

Robert J. Lovero
Mayor



Collections and Licensing

A Century of Progress with Pride

6700 West 26th 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 will be required when all parties are coming off title.
- Any tickets/fines or liens must be paid in full.
- Any open permits must be closed out.

Please call or visit the Compliance 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 or 6466

COLLECTOR'S OFFICE

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

- Original deed that will be recorded with the Cook County Recorder of Deeds.
- Completed Berwyn Declaration form. Click [here](http://www.berwyn-il.gov). (Available Online www.berwyn-il.gov / In person)
- Payment of \$100.00

Please call or visit the Collector's Department with any questions. (708)788-2660 Ext. 6457/ 6458/ 6456

If the Deed includes:

- A **Trust**, please provide a copy of the Trust Agreement only if the property is coming out of Trust.
- A **Corporation**, please provide copy of Corporation papers only if the property is coming out of a Corporation.

If an individual will be removed/ added to the Title/Deed, please provide:

- An **Attorney's Certification form** Click [here](http://www.berwyn-il.gov). (Available Online/ In person/ By mail)

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

All Checks must be made payable to **THE CITY OF BERWYN**

The paperwork may be processed in person or by mail. If mailing in the paperwork, please include a self-addressed stamped envelope/ mail label in attention to:

City of Berwyn, Attn: Compliance Department, 6700 W. 26th Street, Berwyn, IL 60402

Stamps are processed:

Monday, Wednesday, Thursday, and Friday between 9:00AM - 4:30PM

Tuesday between 9:00AM and 7:30PM

