

*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 per s. 59.43(2m) are as follows:

- The upper right-hand corner of the first page of the document must be completely blank (at least 3" by 3") for our official recording stamp.
- The return to information (name and return address) must be on the first page of the document.
- The document needs to contain the parcel identification number for each parcel affected by the document.
- The title of the document must be within the top 6 inches of the page, but not in the 3-by-3-inch corner left blank for our recording stamp.
- The entire document must be legible and reproducible.
- The names of the grantor and grantee of the transaction and any notaries and authenticators are clearly written or typed on the document.
- The paper is white, standard weight, and letter or legal-sized and the pages may not be hinged.
- The ink is black, blue, or red, except that signatures and coded notations on maps may be other colors.
- The top margin is a minimum of 1/2 inch for every page. Other margins are a minimum of 1/4 inch.
- The name of the person or governmental agency that drafted the document appears on the document.

Additional requirements to record per s. 59.43(2s) and s. 706.05 include:

- A current legal description that follows Wis. Stats. and the [best practice guide](#) set for by Wisconsin's Joint Alpha Committee.
- Original signatures must be notarized or authenticated.
- Proper fees accompany the document.
- [Wisconsin Real Estate Transfer Return](#) (completed and with proper fee or exemption #) pursuant to s. 77.22(2).
- The document number of a referenced document is required.
- Only one mortgage may be referenced on each assignment, subordination, partial release or satisfaction document.
- Scrivener's errors must be clearly marked and initialed by the person making the correction and correction fluid or tape may not be affixed unless it is initialed by the person making the correction.
- The document must be certified as the original document or a true and accurate copy of the document by the clerk of courts or register in probate of the county in which the court from which the document originated is located.

**STANDARD DOCUMENT FORMAT – STATE OF WISCONSIN**