ext: 3242 Linda or Ext: 3244 Jeannette.**

**ATTENTION: An Attorney's affidavit MUST be completed
if someone will be coming off of the title/deed.**

Exemption stamps can be purchased at:

**Berwyn City Hall – Collector's Office
6700 W. 26th Street**

**Monday, Wednesday, Thursday & Friday between 9:00 a.m. and 4:30 p.m.
Tuesday between 9:00 a.m. and 7:30 p.m.**