



THE CITY OF BERWYN, ILLINOIS

CHECKLIST FOR REAL ESTATE TRANSFERS (PROPERTY SALE)

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.
State and/or County Real Estate Declaration Forms.
Completed Berwyn Declaration form.
Payment of \$10.00 per \$1,000.00 or 1% of the selling price
If sale involves a Trust or a Corporation, a copy of the Trust Agreement
or Corporation papers are required.
Please call the Collector's Office if you have any questions
(708) 788-2660 Ext: 3242 Linda or Ext: 3244 Jeannette.

METHODS OF PAYMENT ACCEPTED

**CREDIT CARD, CASH, MONEY ORDER OR CERTIFIED CHECK
AN ATTORNEY'S CHECK WILL BE ACCEPTED IF IT IS NOT DRAWN ON
A PERSONAL ACCOUNT AND IT MUST INDICATE "ATTORNEY AT LAW"
ON CHECK
ALL CHECKS SHOULD BE MADE PAYABLE TO "THE CITY OF BERWYN"**

Berwyn Transfer 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.