



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**

Paper work must be completed on all Real Estate transactions.

- Property inspection required is 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.
- Plat of survey submitted to Compliance Department \*
- MLS listing sheet with photo submitted to Compliance Department\*
- All Buyers listed on the Deed must appear at City Hall to sign buyer affidavits--Photo ID Required.  
“As Is” Sales require either an Escrow or As Is Attorney Letter. Please contact the Compliance Department for details.

\*Can be emailed/dropped off in person at time of purchasing stamps

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

++For information regarding Foreclosure/Auction Properties please contact (708) 788-2660 Ext. 6445 or 6449

Please call or visit the building department for further information (708) 788-2660 Ext. 6445 or 6449.

Email contacts: [hkucharz@ci.berwyn.il.us](mailto:hkucharz@ci.berwyn.il.us) or [mbilotto2@ci.berwyn.il.us](mailto:mbilotto2@ci.berwyn.il.us)

**WATER DEPARTMENT**

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

- Final water readings must be scheduled 5 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.  
***Do not pay the Final Bill Online.***

**COLLECTORS OFFICE**

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 at City Hall or through mail only
- Payment of \$10.00 per \$1000.00, or 1% of the selling price

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

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

**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.

Transfer Stamps can be purchased at Berwyn City Hall 6700 W. 26 <sup>th</sup> Street Berwyn, IL 60402	Monday, Wednesday, Thursday, & Friday 9:00-4:30 P.M. Tuesday 9:00A.M to 7:30 P.M.
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