

Robert J. Lovero  
Mayor



Collections and Licensing

6700 west 26<sup>th</sup> Street Berwyn, Illinois 60402-0701 Telephone: (708) 788-2660 Fax: (708) 749-8910

[www.berwyn-il.gov](http://www.berwyn-il.gov)



**CHECKLIST FOR REAL ESTATE PROPERTY TRANSFER**

Building Department requirements:	METHODS OF SUBMITTAL			
	Phone	Drop Box*	In Person	Emailed
<p>•A Property inspection is required for all property sales. Inspection should be ordered and paid for at City Hall at least 30 days prior to purchase of transfer stamps. The inspection report expires after 6 months after the date of inspection. To make payment using the Real estate drop box, please provide Contact Information on the envelope. Please refer to Inspection Fees reference sheet under <b>Forms</b> on <a href="http://www.berwyn-il.gov">www.berwyn-il.gov</a></p> <p>If there are multiple transfers, please let us know to keep the chain of title correct for example, quit claim prior to a sale.</p>	<p>Please call (708) 788-2660 Ext. 6445 or 6449 to schedule after payment has been dropped off in Drop Box.</p>	<p>Payment can be a in any form of a check. No cash please.</p>	<p>Payment can be a in any form of a check, credit card, or cash.</p> <p>Scheduling can be done in person.</p>	<p>N/A</p>
<p>•A Water Service inspection required prior to transfer. Please schedule with the Compliance Department.</p>	<p>Will be scheduled at the time of scheduling for the Property inspection.</p>	<p>N/A</p>	<p>Can be scheduled in person.</p>	<p>N/A</p>
<p>•Plat of survey •MLS Listing with photo</p>	<p>N/A</p>	<p>Can be dropped off with <u>All documents</u> for stamps</p>	<p>Can be dropped off in person.</p>	<p>Can be emailed. See below for Email addresses**</p>
<p>•Outstanding parking tickets must be paid in full.</p>	<p>Call (708) 795-5600 to check &amp; pay over the phone.</p>	<p>Check must be made out to Berwyn Police Department.</p>	<p>Payment can be a in any form of a check, credit card, or cash.</p>	<p>N/A</p>
<p>•Blight fines, fees, and invoices must be paid in full.</p>	<p>No payments over the phone.</p>	<p>Payment can be a in any form of a check. No cash please.</p>	<p>Payment can be a in any form of a check, credit card, or cash.</p>	<p>N/A</p>
<p>•<u>All</u> Buyers listed on the Deed must appear at City Hall to sign buyer affidavits-Photo ID Required or download Affidavits under <b>Forms</b> on <a href="http://www.berwyn-il.gov">www.berwyn-il.gov</a></p>	<p>N/A</p>	<p>Signed &amp; Notarized copies can be dropped off.</p>	<p>Valid Id required. Notary on site. No fees.</p>	<p>Signed &amp; Notarized copies can be emailed</p>
<p>•Please note that “<u>As Is</u>” Sales” require either an <u>Escrow</u> or an <u>As Is Attorney Letter</u>. Please contact the Compliance Department for details.</p>	<p>Please call for details.</p>	<p>If Attorney Letter is required, it can be dropped off.</p>	<p>If Escrow is required, it must be done in person.</p>	<p>If Attorney Letter is required, it can be emailed.</p>
<p><b>*Please label envelope “TRANSFER STAMPS” with Contact name, Phone number, Property address &amp; Closing date. [Dropbox]</b></p>				
<p>**Email contacts: <a href="mailto:Hkucharz@ci.berwyn.il.us">Hkucharz@ci.berwyn.il.us</a> or <a href="mailto:Mbilotto2@ci.berwyn.il.us">Mbilotto2@ci.berwyn.il.us</a></p>				
<p>Please call or visit the building department for further information (708) 788-2660 Ext. 6445 or 6449.</p>				
<p>For information regarding Foreclosure/Auction Properties please contact (708) 788-2660 Ext. 6445 or 6449</p>				

