

Checklist for Preparation of Documents to be Recorded

- Your document format must conform to Wisconsin Act 110, Standard Document Format implemented September 1, 1996. Requirements include 3 by 3" blank space in upper right hand corner, minimum 1/2 inch margins at the top of each page, minimum 1/4 inch margins on sides and bottom of first page, white standard weight paper, black ink and no hinged pages
- A return name and address must be entered on the document either under the recording area on the right or else on the upper left corner under the space for the document number.
- 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.
- An electronic real estate transfer return receipt must be submitted with all conveyances
- Multiple mortgage, assignments or satisfactions may not be placed on the same instrument.
- A notary's authentication and valid commission date are required.
- The correct recording fee is required. See **register of deeds fee schedule**.