

In order to help avoid your document being rejected by the County – please use the County guidelines below:

Required Format for Recorded Documents:

Documents must conform to Standard Document Format, Wisconsin Act 110, effective September 1, 1996. Most office supply stores have forms that meet the requirements of Wisconsin Statute 59.43(2m). If necessary, you may add a cover-sheet to your document to make it conform to the Wisconsin standard document format.

- The upper right-hand corner of the document is completely blank - at least 3" by 3" for official recording stamp.
- The name and return address must be either (1) directly under the recording area, or (2) on the left side of the page and within the top 3 inches.
- The parcel identifier number is placed directly under the return address (unless county does not require the PIN).
- The title of the document must be within the top 3 inches of the page but not in the 3 by 3 inch corner left blank for our recording stamp.
- The entire document is legible & reproducible.
- The paper is white, standard weight, and letter or legal-sized.
- [59.43\(2m\)\(b\)5](#) The ink is black, blue, or red, except that signatures and coded notations on maps may be other colors.
- The top margin is a minimum of 1/2 inch for every page. Other margins are minimum of 1/4 inch.
- The pages are not hinged.

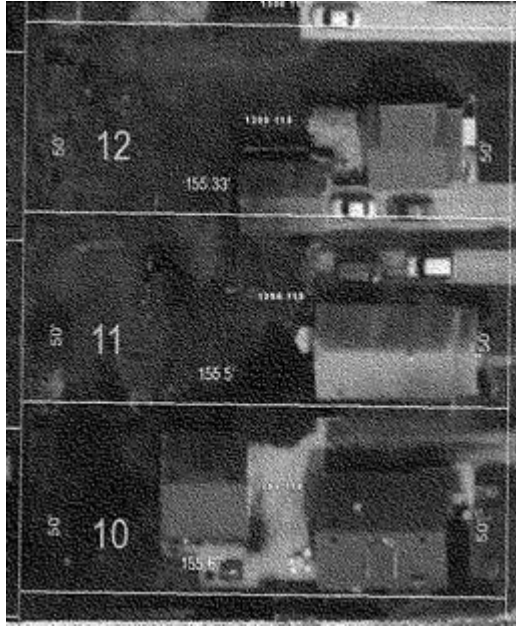
Remember, you still need:

- Complete legal descriptions if the document refers to specific parcels of land.
- Original signatures notarized or authenticated.
- Proper fees accompanying the document.
- Name of the document drafter.
- Wisconsin Real Estate Transfer Return-eRETR (completed and with proper fee or exemption #) for deeds, land contracts and other instruments of conveyance.

www.dor.state.wi.us/retr/index.html

Note regarding documents containing images

Documents scanned as a part of our recording process are automatically converted to 1-bit color depth. This means that only white and black colors are captured. Detailed pictures like in Example 1 will scan in as shown in Example 2. Although these are examples, other documents with more minute details may be completely unreadable after being scanned into the system. Because of this, documents containing full color images will be rejected.



To ensure that your document isn't rejected because of this, make sure that no full-color images are included in your document. A more acceptable version of the example above would be to remove the satellite imagery and retain only pertinent information.



Additional Items:

- The name of the signing members should be spelled correctly. The name of the signing person should match the name in the notary area.

- Output type/scanner setting is strictly black and white text - **Do not use Grayscale or Color!**
- The font should be a minimum of 10 point or above to be readable.
- The number of documents in a single package or batch should be no more than 10 documents and no more than 200 pages total.
- Documents must meet the Wisconsin's statutory requirement set in §59.43(2m) and §706.25.
- Documents must preserve the order of recording as required by Wisconsin State Statute §59.43(1)(e).
- The return address should be the name of the company submitting the document.

If you have any questions or would like more information, please contact Recording here: [Recording \(recording@waukeshacounty.gov\)](mailto:recording@waukeshacounty.gov)