



## 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