



PLEASE NOTE:

The Register of Deeds office **cannot draft documents and cannot provide legal advice of any kind.**

ACCEPT DOCUMENTS FOR RECORDING s.59.43(2m)

1. Original signatures must be authenticated or notarized. s.706.05(2)(b)
2. A complete legal description is required if document refers to a specific parcel of land. s.706.05(2m)
3. The name of the individual who drafted the document must be given on the document if it relates to a real estate interest. s.59.43(5)
4. For conveyances, a Wisconsin Real Estate Transfer Return must be completed and must accompany the document unless an exemption is stated on the document along with statutory reference.
5. Proper fees must accompany the document, including transfer fees if applicable. s.59.43(2)(j), s. 77.22(1).
6. **Effective March 31, 2006, the instrument may not contain the complete social security number of an individual. s. 59.43(1m)**
7. Document must conform to standard format requirements of s.59.43(2m):
 - a. The document must be legible and reproducible.
 - b. The document title must be within 3 inches of the top of the document.
 - c. A completely blank space of at least 3 by 3 inches is required in the upper right hand corner for recording information.
 - d. The return address is located either under the 3 by 3 inch blank space on the right or else on the left near the top of the document (within 3 inches of the top).
 - e. Paper must be white and standard weight.
 - f. Page is either 11 or 14 inches in length.
 - g. No hinged pages (joined at top or sides)
 - h. Ink is black or red except for original signatures and coded maps.
 - i. Top margin is at least ½ inch for every page. First page has sides and bottom margin of at least 1/4 inch.

RECORDING FEES PER S.59.43(2)

(EFFECTIVE 6/25/2010)

\$30 FLAT FEE
