**WE ARE UNABLE TO RECORD YOUR DOCUMENT BECAUSE:**

* Your document does not conform to the standard document format, s. 59.43(2m). Requirements include a 3” X 3” blank space in upper right hand corner, minimum ½” margins at the top of each page, minimum ¼” margins on sides and bottom of first page, document title within 3” on top of first page, white standard weight paper, standard letter or legal sized pages, and no hinged pages. All ink must be black, blue or red except original signatures and coded notations on maps. (Information available at http://wrdaonline.org)
* The document is illegible. Please contact your eRecord vendor to get assistance with scanner settings and tools to improve image quality.
* Names of grantor, grantee, witnesses and notary must be plainly printed or typed on the document. s. 59.43(1c)(a)
* The entire document must be legible and reproducible. Everything must be clear, large and dense enough to be clear copies when reproduced. s. 59.43(2m)(b)4
* Documents pertaining to real estate require the complete legal description of the property. s. 706.05(2m)(a) as defined as:
	+ *Metes & bounds* require at a **minimum** the Quarter Section, Section, Township, Range and metes and bounds associated with the Public Land Survey System or Private Claim or Government Lot. s. 66.0217(1)(c)
	+ *Plat/Subdivisions* require at a **minimum** Lot and Block number (as applies) and the Plat/Subdivision name. s 236.28 including the description reference to “County Plat”, “Town Plat” or “Municipal Plat” s. 236.45(2)(am)
	+ *Certified Survey Maps* require at a **minimum** Lot or Outlot number, Map number, Volume and Page, if assigned, AND Document Number where map is recorded and County name. s. 236.34(3)
	+ *Condominiums* require at a **minimum** Unit number, Condominium name and appurtenance number. 706.01(7r)(b)
	+ *Assessor’s Plats* require at a **minimum** Lot or Outlot number, Block number (as applies) and Assessor’s Plat name. s.70.27(3)(a)
* Not a \_\_\_\_\_\_\_\_\_\_\_ County document. Please forward to \_\_\_\_\_\_\_\_\_\_\_\_\_\_ County. s. 706.05(1)
* Only one mortgage may be referenced on each assignment, partial release or satisfaction instrument. s. 59.43(2)(ar)
* Original documents with original signatures are required. s. 706.05(2)(a)
* A notary’s signature or attorney’s authentication are required. s.706.05(2)(b) as defined:
	+ 706.06(2) - Signature of authenticator, Date of authentication, and Official title are requirements OR
	+ 140.15 - Signature of notarial officer, Identification of jurisdiction, Title of notarial officer are requirements.
* Incorrect recording fee: $30.00 per document. s. 59.43(2)(e)
* Prepared by/drafted by must be a person’s name, not just a firm/bank name. s. 59.43(5)
* A parcel identification number (PIN) shall be required for any conveyance as defined in s. 706.04(4) and per s. 59.43(7).
* The Document Number of the original recording is required. Volume and page number also required if applicable. s. 706.05(2m)(a)
* A Wisconsin Real Estate Transfer Return (eRETR) is required.  It must be filed electronically on the Wisconsin Department of Revenue website https://www.revenue.wi.gov/pages/retr/home.aspx. The eRETR **receipt** and any applicable transfer fee must accompany this document when it is resubmitted for recording. s. 77.22(2) Information Required:
	+ Transfer fee, if applicable must be submitted with recording.
	+ Date of Conveyance must be ON or BEFORE the date of recording.
	+ ALL Grantors/Grantees that are listed on the document MUST be listed on the receipt.
	+ ALL Parcels that are listed on the document MUST be listed on the receipt (if more than five, the first five must be listed separately under “Parcels” and the remainder may be listed in “Short legal description.”
	+ Information on the receipt may not be manually changed.
* A return name and address must be entered on the document, s.59.43(2m)4
* Documents that contain social security numbers may not be recorded, s.59.43(1m)(a)
* Re-recorded documents are not allowed unless they have been re-executed and re-acknowledged. s. 706.085
* Other:

**IF RESUBMITTING DOCUMENT, PLEASE ATTACH THIS FORM**

If you have any questions, please contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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