



Register of Deeds

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CHECKLIST FOR REAL ESTATE RECORDINGS

If you wish to record legal documents affecting real estate such as deeds, land contracts, mortgages, assignments, and satisfactions your document format must conform to Wisconsin Act 110, Standard Document Format implemented September 1, 1996.

Standard Document Format Requirements include:

- 3"x 3" blank space in upper right hand corner for our official stamp
- minimum of a 1/2" margin at the top of each page minimum 1/4" margins on sides and bottom of the first page
- white standard weight paper using black ink with no hinged pages
- A return name and address must be entered on the document either under the recording area on the right or on the upper left corner under the space for the document number.
- The parcel identifier number (PIN) must be placed directly under the return address.
- The document title, return address, party names and legal description must be legible and reproducible.
- Documents pertaining to real estate require the complete legal descriptions of the property.
- Original signatures are required.
- The document must refer to land within the county in which it is recorded.
- A notary's authentication and valid commission date are required.
- The drafted by person's name must be included.

Additional Items Required:

- A complete Wisconsin Real Estate Transfer Return is required for all conveyances.
- Multiple conveyances, mortgage, assignments or satisfactions may not be placed on the same instrument.
- The correct recording fee is required. See the Register of Deeds Fees listing online.
- If mailing, please enclose a self-addressed stamped envelope for return of your document.