

THIS AREA MUST BE USED FOR THE TITLE

*THIS AREA MAY BE USED FOR RETURN ADDRESS
And for body of the document as space is adequate.*

*OR USE THIS AREA FOR
RETURN ADDRESS*

PIN _____

Requirements of the standard document format as per 59.43(2m), Wisconsin Statutes, are as follows:

- The upper right hand corner of the document is completely blank - at least 3" by 3" for official recording stamp.
- The name and return address is either (1) directly under the recording area, or (2) on the left side of the page and within the top 3 inches.
- The parcel identifier number is placed directly under the return address (unless county does not require the PIN).
- The title of the document is within the top 3 inches of the page but not in the 3 by 3 inch corner left blank for our recording stamp.
- The entire document is legible & reproducible.
- The paper is white, standard weight, and letter or legal-sized.
- The ink is black (or red) so that the document will scan properly.
- 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.

Remember, you still need:

- Complete legal descriptions if the document refers to specific parcels of land.
- Original signatures notarized or authenticated.
- Proper fees accompanying the document.
- Name of the document drafter.
- Wisconsin Real Estate Transfer Return (completed and with proper fee or exemption #) for deeds, land contracts and other instruments of conveyance. www.dor.state.wi.us



STANDARD DOCUMENT FORMAT – STATE OF WISCONSIN