

RECORDINGS - PROCEDURAL STATUTORY REFERENCES

- 19.35(3)(d) Mailing fee
- 59.43(1c) Duty to record documents authorized by law may be used to reject frivolous documents, by asking the submitter to cite the statute that authorizes their document to be recorded. ALSO 706.13 Slander of title & 706.05(1) Formal requisites for record
- 59.43(1c)(e) Documents recorded in order **received**
- 59.43(1m) Restrictions on Social Security Numbers (Effective 03/31/2006)
- 59.43(1r) Shield personal information covered by a written request of a judicial officer under s. 757.07
- 59.43(2g)(a) Proper fees must accompany document to be recorded, including transfer fees, if applicable.
- 59.43(2)(b) Copy charges (\$2 for first page, \$1 for additional per document)
- 59.43(2m) Standard Format Requirements for Recording Documents
Document name/title is clear and within 6" of top of document
½ inch top margin, ¼ inch bottom & side margins
First document name given is indexed, unless another name preserves historical consistency
3 x 3 Recording area in upper right-hand corner
Return address on first page, unless electronically recorded
PIN#
White, standard weight paper
8 ½ X 11 or 14 paper size
No hinged pages
Legible & reproducible
Black, blue or red, except signatures and coded maps
- 59.43(2m)(a)10. Names(s) of Grantor, Grantee, Witnesses and Notary **must be** clearly written or typed on document
- 59.43(2m)(a)16 If document is executed (notarized) in Wisconsin that relates to real estate, name of drafter of document **must** be shown and must be an individual. **Exemptions:** Documents executed/acknowledged outside of Wisconsin (dated before May 9, 1957), judgments and court documents. Government agencies may list agency as drafter vs. individual.
- 59.43(2m)(c) If no room for recording stamp, a cover sheet may be attached. (EXCEPT certified copies are exempt from standard format).
- 59.43(2s)(a) Assessor plat descriptions **must** list name of Assessor Plat AND lot, block or outlot, if applicable 70.27(3)(a)
- Platted subdivision descriptions must list name of subdivision, lot & block, if applicable 236.28
- CSM descriptions must identify CSM map number, lot or outlot #, volume and page, if assigned AND document number and county name
236.34(3)

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	Legal descriptions must include reference to “County Plat”, “Municipal Plat”, or “Town Plat” 236.45(2)(am)
59.43(2s)(b)1	Document number required of ANY previously recorded document being modified
59.43(2s)(b)(2)	Only one mortgage per satisfaction, partial release, assignment, or subordination may be referenced per document
59.43(2s)(e)	The register of deeds may not record a document that the register of deeds reasonably believes is being recorded for a fraudulent or other unlawful purpose.
77.22(1)	Submission of a completed Real Estate Transfer Return (RETR) shall be a prerequisite to acceptance of a conveyance for recording unless an exemption is stated on the document, along with a statutory reference.
77.265	Confidentiality of Real Estate Transfer Returns
140.15 & 140.16	Notarial Acts
140.145(4)	Must indicate performed using communication technology
409.521	UCC Standard Forms
706.02	General requirements for recording
706.05(2m)(b)1.	Utility easement exempt from complete legal description
706.05(2)(a)	Original signatures required
706.05(2)(b)	Signatures must be Authenticated/Notarized DNR Orders exempt 77.91(6) & 77.125 DOT Documents exempt 706.001(2)(a)
706.05(2m)(a)	Legal description must be complete AND current and full 59.43(2s)(a). Of note: If PINs are required by ordinance, they are generally exempted for new land divisions and land to which the real property lister does not assign numbers
706.05(6)	Cannot deny recording for lack of proper notary venue, seals, etc.
706.06	Authentication
706.08(2)	Document missed in tract is duly recorded if it, & prior documents missed in tract is necessary to tract title, are filed alphabetically (Grantor/Grantee)
708.15(5)(a)	Satisfaction of mortgage must be recorded within 30 days of full payment
840.10(1)(a)	Object of action may involve multiple mortgages so multiple mortgage references may be on Lis Pendens
840.10(1)(b)	Lis Pendens prepared by member of State Bar need not be authenticated

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943.60 Criminal slander of title, false name/drafter of document

990.01(38) Handwritten signatures, if unable to write

Note: *In 1996 WRDA agreed on a 25% “fudge factor” for the various dimensions except page size may only be off by 1/4 inch.*