

CLAS CLERKING

TRUSTED REAL ESTATE CLERKS

TIPS FOR ORDERING

ALL REQUESTS CAN BE EMAILED TO INFO@CLASCLERKING.COM

CITY OF CHICAGO WATER CERTIFICATION

- Signed contract displaying seller and buyer, Title Commitment or Signed and notarized deed.
- Reliable access contact (name and number) in the event an on-site final reading is needed.

CITY OF CHICAGO ZONING CERTIFICATION

- Number of dwelling units (Residential only)
- Address, PIN, owners name or provide the sales contract or title commitment
- Note: This is only required for residential sales that have 1-5 residential units.

MUNICIPAL TRANSFER STAMPS

- Every municipality has specific requirements. Please email us at info@clasclerking.com, and we will provide instructions tailored to the requested municipality.

DOCUMENT RECORDING

- Original document is required
- RON deed copies are accepted
- Quote for recording is available by emailing info@clasclerking.com

SURVEY

- Sales contract or Title Commitment
- Name and phone number of someone that has access to the property, in the event the survey team needs to reach out.
- Requested due date or target closing date

PAID ASSESSMENT LETTER/CONDO DOCS

- Copy of Sales Contract
- Target closing date
- Any association information you may have.

SOLD TAX REDEMPTIONS

- PIN and sold/open tax year

MICS.

- MyDec Prep - Copy of draft deed and purchase price or title commitment.
- Business filings - Secretary of State - Completed forms and expedited/standard
- Document Retrieval- Document number
- Pay off Letter - Authorization letter

