

Minimum 1/2
inch from top

Document Title

Minimum 3 inch X 3
inch 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 1/2" 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
- ◆ **INCREASES DOCUMENT RECORDING FEE BY \$2.00**

Minimum left margin 1/4 inch

EFFECTIVE DATE: SEPTEMBER 1, 1996

Minimum right margin 1/4 inch

EXEMPTIONS

Re-recorded documents, certified copies and filed documents such as Plats and Certified Survey Maps.

REMEMBER – YOU WILL STILL NEED:

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

Minimum bottom margin 1/4 inch