



Village of Calumet Park Clerk's Office  
12409 South Throop Street  
Calumet Park, IL 60827  
708-389-0850 Office  
708-396-1053 Fax

## ***STEPS TO TAKE TO PURCHASE RESIDENTIAL TRANSFER STAMPS IN THE VILLAGE OF CALUMET PARK***

---

- **FOIA Request:** FOIA Form can be found at [www.calumetparkvillage.org](http://www.calumetparkvillage.org)
  - Request for Liens, Fines, Fees and Violations on Property needs to be sent into the Clerk's office
  - Response time is 5 business days
  
- **Inspection:** Intent to Sell Application can be found at [www.calumetparkvillage.org](http://www.calumetparkvillage.org)
  - Request for Inspection is made through the Clerk's Office
  - The inspection cost is \$100.00 for residential property
  - The fees need to be paid before the inspection will be scheduled
  - If the property does not pass inspection
    - \$2,500 Escrow Bond and a notarized As-is Affidavit will need to be purchased and applied to the property
    - The As-Is Affidavit can be found at [www.calumetparkvillage.org](http://www.calumetparkvillage.org)
  - When the property is brought up to code then it will be re-inspected and when it passes the inspection the Escrow Bond will be returned to the property owner listed on the As-Is Affidavit form
  
- **Water Service:**
  - Check/Schedule for final water reading for the property 2 business days before
  - Fill out Billing Contact Form for Water Department
  - Service will be restored when all of the above is completed.
  
- **Transfer Stamps:** Transfer Declaration form can be found at [www.calumetparkvillage.org](http://www.calumetparkvillage.org)
  - After all encumbrances due to the Village have been satisfied the following steps will need to be taken:
    - The transfer stamps will need to be purchased
      - Cost is \$10.00 per thousand sold (See Ordinance 18-1196)
      - Exempt transfer stamps are \$50.00 (See Ordinance 17-1172)
    - The Transfer Declaration will need to be filled out and signed by both the buyer and seller (or their agents)
    - Copy of the executed deed with the legal description of the property
    - Copy of the executed contract showing the value of the purchase
    - After closing the form and transfer stamps are brought to the Cook County Recorder of Deeds to be registered