

REQUEST TO SEPARATE TAX KEY NUMBERS

R. 01/16/2008

STEP I THIS SECTION TO BE COMPLETED BY PROPERTY OWNER:

Date _____

Tax Key Numbers involved: _____

Requested By: _____

Phone Number of Requesting Party: _____

Reason for Separation Request: _____

WARNING: SEPARATION CAN ONLY BE MADE FOR LOTS ALREADY SHOWN ON THE PUBLIC RECORD!!

As separate lots, are these properties buildable? YES _____ NO _____

Are there any land-locked parcels involved? YES _____ NO _____

Have Deed Restrictions been recorded in Register of Deeds Office (per Parks & Land Use Division or the municipality)?
YES _____ (If "Yes", list reel/image and/or Document number) NO _____

Is building(s) location situated across multiple lots? YES _____ NO _____

STEP II IT IS THE RESPONSIBILITY OF THE PROPERTY OWNER TO HAVE THIS SECTION COMPLETED BY THE COUNTY TREASURER, MUNICIPAL CLERK/TREASURER AND THE MUNICIPAL ASSESSOR:

APPROVED BY COUNTY TREASURER

(Any delinquent real estate taxes owed? If yes, separation cannot be completed).

Signed _____ Date _____
Print Name Here >>

APPROVED BY MUNICIPAL CLERK AND/OR TREASURER

(If this separation adversely affects special assessments, etc. approval could be denied.)

Signed _____ Date _____
Print Name Here >>

APPROVED BY MUNICIPAL ASSESSOR

Signed _____ Date _____
Print Name Here >>

Return COMPLETED form (including all required signatures) to:

Register of Deeds Office
Attention: Tax Listing
515 W. Moreland Blvd. Room AC 110
Waukesha WI 53188

THIS SECTION TO BE COMPLETED BY TAX LISTING:

"Old" Tax Key Numbers Deleted _____

"New" Tax Key Numbers Assigned _____

History File Notes Completed? _____ Map(s) Corrected? _____

D ATED: _____ INITIALS: _____ ROLL EFFECTIVE DATE: _____