WAUKESHA COUNTY REGISTER OF DEEDS – DOCUMENT RECORDING INSTRUCTIONS

FOLLOW THESE STEPS:

1) **SELECT AND COMPLETE THE DOCUMENT YOU WANT TO RECORD.**
   You can find blank forms at: https://www.wrdaonline.org/forms
   The Register of Deeds office **cannot** provide legal advice. If you need assistance drafting or interpreting legal documents, you can contact a Real Estate Attorney, Title Company, or the State Bar of Wisconsin's Lawyer Referral Service (https://www.wisbar.org/forPublic/INeedaLawyer/Pages/i-need-a-lawyer.aspx or call 1-800-362-9082 or 608-257-4666).

2) **COMPLETE THE REAL ESTATE TRANSFER RETURN (RETR) AND PRINT THE ONE (1) PAGE TRANSFER RECEIPT (ONLY APPLICABLE IF RECORDING A CONVEYANCE DOCUMENT -DEED, HT-110, ETC.).**
   If recording a conveyance document, you will need to go to the Wisconsin Department of Revenue's website and complete the Real Estate Transfer Return (RETR). Upon completion of the form, you will be prompted to print the one (1) page transfer receipt.
   Go to www.revenue.wi.gov
   Click on the "RETR" box, then scroll down and click on "File a RETR".
   If you need assistance completing the RETR form, you can call the Wisconsin Department of Revenue at 608-266-1594 or 608-264-6885 or email retr@revenue.wi.gov.

3) **PROVIDE PAYMENT FOR THE RECORDING FEE.**
   $30.00 – Standard Documents (Deeds, Mortgages, Transportation Project Plats, etc.)
   $50.00 – Subdivision, Condominium, and Cemetery Plats
   If there is an additional transfer fee due when filling out the RETR for conveyance documents, include this with your payment at the time of recording.
   We accept **check or money order only** made payable to "Register of Deeds" for payment of recording fees.

SUBMIT THE FOLLOWING TO THE REGISTER OF DEEDS:

1) Newly Drafted and Completed Document (must be the **original** document, copies will not be accepted)
2) One (1) Page RETR Receipt (if applicable for conveyance documents)
3) Recording Fee (check or money order only)
4) Valid and Legible Email Address or Self-Addressed and Stamped Envelope (documents submitted without one of these return methods will be rejected effective May 1st, 2026)

To record a document, please mail it in with payment, or drop it in the gray box located outside the Register of Deeds office door (office hours are 8:00am-4:30pm). This drop box is large enough to accommodate plats and maps. With either option please be sure that your document and payment are submitted together and secured in an envelope with your contact information.

We do not record documents immediately, but rather, in the order received. This generally takes 1-2 business days.

Our mailing address is:
Register of Deeds
515 W. Moreland Blvd., Room AC110
Waukesha, WI 53188

If you have questions specifically pertaining to the recording process, you can contact the Recording Division by email at **recording@waukeshacounty.gov** or phone at **262-548-7585.**