

Robert J. Lovero
Mayor



**Collections and
Licensing**

6700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 788-2660 Fax: (708) 749-8910
www.berwyn-il.gov

CHECKLIST FOR REAL ESTATE TRANSFERS (QUIT CLAIMS)

BUILDING DEPARTMENT

Paper work must be completed on all Real Estate transactions.
Please call or visit the building department for further information
(708) 788-2660 Ext: 6445 or 6449

WATER DEPARTMENT

The balance on the water bill must be current and paid up to date.
Please call or visit the Water Department for further information
(708) 788-2660 Ext: 6464

COLLECTORS OFFICE

Original Deed that is going to be recorded
Completed Berwyn Declaration form – Available at City Hall or through mail
Payment of \$100.00 Cash, Check, Money Order or Credit Card

Please note: If the deed involves a Trust or a Corporation a copy of the trust agreement or Corporation papers must be submitted.

Please call the Collector's Office if you have any questions
(708) 788-2660 Ext: 6457 or 6458

ATTENTION: An Attorney's affidavit MUST be completed if someone will be coming off of the title/deed.

Exemption stamps can be purchased at

Berwyn City Hall – Collector's Office
6700 W. 26th Street
Berwyn, Il 60402

Monday, Wednesday, Thursday & Friday between 9:00 a.m. and 4:30 p.m.
Tuesday between 9:00 a.m. and 7:30 p.m.