

Berwyn Property Closing Checklist

Requirements checked 2026-10-11 | Match tasks to your property and contract.

Track Berwyn compliance inspections, covered sewer videos, repair obligations, water clearance and transfer stamps from sale preparation through possession.

Property: _____ Closing date: _____

Coordinator: _____ Buyer / seller: _____

Use as a coordination worksheet. Official requirements and contract terms control. Confirm conditional tasks with your closing team; checking a box does not establish legal approval. The full guide explains exceptions and cost examples.

BEFORE CONTRACT

☐ Match the address and parcels to the planned sale

Recommended coordination: include every parcel, current owner, occupied unit and intended use.

Who: Seller, buyer and title company | When: Before forms or offers are prepared

Complete with: Property summary and matching title information

Completed / not applicable: _____ Notes: _____

☐ Submit sewer video and findings when covered

City requirement covers rentals, flips and owner-occupied buildings with additional rental units.

Who: Owner or agent with licensed plumber or approved contractor | When: For covered investment transfers; submit before the compliance inspection

Complete with: Video, written findings and city review confirmation [1]

Completed / not applicable: _____ Notes: _____

☐ Obtain the city compliance inspection report

City requirement: apply, pay the applicable fee and obtain the report. Confirm its expiration date.

Who: Seller or authorized agent | When: Before offering the property or entering a sale contract

Complete with: Current inspection report and application receipt [2]

Completed / not applicable: _____ Notes: _____

☐ Resolve any question about permitted units

Recommended coordination: compare the planned use with the report; investigate any discrepancy.

Who: Buyer, attorney and Compliance | When: Before relying on rental income or proposed use

Complete with: City report and written clarification if needed [2]

Completed / not applicable: _____ Notes: _____

Berwyn Property

Closing Checklist - continued

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UNDER CONTRACT

☐ **Assign every closing task and deadline**

Recommended coordination: include contractual dates, appointments, repairs and loan conditions.

Who: Buyer and seller with their closing team | When: When the contract is signed

Complete with: Shared calendar with an owner for each open task

Completed / not applicable: _____ Notes: _____

☐ **Confirm ownership names and signing authority**

Recommended coordination: reconcile individuals, entities, trusts and anyone signing for another person.

Who: Attorneys and title company | When: Before preparing deeds and affidavits

Complete with: Approved title and signing information

Completed / not applicable: _____ Notes: _____

☐ **Submit the accepted survey and listing information**

City instructions include survey requirements. Confirm any older-survey alternative with Compliance.

Who: Seller and attorney | When: Before municipal clearance

Complete with: Accepted survey or approved alternative; MLS sheet when listed [3]

Completed / not applicable: _____ Notes: _____

☐ **Complete the buyer affidavits**

City instructions require affidavits from all buyers named on the deed.

Who: Buyers and attorney | When: Before stamp purchase

Complete with: Signed and notarized affidavits accepted by Compliance [3]

Completed / not applicable: _____ Notes: _____

INSPECTIONS AND REPAIRS

☐ **Arrange access for all inspections**

Recommended coordination: follow applicable tenant notice requirements and arrange keys and utilities.

Who: Seller or managing agent | When: Before confirmed appointments

Complete with: Access confirmation and record of any uninspected areas

Completed / not applicable: _____ Notes: _____

☐ **Arrange the water service inspection**

City transfer instructions also call for a water service inspection.

Who: Seller or authorized agent | When: With the municipal inspection process

Complete with: Inspection result or city confirmation [3]

Completed / not applicable: _____ Notes: _____

Berwyn Property

Closing Checklist - continued

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INSPECTIONS AND REPAIRS

☐ **Document the resolution of violations**

City rules provide conditional escrow or attorney-letter procedures. Obtain the Director's terms and deadline.

Who: Buyer, seller and attorneys | When: Before relying on a closing with unfinished repairs

Complete with: Approved correction plan or city-required acceptance and security [4]

Completed / not applicable: _____ Notes: _____

☐ **Confirm whether occupancy is permitted**

Unsafe conditions may result in a prohibition on occupancy until necessary corrections are made.

Who: Buyer and Compliance | When: Before scheduling possession or tenant move-in

Complete with: Written answer addressing any occupancy restriction [5]

Completed / not applicable: _____ Notes: _____

MUNICIPAL CLEARANCE

☐ **Confirm completion of the compliance packet**

Recommended coordination: retain the final version and resolve any missing document immediately.

Who: Seller or coordinator and Compliance | When: Before requesting final stamp clearance

Complete with: Completed certificate and acknowledgment of accepted documents [6]

Completed / not applicable: _____ Notes: _____

☐ **Request the final water reading**

City requirement: request the final reading and notify Water of any closing-date change.

