

**Robert J. Lovero**  
Mayor



**Collections and  
Licensing**

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 must be ordered and paid for at City Hall at least 30 days prior to purchase of transfer stamps. Inspection expires after 6 months.
- Plat of survey submitted to Compliance Department
- MLS listing sheet with photo submitted to Compliance Department
- All Buyers 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

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.

- 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. 6464

### **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

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

**Please note: If the property involves a Trust or Corporation, a copy of the trust agreement or corporation paper are required.**

### **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 WILL BE ACCEPTED**

**Berwyn Transfer Stamps can be purchased at:**

Berwyn City Hall  
6700 W. 26<sup>th</sup> Street  
Berwyn, IL 60402

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

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