

Robert J. Lovero
Mayor



Charles D. Lazzara
Building Director

A Century of Progress with Pride

6700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 788-2660 ext 3219 Fax: (708) 788-5163
www.berwyn-il.gov

OCCUPANCY AFFIDAVIT

I/We, _____, purchaser(s) of the property located at _____, Berwyn, Illinois, do hereby state that

I/We have purchased the above mentioned home as a Single family home, Condo unit, or A Multiple unit building consisting of _____ total apartment (s). I/We further agree that no additional apartments will be added without prior approval from the City of Berwyn.

Sign & Print

Sign & Print

Sign & Print

Sign & Print

Phone No / Contact No. _____ / _____

E-mail: _____ / _____

Will the Berwyn address you are purchasing be your mailing address: Yes No

If **No**, provide a mailing address: _____

New Owners: In the future, if you need to change your mailing address for any reason, please note that when the mailing address is updated with the Water Dept., it does not automatically update with the Compliance Department. Please call Please contact the Compliance Dept. at 708-788-2660 ext. #6445/ #6449 to update. Failure to do so will cause all communication/ correspondence to be sent to the address on file.

Subscribed and sworn to
Before me this _____ day
Of _____, 20____

Notary Public



OPTIONS TO SUBMIT AFFIDAVIT FORM(S)

- If submitting Online, please email the Signed & Notarized copies to the Emails below.
- If the client is submitting In Person, please visit the Compliance Department at City Hall to sign in person. Free Notary services are provided with a valid Photo ID.
- DocuSign** ↓ NO NOTARY IS REQUIRED WITH DOCUSIGN. SERVICE PROVIDED THROUGH REALTOR/ ATTORNEY. Copies can be emailed to the Emails below or submitted in person at City Hall.

Hkucharz@ci.berwyn.il.us ◦ **Msaldivar@ci.berwyn.il.us**
Please call (708) 788-2660 ext. 6445/6449 with any questions.

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BASEMENT AFFIDAVIT

I/We, _____ purchasers of the property located at
_____, Berwyn, Illinois, do hereby state as follows:

1. I/We agree that the basement is not an apartment and will not be used or rented out as an apartment, allowing the City of Berwyn to re-inspect it within one (1) year.
2. The basement will be used for storage or recreation for my immediate family only and will not be considered for sleeping purposes by anyone unless the basement has legal bedroom or bedrooms.
3. If the basement is found to be rented or used for anyone not living in the building, the entire basement will be de-converted and result in fines.
4. I/We understand that under 2015 International Property Maintenance Code 106.1 Unlawful Acts, under Chapter 1278 of the City of Berwyn Ordinance... Space and Occupancy Limitations... I/We will be fined \$750.00 and up to \$1000 per day if I/we do not comply with the above mentioned.

Signature

Signature

Signature

Signature

Subscribed and sworn to
Before me this _____ day
Of _____, 20__

Notary Public

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Mayor



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ATTIC AFFIDAVIT

I/We, _____ the purchasers of
the property located at _____ Berwyn, Illinois, do
hereby state as follows:

1. I/ We agree that the attic is not an apartment and will not be used or rented out as an apartment, allowing the City of Berwyn to re-inspect it within one (1) year.
2. The attic will be used for storage or recreation for my immediate family only and will not be considered for sleeping purposes by anyone unless the attic has a legal bedroom or bedrooms. The property is being purchased as a single family home.
3. If the attic is found to be rented and used for anyone not living in the building, the entire attic will be de-converted and will result in fines.
4. I/We understand that under 2003 International Property Maintenance Code 106.1 Unlawful Acts, under Chapter 1278 of the City of Berwyn Ordinance... Space and Occupancy Limitations... I/ We will be fined \$750.00 and up to \$ 1000 per day if I /We do not comply with the above mentioned.

Signature (1)

Signature (2)

Signature (3)

Signature (4)

Subscribed and sworn to

Before me this day _____

Of _____ 20

Notary Public