

**Minimum ½ inch  
from top**

Document Title

**Minimum 3" x 3"  
area left blank for  
recording data**

## INSTRUCTION SHEET FOR STANDARD FORMAT

NOTE: This format is **Style A**. You may also use **Style B** which has return address and PIN (if required) located on left immediately under the space for document number. **Be sure to keep 3" by 3" space in right hand corner blank.**

### OTHER REQUIREMENTS OF WIS. ACT 110:

- ◆ Title, Grantor, Grantee, Return address and legal description are legible and reproducible.
- ◆ If more than one document title is given, Register of Deeds shall index using the first title only.
- ◆ Paper is white and at least 20# weight.
- ◆ Page is either 11" or 14" in length.
- ◆ No hinged pages (joined at sides or top)
- ◆ Ink is **black** or red except for signatures
- ◆ Top margin is at least ½" for every page

Recording Area

**Name and Return Address**

**Minimum area 1 inch X 3 inch**

Parcel Identification Number (PIN)

**IF NECESSARY, USE COVER SHEET TO MAKE  
YOUR DOCUMENT CONFORM:**

- ◆ Obtain Cover Sheet from Register of deeds
- ◆ Place Document Title, Name, Return Address and Parcel Identifier Number (if required) on Cover sheet

Minimum left margin ¼ inch

All our forms are available on line on our website at:

[www.racineco.com/registerofdeeds](http://www.racineco.com/registerofdeeds)

Minimum right margin ¼ inch

### REMEMBER – YOU WILL STILL NEED:

- ✓ COMPLETE AND LEGIBLE LEGAL DESCRIPTION
- ✓ ORIGINAL SIGNATURES NOTARIZED / AUTHENTICATED
- ✓ PROPER FEES ACCOMPANY DOCUMENT
- ✓ NAME OF PERSON DRAFTING DOCUMENT
- ✓ WISCONSIN TRANSFER RETURN FOR CONVEYANCES

Minimum bottom margin ¼ inch