



**A Century of Progress with Pride**

6700 West 26<sup>th</sup> Street Berwyn, Illinois 60402-0701 Telephone: (708) 788-2660 Fax: (708) 788-5163  
www.berwyn-il.gov

**CHECKLIST FOR REAL ESTATE TRANSFER [QUIT CLAIMS]**

**BUILDING DEPARTMENT**

- A property inspection may be required.
- Any tickets/fines or liens must be paid in full.
- Any open permits must be closed out

Please call or visit the Building Department with any questions. **(708)788-2660 Ext. 6445 or 6449**

**POLICE DEPARTMENT**

- Parking tickets/fines must be paid in full.

Please call (708) 795-5600 or visit the Police Department to check for any outstanding tickets/ fines.

**WATER DEPARTMENT**

The balance on the water bill must be current and paid up to date.

Please call or visit the Water Department with any questions. **(708)788-2660 Ext. 6463 / 6464/ 6466**

**COLLECTOR'S OFFICE**

In order to process the Real Estate transaction, please provide:

- Original deed that is going to be recorded
- Completed Berwyn Declaration form (Available only at City Hall or through a request by mail)
- Payment of \$100.00

Methods of payment accepted are Cash, Check, Title Company Checks, Money Order, or Credit Card.

If the Deed involves:

- A **Trust**, please provide a copy of the Trust Agreement.
- A **Corporation**, please provide copy of Corporation papers.

If an individual is coming off the Title/Deed, please provide:

- An Attorney's Certification form ([Available Online](#))

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

**Stamps are processed:  
Monday, Wednesday, Thursday, and Friday between 9:00AM -4:30PM  
Tuesday between 9:00AM and 7:30PM**

