

Document Recording Requirements

For a document to be accepted for recording, it must conform to standard format requirements of s. 59.43(2m). One may use a cover sheet and add title, return address (and PIN if required), to make the document conform. Certified copies are exempt from s.59.43(2m) but a cover sheet may be needed to record the document.

The standard requirements are as follows:

- The upper righthand 3"x3" corner of the document must be completely blank for our official recording stamp
- The name and return address must be either directly under the recording area, or on the left side of the page and within the top three inches
- The PIN must be placed directly under the return address. PIN should be valid and not missing any digits
- The title of the document must be within the top three inches of the page but not in the 3"x3" right corner left blank for our recording stamp
- The entire document must be legible and reproducible s.59.43(2m)(b)(4)
- The paper is white, standard weight, and letter or legal-sized
- All ink must be black or red. Signatures can be any color
- The top margin is a minimum of 1/2 inch for every page. Other margins are minimum of 1/4 inch
- The pages are not hinged or folded
- Legal description if the document refers to specific parcels of land
- Original signatures notarized or authenticated, print notary's name in black ink if not shown on notary ink stamp. A valid notary expiration/commission date is required
- Proper fees accompanying the document
- Name of the document drafter must be clearly stated
- [Wisconsin Electronic Real Estate Transfer Return](#) (eRETR) receipt (completed and with proper fee or exemption #) if required

The entire document must be legible except for: company logo, the loan number in the case of a mortgage, and signatures need not be legible when the name is legibly printed in black next to the signature, or in the case of a notary, the name is legible on their black seal. In the case of maps that have been greatly reduced, a disclaimer may be used to direct the viewer to use for spatial information only and to ignore the illegible text.