



**A Century of Progress with Pride**

March 23, 2020

**Real Estate Transfers Procedures During Shelter in Place Order**

**\*\*Effective March 23<sup>rd</sup> to April 7<sup>th</sup>**

*In an effort to provide essential real estate services, please adhere to the following checklist as listed below for all real estate services provided by City of Berwyn Building and Compliance Departments:*

**BUILDING DEPARTMENT REQUIREMENTS FOR PROPERTY TRANSFERS:**

The following paperwork must be completed on all **Real Estate** transactions.

1. During Shelter in Place order, city property inspections are waived. **Private inspections may be ordered by the Buyer.**
2. Plat-of-Survey must be submitted to [realestate@berwyn-il.gov](mailto:realestate@berwyn-il.gov).
3. MLS listing sheet with photo is required prior to transfer. Must be submitted to [realestate@berwyn-il.gov](mailto:realestate@berwyn-il.gov).
4. All Buyers listed on the deed must sign occupancy affidavits, found at [www.berwyn-il.gov](http://www.berwyn-il.gov) , under Forms > Building Department Handouts (Compliance) for download. Submit completed forms to [realestate@berwyn-il.gov](mailto:realestate@berwyn-il.gov).
5. Outstanding fees must be paid. Payments can be done with money order, certified check, or attorney's check (must indicate Attorney at Law). Payments can be dropped off at the designated drop box labeled "City of Berwyn Real Estate Transfers Only" found at the front of Berwyn City Hall, 6700 W. 26<sup>th</sup> Street.

**"As Is" Sales**

"As Is" sales may require either an Escrow or an "As Is" Attorney Letter. Please email [realestate@berwyn-il.gov](mailto:realestate@berwyn-il.gov) for details and questions.



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**Transfer Declarations**

State and County tax forms and Berwyn Declaration form must be submitted with the deed. The Berwyn Declaration Form can be found at [www.berwyn-il.gov](http://www.berwyn-il.gov), under Forms > Building Department Handouts (Compliance) for download. You must submit all completed forms to [realestate@berwyn-il.gov](mailto:realestate@berwyn-il.gov).

MyDec or PTAX forms must be supplied by Sellers attorney to [realestate@berwyn-il.gov](mailto:realestate@berwyn-il.gov).

**Multiple Transfers**

If there are multiple transfers, please email [realestate@berwyn-il.gov](mailto:realestate@berwyn-il.gov) the Property's Chain of Title. For example, "quit claim prior to a sale".

**Foreclosure/Auction Properties**

For any questions regarding foreclosure/auction properties, please email [realestate@berwyn-il.gov](mailto:realestate@berwyn-il.gov).

**WATER DEPARTMENT REQUIREMENTS FOR PROPERTY TRANSFERS:**

The balance on the water bill must be completely paid. Payment can be done with money order, certified check, attorney's check, or paid online at <https://magic.collectorsolutions.com/magic-ui/OneTimePayment/city-of-berwyn>

A water reading is also required for property transfers.

1. During the Shelter in Place order, water readings can be submitted via picture (as an attachment) by realtor or homeowner, with a minimum of 48 hours anticipation (Monday through Friday, 11:00am to 3:00pm) via email to [realestate@berwyn-il.gov](mailto:realestate@berwyn-il.gov)  
**or**
2. Final water readings can be scheduled by appointment **only**, with a minimum of **48 hours** notice (Tuesday through Thursday, 11:00am to 3:00pm) via email to [realestate@berwyn-il.gov](mailto:realestate@berwyn-il.gov).



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**REVISED 3.26.2020, EFFECTIVE IMMEDIATELY**

**COLLECTORS OFFICE REQUIREMENTS FOR PROPERTY TRANSFERS:**

Transfer stamps must be scheduled with a minimum of two business days (48 hours) before property transfer, by appointment only **AFTER** all original documents have been dropped off for review. Appointments will be scheduled once documents have been processed. **Appointments are available Tuesdays and Thursdays ONLY, from 11:00am to 3:00pm.**

In order to process the Real Estate Transaction please provide the following:

1. Submit original deed to be recorded by dropping off at Berwyn City Hall, 6700 W 26<sup>th</sup> Street. A designated drop box labeled “City of Berwyn Real Estate Transfers Only” can be found at the front of building.
2. State and/or County Tax forms must be submitted by dropping off at Berwyn City Hall, 6700 W 26<sup>th</sup> Street. A designated drop box labeled “City of Berwyn Real Estate Transfers Only” can be found at the front of building.
3. Completed Berwyn Declaration Form — Available on [www.berwyn-il.gov](http://www.berwyn-il.gov) under Forms > Building Department Handouts (Compliance) for download. Completed forms can be dropped off at Berwyn City Hall, 6700 W 26<sup>th</sup> Street. A designated drop box labeled “City of Berwyn Real Estate Transfers Only” can be found at the front of building.
4. Payment of \$10.00 per \$1000.00, or 1% of the selling price. Payment can be done with money order, certified check, or attorney’s check (must indicate Attorney at Law). Payments can be dropped off at the designated drop box labeled “City of Berwyn Real Estate Transfers Only” can be found at the front of Berwyn City Hall.

**\*\*All forms/payments being dropped off at Berwyn City Hall must be done with a minimum of two business days (48 hours) before real estate transaction.**

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

**During the Shelter in Place order, Berwyn City Hall will remain closed. No walk-ups will be accepted. You can contact [realestate@berwyn-il.gov](mailto:realestate@berwyn-il.gov) for appointments and questions related to real estate transactions.**