



Administrative Recording Requirements

State of Wisconsin

Marital State: Yes - Homestead Property only
Trust State: No
Mortgage State: No

Recording Structure: 72 counties / Register of Deeds

Required Documents: **Real Estate Transfer**

Electronic Filing Required: <http://www.dor.state.wi.us/ust/retn3.html>

Wisconsin Register of Deeds Association Website:

<http://www.wrdaonline.org/RecordingDocuments/Index.html>

Formatting of Documents: Format specified by statute
First page: 3"x3" blank in the top right hand corner with 1/2" other margins
Other pages: 1/2" all margins
9 point font size
"Drafted by" name and address should be listed on each page
"Prepared by:" name and address must be listed at the end of the document
Return to name and address must be listed in the top left hand 3" margin
Parcel Number must be listed directly under the return-to information
Must be typed or printed in black ink. Signatures may be in blue ink.

Other Requirements: At least one witness required for all deeds
No mark outs or white is accepted on any documents

Fee Structure: [http://www.wrdaonline.org/RecordingDocuments/rodfees.html#RECORDED DOCUMENTS](http://www.wrdaonline.org/RecordingDocuments/rodfees.html#RECORDED_DOCUMENTS)

Blanket Assignments: Generally not accepted

Blanket Releases: Generally not accepted

Completion Time: 1 day - 1 month

Wisconsin County Specifics

Barron County Legal description must include 4 digit CSM number

Brown County Does not accept signatures in blue ink

Legal description must include certified map number

Douglas Legal description must include certified map number

This information is intended as a general guideline for administrative purposes only and is not intended as an interpretation of the laws set forth by any state.

Recording Requirements are subject to change at any time without notice. as of 3/10/2010