DATE

RE:   CSM Recording Space

Dear Surveying Partner:

I am asking for your help in creating a uniform recording space for all certified survey maps (CSM) recorded in County’s Name County.

We would like you to leave a 3” X 3” space in the upper right-hand corner of the first page of the CSM.  This will allow our office to stamp the CSM using the slip printer used for all other documents, thus creating a uniform area for end- users to locate the recording information at a glance.

With the changes made by 2013 WI ACT 358 allowing CSM’s to be recorded electronically this request will be required in order to allow the eRecording vendor to apply the recording information.

I understand that several of the counties located within District # have already requested this space so I hope this does not create a huge inconvenience for you.  District # counties consist of: List of County’s Names.

If you have any questions regarding this matter, please do not hesitate to give me a call.

Thank you for any help you can provide to make this request a reality!

Sincerely,

Register’s Name

County’s Name County

Register of Deeds