



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 (Ordinance 94-640; 02-781; 17-1172)

- **FOIA Request:** FOIA Form can be found at 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
 - Request for Inspection is made through the Clerk's Office
 - The inspection cost is \$100.00 for residential property and assessed by sq. foot for commercial 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 applied to the residential property
 - \$5,000 Escrow Bond and a notarized As-is Affidavit will need to be applied to the commercial property.
 - The As-Is Affidavit can be found at 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 party listed on the As-Is Affidavit form
- **Transfer Stamps:** Transfer Declaration form can be found at 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 after the initial inspection is completed
 - The Cost is \$5.00 per thousand sold. Payment in the form of a Cashier's Check or Money Order
 - Exempt transfer stamps are \$50.00 (Ordinance 17-1172)
 - The Transfer Declaration form to be filled out and signed by both the buys and seller (or their agents). No copies will be accepted.
 - Copy of the deed with the legal description of the property
 - Copy of the first page of the 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 and a copy of the completed transfer stamp form returned to the Clerk's Office
- **Water Service:**
 - Check/Schedule for final water reading for the property 2 business days before closing
 - Pay amount due on the account
 - Fill out Billing Contact Form for Water Department
 - Service will be restored when all of the above is completed.