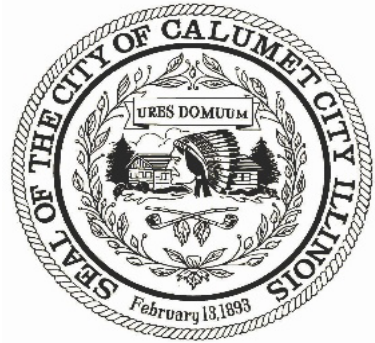


Thaddeus M. Jones - Mayor  
Sheryl Tillman - Director Building & Zoning



### Requirements for Quit Claim -No change of Ownership:

1. A completed City of Calumet City transfer declaration form is required---**Page three attachment.**
2. Two **copies** of the deed are required.
3. All outstanding fines/fees owe to the City of Calumet City need to be satisfied prior to the issues of transfer stamps.
4. Two **copies** of the My Dec.
5. If the buyer(s) is transferring a property into an LLC or Corporation a **copy** of articles of corporation providing good standing is required.
6. Please allow three to five businesses days to process transfer stamps. You will receive Notification from, **Clerks office when transfer stamps are available for pick up at: 204 Pulaski, Monday-Friday-Hours of operation 9am-5pm, excluding holidays.**
7. Completed Transfer Stamps documents must be submitted in person at Building and Zoning Department or via, US mail, FedEx, or UPS. Building and Zoning is location at: **670 Wentworth Ave, Monday-Friday-Hours of operation 8am-4pm, excluding holidays.**
8. Please make the exempt of \$50.00;(Section 82-323) Cashier's check, Attorney Check, or money orders payable to the City of Calumet City.

### Final Water Bill:

1. Request a final water reading at ***least five days prior*** to the closing date of the property.
2. The final water bill ***must be paid*** before the transfer stamps will be issued.
3. Payment of the final water bill must be paid in ***cash, cashier's check, or money order. NO Personal checks will be accepted as payment.***
4. ***For additional information please contact the water billing department below Monday-Friday 9am-5pm(excluding holidays)***

### ***Make Final Water Bill payment to:***

***City of Calumet City  
Water Billing Department  
204 Pulaski Road  
Calumet City, Illinois 60409  
708-891-8121 or 708-891-8100  
Waterbilling@calumetcity.org***

Please contact our office if additional assistance is required or visit our website at [www.calumetcity.org](http://www.calumetcity.org).

Please see below our hours of operation, fax, email, contact number and our location.

Building and Zoning  
670 Wentworth  
Calumet City, Illinois 60409  
708-891-8120-Monday-Friday (excluding holidays)  
8am-4pm  
dis@calumetcity.org  
Fax: 708-891-2128  
**Director**  
**Sheryl Tillman**