



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

## CHECKLIST FOR REAL ESTATE TRANSFER (PROPERTY)

### BUILDING DEPARTMENT

**Please call or visit the Compliance Department for further information (708) 788-2660 Ext. 6445 or 6449.**

- A Property inspection is required for any property transfer. Inspection should be ordered and paid for at City Hall when setting up the inspection at least 30 days prior to transfer due to availability. Inspection reports do expire after 6 months from the date of inspection.
  - A Water Service inspection is required & can be scheduled when ordering the property inspection.
  - A Plat of survey ordered within 6 months of transfer submitted to Compliance Department. \*
- Note:** If using an old Plat, All parties must agree in contract & a *No Change Affidavit* must be submitted by the Seller's Attorney. \*
- A MLS listing sheet with photo if listed by a realtor submitted to Compliance Department in person or through Email. \*

\*In person or can be emailed or before purchasing stamps to [Hkucharz@ci.berwyn.il.us](mailto:Hkucharz@ci.berwyn.il.us)

- All Buyers** listed on the Deed must sign buyer affidavits available Online at [www.berwyn-il.gov](http://www.berwyn-il.gov) . Send Signed & Notarized copies to [Hkucharz@ci.berwyn.il.us](mailto:Hkucharz@ci.berwyn.il.us) or visit the Compliance Department at City Hall to sign in person. Notary services are provided. --Photo ID is required. This must be completed prior to the Seller purchasing stamps.
- "As is" Sales** require either an Escrow or an Attorney's Letter per the Compliance Report. Please contact the Compliance Department for details.

+ If there are multiple transfers, please let us know to keep the chain of title correct for example, quit claim prior to a sale.

++ **Foreclosure/Auction/ Tax Sale Properties:** For more information, please contact the Compliance Department.

### WATER DEPARTMENT

**Please call or visit the water department for further information (708) 788-2660 Ext. 6463/ 6464/6466.**

- Final water readings must be scheduled 3-5 days prior to closing. The Final water bill must be paid in person when purchasing the transfer stamp. Please do not pay the Final Water Bill Online or over the phone.

### COLLECTORS OFFICE

**Please call or visit the Collector's Office for further information (708)788-2660 Ext. 6457/ 6458/ 6459/ 6460.**

In order to process the Real Estate Transaction please provide:

- Original deed that is going to be recorded
- State and/or County Tax forms
- Completed Berwyn Declaration Form — Available in person or online at [www.berwyn-il.gov](http://www.berwyn-il.gov)
- Payment of \$10.00 per \$1000.00, or 1% of the selling price

If the property involves a Trust or Corporation, a copy of the Trust Agreement or Corporation papers are required.

### 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.

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