

CHECKLIST FOR STANDARD FORMAT

Per s.59.43(2m) Wis. Stats.

**** Non-complying documents may be refused for recording****

FIRST PAGE MUST COMPLY:

NAME OF INSTRUMENT MUST BE CLEARLY STATED

(Must be within 3 inches of top)

HORIZONTAL SPACE FOR DOCUMENT NUMBER IN UPPER LEFT CORNER

(At least 1/2 " x 2" & within 3 inches of top)

UPPER RIGHT CORNER KEPT BLANK FOR RECORDING INFORMATION

(At least 3" x 3" & must be completely blank)

BOTTOM & SIDE MARGINS AT LEAST ¼ INCH - TOP MARGIN AT LEAST ½ INCH

PROVIDE NAME & ADDRESS TO WHICH DOCUMENT SHOULD BE RETURNED
AFTER RECORDING IN ONE OF THESE THREE AREAS:

- 1) Directly below recording area*
- 2) Directly below document number area*
- 3) Directly below name of instrument if within 3" of top*

PARCEL NUMBER (IF REQUIRED) DIRECTLY BELOW RETURN ADDRESS

(Not required in Oconto County-see s.59.43(2m)(a)(5) for details)

ALL PAGES MUST COMPLY:

WHITE PAPER ONLY - AT LEAST 20# WEIGHT

PAGE SIZE EITHER 8½" X 11" or 8½" X 14"

TOP MARGIN AT LEAST ONE-HALF INCH

MULTIPLE PAGES NOT HINGED OR OTHERWISE COMPLETELY JOINED

BLACK OR RED INK ONLY

(Except signatures & coded notations on maps may be other colors)

ALL AREAS OF THE DOCUMENT MUST BE CLEAR & LEGIBLE

(Print must be large enough and dense enough to be legibly reproduced)

THIS IS INTENDED AS A GENERAL GUIDELINE ONLY
REFER DIRECTLY TO SECTION 59.43(2m) OF THE WISCONSIN STATUTES FOR MORE INFORMATION

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