



Minimum area  
1/2 inch X 2 inch

Document Number

Minimum 1/2 inch  
from top

Document Title

**INSTRUCTION SHEET FOR STANDARD FORMAT**

NOTE: This format is style A. You can also use style B. which has return address and PIN (if required) located on left immediately under the space for document number. Be sure to keep 3" by 3" space in right hand corner blank.

**OTHER REQUIREMENTS OF WIS. ACT 110:**

- Title, grantor, grantee, return address and legal description are legible & reproducible.
- If more than one document title is given, Reg. of Deeds shall index using the first title only.
- Paper is white and at least 20# weight.
- Page is either 11" or 14" in length.
- No hinged pages (joined at sides or top).
- Ink is black or red except for signatures.
- Top margin is at least 1/2" for every page.

**IF NECESSARY, USE COVER SHEET TO MAKE YOUR DOCUMENT CONFORM:**

- Obtain cover sheet from register of deeds
- Place document title, name, return address and parcel identifier number (if required) on cover sheet.
- Increases document recording fee by \$2.00.

Minimum  
3 inch X 3 inch area left  
blank for recording data

Recording Area

Name and Return Address

Minimum area 1 inch X 3 inch

Parcel Identification Number (PIN)

Minimum left margin 1/2 inch

**EFFECTIVE DATE: SEPTEMBER 1, 1996.**

Exemptions: Re-recorded documents, certified copies and filed documents such as plats and certified survey maps.

Minimum right margin 1/2 inch

**REMEMBER, YOU STILL NEED:**

- Complete legal description.
- Original signatures notarized/authenticated.
- Proper fees accompanies document.
- Name of document drafter.
- Wis. Transfer Return for conveyances.

Minimum bottom margin 1/2 inch