

Green County Register of Deeds

Checklist for Preparation of Documents to be Recorded

Standard Document Format

- Standard white paper letter or legal
- 3" x 3" recording area for our recording stamp
- Top margin ½ for every page, ¼ in on sides and bottom
- Name and return address
- Parcel ID number
- Title of the document in the top 3 inches of the page but not in the recording area.
- Document drafter
- The document must be legible & reproducible
- Black ink
- Complete legal description
- Original signatures notarized or authenticated
- Proper fees accompanying the document
- Wisconsin Electronic Real Estate Transfer Return receipt completed with proper fees or exemption number.

Transfer Return Information

As of March 6th, 2006 transfer returns can be completed online through the Wisconsin Department of Revenue at:

www.dor.state.wi.us/ust/retn.html

Important Notes

1. A transfer form and fee or exemption number is required for all conveyances EXCEPT when exemptions 1, 2r, 4 or 11 apply.
2. Form is to be completed in DETAIL.
3. Current rate of fee is \$3.00 per \$1000 of value rounded off to the next higher hundred. See form for exceptions.
4. VALUATIONS MUST BE SHOWN when documents are exempt except if exempt under 77.25(3) and (11).
5. Transfers involving rental property must be accompanied by a certificate of compliance (if not previously done) to prove that weatherization standards have been met, or with a stipulation which is an agreement to bring property up to code. The fee is \$50 payable to the Department of Workforce Development for both forms.