

GENERAL RECORDING REQUIREMENTS

Oconto County Register of Deeds Office

These are general guidelines as to matters of form; other requirements may apply to your specific document. If you have any questions as to the legal consequences of recording a document, please consult an attorney.

Documents that do not meet recording requirements will be returned to the submitter. Recorded documents will be returned to the name and address listed in the "Return To" area on the first page, usually within 1-2 weeks of recording. A return envelope is requested.

- 1) Only original documents or certified copies may be recorded.
- 2) All documents must meet standard format requirements set by 59.43(2m) Wis.Stats. Requirements include a 3" by 3" blank space in upper right corner, minimum ½ inch margin at top and ¼ inch at bottom and sides of each page, white paper, size 8 ½ inches wide by either 11 or 14 inches long. All ink must be black or red, except for original signatures.
- 3) Each document must include the name and address to which it should be returned after recording. The information must be on the first page, either immediately below, or somewhere to the left of, the 3" x 3" blank space in the upper right corner.
- 4) Documents should be properly dated in all areas.
- 5) Names of persons signing in any capacity should be typed or printed below their signatures.
- 6) Signatures must be properly notarized or authenticated.
- 7) Each document must include statement "This instrument was drafted by(name)...."
- 8) Include the complete legal description of any land to which the document relates. The abbreviated description from the property tax bill is not sufficient.
- 9) If a document transfers real property, a Wisconsin real estate transfer return (eRETR) must be filed electronically on the Wisconsin Department of Revenue website, unless exempt. The eRETR receipt and transfer fee must accompany the document when it is presented for recording. The website for filing is: <http://www.revenue.wi.gov/ust/retrn.html>.
- 10) Assignments, releases & satisfactions should reference the document number, volume number and page number of the original document to which they relate, as well as the complete legal description of the real estate. Blanket recordings are not accepted. Only one mortgage can be assigned, released or satisfied with a single instrument.
- 11) Send exact fees. The current recording fee is a flat rate of \$30.00 for each document.

If you have any questions, please call the Register of Deeds office at (920) 834-7113