**CHECKLIST FOR REAL ESTATE PROPERTY TRANSFER (CONTINUED)**

<b>Water Department requirements:</b>	<b>METHODS OF SUBMITTAL</b>			
	<b>Phone</b>	<b>Drop Box*</b>	<b>In Person</b>	<b>Emailed</b>
<ul style="list-style-type: none"> <li>Final water readings <u>must</u> be scheduled 3-5 business days prior to closing. Please call or visit the Water Department for further information (708) 788-2660 Ext. 6463/6464/6466. The Final water bill must be paid in person when purchasing stamp. There is an option to <i>pay the Final Bill Online (please see below)</i>.</li> </ul>	Can call to schedule the Final water reading at <b>(708) 788-2660 Ext. 6463/6464/6466</b>	Payment can be a in any form of a certified check or Attorney's check. No cash or Title Company checks. If possible, please put in the same envelope with the rest of the paperwork for the Collector's Dept.	Payment can be a in any form of a certified check or Attorney's check. Cash accepted. No Personal or Title Company checks.	A clear picture of the water meter can be Emailed to  <b>Waterbilling@berwyn-il.gov</b>

**ONLINE PAYMENTS FOR THE FINAL WATER BILL**

•Online payments for Final Water readings can be done after the bill amount has been generated at [www.berwyn-il.gov](http://www.berwyn-il.gov) In order to pay, please have the Account Number and amount ready. Please call or visit the water department for further assistance if necessary at (708) 788-2660 Ext. 6463/ 6464/6466.

<b>Collector's Department requirements for transfer Stamps listed below:</b>	<b>METHODS OF SUBMITTAL</b>			
	<b>Phone</b>	<b>Drop Box*</b>	<b>In Person</b>	<b>Emailed</b>
<ul style="list-style-type: none"> <li>Original deed that is going to be recorded</li> <li>State and/or County Tax forms [PTAX or MYDEC]</li> <li>Completed Berwyn Declaration Form - Available at City Hall, through mail by request, or online at <a href="http://www.berwyn-il.gov">www.berwyn-il.gov</a> under <b>Forms</b>.</li> <li>Note: If the property involves a <u>Trust</u> or <u>Corporation</u>, a copy of the Trust Agreement or Corporation papers are required.</li> </ul>	Please call <b>(708) 788-2660 Ext. 6457/6458/6459</b> For any questions regarding Transfer Stamps.	Payment can be a in any form of a certified check or Attorney's check [Must specify Attorney at Law on check]. No cash or Title Company checks.	Payment can be a in any form a certified check or Attorney's check [Must specify Attorney at Law on check]. Cash accepted. No Personal or Title Company checks.	All documents required can be emailed unless the Deed is signed. In that case, Wet ink originals must be dropped in the Drop box or brought in person. See below for email addresses.**

**METHODS OF PAYMENT ACCEPTED:**

Credit cards, Cash, Money Orders or Certified Checks. An Attorney check will be accepted if it indicates "ATTORNEY AT LAW." All Checks must be made payable to "**THE CITY OF BERWYN.**" **NO PERSONAL CHECKS OR TITLE COMPANY CHECKS WILL BE ACCEPTED.**

**\*Please label envelope "TRANSFER STAMPS" with Contact name, Phone number, Property address and Closing Date.**

\*\*Email contacts for Documents: [Hkucharz@ci.berwyn.il.us](mailto:Hkucharz@ci.berwyn.il.us) or [Mbilotto2@ci.berwyn.il.us](mailto:Mbilotto2@ci.berwyn.il.us) (Compliance Dept.)

**Email contacts for the Collectors's Dept.: [JRendon@ci.berwyn.il.us](mailto:JRendon@ci.berwyn.il.us) or [ABower@ci.berwyn.il.us](mailto:ABower@ci.berwyn.il.us)**

Transfer Stamps can be purchased at :

**Berwyn City Hall  
6700 W. 26<sup>th</sup> Street  
Berwyn, IL 60402**

**Walk-In hours**

Monday, Wednesday, Thursday,  
& Friday 9:00-4:30 P.M.  
Tuesday 9:00A.M to 7:30 P.M.

**Drop box hours**

24 hours a day. Once processed, the person listed on the envelope will be contacted for pick-up information. Please drop off 48 hours for Processing time.

In order to avoid long lines, please use all options above to promote social distancing and promote a new way of doing things to keep everyone safe.