

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 ELECTRONIC REAL ESTATE TRANSFER RETURN (eRETR) 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 Electronic Real Estate Transfer Return (eRETR). 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 "eRETR" box, then click on "File a return".

If you need assistance completing the eRETR form, you can call the Wisconsin Department of Revenue at 608-266-1594 or 608-264-6885.

3) PROVIDE PAYMENT FOR THE RECORDING FEE.

\$30.00 – Standard Documents (Deeds, Mortgages, etc.)

\$50.00 – Subdivision, Condominium, and Cemetery Plats

\$25.00 – Transportation Project Plats

If there is an additional transfer fee due when filling out the eRETR 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
- 2) One (1) Page Transfer Receipt (if applicable)
- 3) Recording Fee (check or money order only)

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.