

How To Transfer Real Estate in Wisconsin

The transfer of real estate is a legal transaction. The Door County Register of Deeds office highly recommends that you enlist the services of an attorney to complete your transfer. If you need to find an attorney, you can call the Lawyer Referral Service at 800-362-9082.

If you choose to create and file your own real estate documents, we have outlined the process below.

Note: The Register of Deeds office is charged with the duty of being an independent custodian of records relating to real estate. As such, the only area we can assist you in is general process questions. We cannot assist you in the actual drafting of documents.

Real Estate Transfer Process Steps:

1. Create a new deed from the current owner(s) as Grantors to the new owner(s) as Grantees (note: you may wish to research the different types of property ownership such as joint tenants, survivorship marital property, tenants in common, etc. – this legal language is important).
 - a. A variety of deed forms can be found on the Knight Barry Title Group website. Go to <https://www.knightbarry.com/Forms/WI-Forms.aspx> to view their Document Library (we are unable to assist you in the selection of your deed - you must decide which form is best in your situation or seek the advice of an attorney or title company if you are not sure).
 - b. Complete the deed form on your computer or print it and complete it in all black ink. The Grantors (current owners) must sign the deed before a notary public.
2. Go to the Wisconsin Department of Revenue's E-Return website at <https://www.revenue.wi.gov/retr/index.html> and complete an E-Return (eRETR). Most of the information you need for the eRETR comes from your property tax statement and the new deed.
 - a. Please carefully read through the instructions (found right underneath "File a return" in the Online Services box near the top of the page) and/or find the instructions here: <https://www.revenue.wi.gov/Documents/eretr-detail-inst.pdf>
 - b. Upon successful submission of your eRETR, you will be directed to print an eRETR Receipt. This Receipt must accompany your deed for filing at the Register of Deeds Office.
3. See our Real Estate Document Checklist at <https://www.co.door.wi.gov/DocumentCenter/View/931/Real-Estate-Documents-Checklist?bidId=> to ensure your document meets all of our recording requirements.
4. Mail or bring your deed and eRETR Receipt to – Door County Register of Deeds at 421 Nebraska St, Sturgeon Bay, WI 54235 – along with a \$30 filing fee plus transfer tax calculated by your eRETR unless the transaction is tax exempt (see eRETR Instructions - Fee Computation and Exemptions from Fee for details).
5. Filed original documents will be returned within 5 business days to the return address indicated on the deed form.

QUESTIONS? Call the Register of Deeds Office at 920-746-2271