

# **This form is for Informational Purposes Only and not to be Considered a Substitution for Legal Advice**

Complete the following sections of the Deed in black ink and printed so it is legible.

- Grantor(s): Seller(s) or person(s) who currently owns the property.
- Grantee(s): Buyer(s) or person(s) who will now own the property.
- “Return to” address: write the address (and provide a self-addressed, stamped envelope) or provide an email address to return the document once processed.
- Full legal description: Can be found on previous deed or mortgage unless any portion of that document has been previously sold or transferred.
- Parcel Identification Number: located on your real estate tax bill
- State whether the property “is” or “is not” considered homestead.
- “Drafted by” name of person completing the form
- Grantor(s) need to have signatures acknowledged in the presence of a notary public or authenticated by an attorney.

NOTE: In situations where an individual is transferring property from and to oneself, the grantor and grantee will typically be the same.

If the person transferring the property is adding someone to the title (while still retaining some form of ownership), they would be the grantor as well as one of the grantees.

Some additional helpful examples may include:

- Adding a spouse: person currently owning parcel (grantor) transferring it to both people (grantees)
- Removing spouse: person giving up their right to the parcel (grantor) and transferring it to former spouse (grantee)
- Changing part of one’s name: person’s name currently on deed (grantor) transferring to person’s new name (grantee)

**Recording Fee for the Deed is \$30.00 plus any transfer fees**

File a Wisconsin Real Estate Transfer Return form online.

[www.revenue.wi.gov](http://www.revenue.wi.gov)

Under Online Services select Real Estate Transfer Return (RETR) and file a RETR. Be sure to print the receipt once you have submitted the return to the State.

Bring or mail the following to the Register of Deeds

- Completed signed, notarized deed
- Recording fee and any transfer fees due
- RETR receipt