

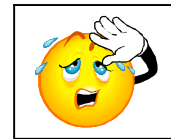
REGISTER OF DEEDS OFFICE NEWSBRIEF






JULY 2007



- ❖ CSM'S - you now can view all Certified Survey Maps on Laredo. We just finished a project to scan all the CSM's and get them indexed and verified. You can search, view and print them just like any other document.



- ❖ LEGIBILITY - 5.59.43(2m)(4) requires documents to be prepared with letters, numbers, symbols, diagrams and other representations that are large enough and dense enough to be reproduced or read by a copy machine or scanner to the extent that the image captured is legible. This applies to all documents-plats & certified survey maps are included. Please make sure map diagram and font size are large enough to be reproduced clearly. Anything smaller than font size 8 is too small. This is a sample of size 8. This is a sample of size 6.
- ❖ REAL ESTATE INFORMATION - there is a "stand" just inside the vault entrance door that has forms and information that pertain to real estate. Please feel free to use this resource.
- ❖ PE-500 PAPER TRANSFER RETURN CHANGES - [THESE CHANGES COME FROM THE DEPT. OF REVENUE] all information provided must be legible and scannable. No highlighting, smudges, crossing out, etc. of data boxes, margins are ok, but form will be rejected if boxes can not be easily read. At least one grantor and one grantee must be completed on return - "See attached" is unacceptable. At least one parcel must be completed on return, "See attached" is unacceptable. Section IV Computation of Fee or Statement of Exemption-if any boxes in this section have been changed from the original entry (white out, correction tape or any other method) the Register of Deeds must reject the return and the deed from recording. Absolutely NO CHANGES to the value in Section IV. [Only change allowed is if the value is entered as exact sale price and not rounded up to the nearest even one hundred dollars the transfer fee can be changed to reflect correct amount. Such a change to reflect the true transfer fee due is acceptable as that type of change is apparent] Entries for grantor and grantee must be filled in on the form with at least one person if multiple grantors and grantees. All the names on the deed must be on the receipt for the transfer return. The term "see attached" or similar language will be rejected. The same goes for the parcel section, one parcel must be completed on the return. Only Black ink can be used on the form, except names can be signed with blue or black.

- ❖ PE-500a (PAPER) TRANSFER FORM INSTRUCTIONS - an updated version of the Instructions for Wisconsin Real Estate Transfer Return is now available on the Department of Revenue website at www.revenue.wi.gov/ust/pe-500a.pdf. These instructions are only available on the Internet, the DOR will no longer provide paper copies. The instructions are available for viewing and printing, but it is important to note that these instructions **only apply to the "green" paper transfer return.**
- ❖ JUST A REMINDER - if you have an escrow account and you have a change of personnel, change of address or phone number, basically any change PLEASE notify us by filling out a new Escrow Application Form. The form can be found on our website or you can ask us for one and we can send it or fax it to you. Then either bring it to us or fax it back.
- ❖ FUTURE IMAGING PROJECT - we plan to continue converting  microfilm card images to  computer images. The projected start time on this project is fall 2007. We would like to "someday" have all of the microfilm images available in Laredo. This will be a multi-year project. We will keep you updated as to how far we are.
- ❖ e-RETURN WORKSHOPS - the Department of Revenue held three workshops in Northern Wisconsin on the benefits and features of the eRETR. They were right now concentrating on the Northern WI area. The DOR is planning on having more workshops and are currently working to try to do one within a 50 mile radius of Sheboygan. They will be going around the entire state by year end doing the workshops. As you are aware, they "tightened" down the paper return  requirements. No changes to Line 18, certain lines attached" and other requirements. The workshop will address these and the added features other security issues with the paper return along with of the eRETR.
- ❖ e-RETURN/TRANSFER RETURN QUESTIONS & ANSWERS:
 1. Two names on Deed, want to use the eRETR, don't have second social security number.
Answer-(when using eRETR) If more than one grantor/grantee, click the "Add grantor/grantee" button and complete the information and press the "Update" button. If SSN or FEIN is not available when submitting enter all 9s. You will be required to file an Amended PE-500X (see amended PE-500X instructions) within 60 days providing the SSN, FEIN or an explanation as to why there is not one available.
(when using "green" return) Mark box if more than ONE grantor/grantee. An addendum is not required if more than one. At least one name must appear on the form itself regardless of any addendum.
 2. Grantor/Grantee lives out of U.S., what goes on eRETR or Transfer Return?
Answer-If no Zip Code enter 9s or use the agents address. DOR just needs contact information.