Who: Seller or authorized agent | When: At least three working days before closing

Complete with: Reading request and final bill [7]

Completed / not applicable: _____ Notes: _____

☐ **Pay the final water balance and obtain clearance**

Confirm the accepted final-bill payment method and filing of the completed compliance certificate.

Who: Seller or authorized payer | When: Before stamp approval

Complete with: Payment receipt and water clearance [7]

Completed / not applicable: _____ Notes: _____

☐ **Confirm the local transfer tax calculation**

Ordinary city tax is \$10 per \$1,000 or fraction, primarily payable by the seller. Review exceptions.

Who: Seller, attorney and title company | When: Before purchasing stamps

Complete with: Verified calculation and settlement allocation [8]

Completed / not applicable: _____ Notes: _____

Berwyn Property

Closing Checklist - continued

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MUNICIPAL CLEARANCE

☐ **Document any claimed tax exemption**

City exempt-document fees vary by category; a quitclaim deed alone does not establish an exemption.

Who: Attorney and City Collector | When: Before requesting exempt processing

Complete with: Accepted exemption basis and applicable fee receipt [9]

Completed / not applicable: _____ Notes: _____

BEFORE CLOSING

☐ **Prepare the deed and transfer declarations**

City instructions call for the original deed, completed declaration and applicable supporting documents.

Who: Attorney or title company | When: Before stamp processing

Complete with: Complete recording packet and required originals [10]

Completed / not applicable: _____ Notes: _____

☐ **Clear financing and title conditions**

Recommended coordination: resolve payoffs, insurance, title matters and lender treatment of unfinished work.

Who: Buyer, lender, attorneys and title company | When: By contract and lender deadlines

Complete with: Written readiness confirmation from the closing team

Completed / not applicable: _____ Notes: _____

☐ **Review settlement figures and paid receipts**

Recommended coordination: distinguish taxes, water, repairs and previously paid costs; verify wiring instructions independently.

Who: Buyer, seller and attorneys | When: Before signing or sending closing funds

Complete with: Reconciled settlement statement

Completed / not applicable: _____ Notes: _____

☐ **Obtain the transfer stamps**

Confirm current hours, cutoff, originals and payment method before the visit.

Who: Authorized representative and City Collector | When: Before the applicable recording and closing requirements

Complete with: Stamp and payment evidence in the closing file [11]

Completed / not applicable: _____ Notes: _____

Berwyn Property

Closing Checklist - continued

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CLOSING AND AFTER

- ☐ **Complete the final walkthrough and resolve discrepancies**
Recommended coordination: compare condition, promised repairs and included property with the agreement.
Who: Buyer and agent with attorneys | When: Before signing, as arranged in the contract
Complete with: Walkthrough notes and written resolutions
Completed / not applicable: _____ Notes: _____
- ☐ **Complete signing, funding and possession handoff**
Recommended coordination: arrange delivery of recording confirmation, final title policy and any tenant records.
Who: Closing team, buyer and seller | When: According to closing and possession instructions
Complete with: Signed documents, funding confirmation and key handoff record
Completed / not applicable: _____ Notes: _____
- ☐ **Confirm the city utility ownership information**
The city states that water, sewer and garbage activate after it receives sale paperwork.
Who: Buyer or property manager | When: After sale paperwork reaches Water Billing
Complete with: Correct account owner and mailing information [12]
Completed / not applicable: _____ Notes: _____
- ☐ **Finish approved deferred repairs and close the file**
Follow the approved plan and request required follow-up review; retain the city's written completion evidence.
Who: New owner and contractors with Compliance | When: By the specific city-approved deadline
Complete with: Completion confirmation and applicable escrow-release record [4]
Completed / not applicable: _____ Notes: _____

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Official sources and closing notes

- [1] https://codelibrary.amlegal.com/codes/berwyn/latest/berwyn_il/0-0-0-46587
- [2] https://codelibrary.amlegal.com/codes/berwyn/latest/berwyn_il/0-0-0-40392
- [3] <https://www.berwyn-il.gov/home/showpublisheddocument/4531/638065447771330000>
- [4] https://codelibrary.amlegal.com/codes/berwyn/latest/berwyn_il/0-0-0-40418
- [5] https://codelibrary.amlegal.com/codes/berwyn/latest/berwyn_il/0-0-0-40425
- [6] <https://www.berwyn-il.gov/government/departmental-directory/compliance-department>
- [7] <https://www.berwyn-il.gov/government/departmental-directory/water-department>
- [8] https://codelibrary.amlegal.com/codes/berwyn/latest/berwyn_il/0-0-0-36588
- [9] https://codelibrary.amlegal.com/codes/berwyn/latest/berwyn_il/0-0-0-36632
- [10] <https://www.berwyn-il.gov/home/showpublisheddocument/4093/637991966316500000>
- [11] <https://www.berwyn-il.gov/how-do-i/pay>
- [12] <https://www.berwyn-il.gov/community-guide/new-residents-portal>
