

**\*\*\* ATTENTION: THIS FORM IS FOR INFORMATIONAL PURPOSES ONLY AND NOT TO BE CONSIDERED A SUBSTITUTION FOR LEGAL ADVICE \*\*\***

Complete the following sections of the Quit Claim Deed: (please note that you must use **BLACK** ink or **TYPE** document)

- Grantor (s) = Seller (s) or person (s) who currently own the property.
- Grantee (s) = Buyer (s) or person (s) who will now own the property.
- “Return to” address (write the address you want the document to be sent back to once processed.)
- Full legal description (you may want to attach a copy if it does not fit the form; Note: A previously recorded document will have the full legal description on it (i.e. previous deed, mortgage, satisfaction, etc.) unless any portion thereof has been removed from the whole.
- Parcel ID number (aka Pin number)
- State whether the property “is” or “is not” considered homestead.
- “Drafted By” name (name of person who completed the form).
- Grantor (s) needs to have his/her/their signature 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:

1. Adding a spouse (person currently owning parcel (Grantor) transferring it to both people (Grantees)
2. Removing spouse (person giving up their right to the parcel (Grantor) and transferring it to former spouse (Grantee)
3. Changing part of one’s name (person’s name currently on deed (Grantor) transferring to person’s new name (Grantee)

Recording fees for the Quit Claim Deed form are \$30.00
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**FILE WI REAL ESTATE TRANSFER RETURN FORM ONLINE**

[www.revenue.wi.gov/pages/retr/home.aspx](http://www.revenue.wi.gov/pages/retr/home.aspx)

Select: File a Return

Select: Instructions

After Completing: Submit

Print Receipt

**\*\* Bring Receipt to Register Of Deeds Along With Deed to Be Recorded \*\***

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Please note that questions on completing this document may be directed to a title company or an attorney that specializes in real estate law. The suggestions above are not considered a substitution for legal advice. If you are unsure as to how to complete these documents, we suggest that you consult with a title company or attorney that specializes in real estate law.

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**\*\* Fees are subject to change\*\***