

Real Estate Document Checklist

Every document submitted for recording must contain the following information:

- Grantor and Grantee must be identified
- Document must contain original signatures or must be certified copy of court document
- Grantor's signature must be notarized or authenticated
- Complete and accurate legal description of property
- Name of person who drafted the document
- Return address located under the 3"X3" recording space on the right side of the document
- Must be legible
- Document must be prepared with black ink except for signatures
- A WI Real Estate Transfer Return (<https://www.revenue.wi.gov/Pages/RETr/Home.aspx>) receipt if required (*A Real Estate Transfer Return (eRETR) must be filed with the county Register of Deeds when recording deeds or property conveyances. State statutes require those returns to be filed electronically beginning July 1, 2009.*)