



Dane County Register of Deeds

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Deputy
Elizabeth
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eRECORD AGREEMENT BETWEEN COUNTY REGISTER OF DEEDS AND TRUSTED SUBMITTER

The County Register of Deeds and Trusted Submitter voluntarily agree to engage in the process of electronic recording of documents. The purpose of this agreement is to facilitate this process so that documents are recorded and indexed properly, and that our common customers are well served. This agreement may be cancelled and electronic recordings discontinued either by mutual agreement or 3 weeks after notification by one of the parties.

The County Register of Deeds commits to:

1. Work cooperatively with Trusted Submitter to enable the successful recording of documents electronically. The Register of Deeds or Deputy Register of Deeds will be available to answer questions and discuss issues regarding the eRecording process.
2. Communicate promptly with Trusted Submitter regarding documents that must be rejected for recording because they do not meet statutory requirements, or that once recorded, the legal description is discovered to be deficient. Return rejected documents promptly and with an explanation.
3. Review and process recordable electronic documents along with other documents in the order presented...
4. Promptly return images of recorded documents to the submitter.
5. If the county system allows, make the database of subdivision names in the county available to Trusted Submitter and keep it updated.
6. Share information describing statutory requirements, Wisconsin Register of Deeds Association (WRDA) standards, office policy, and other information germane to electronic recording that is requested by Trusted Submitter.
7. Refrain from charging extra fees for transmitting documents through the electronic recording process; statutory fees will apply. (However, the vendor will usually impose a service fee.)

Trusted Submitter commits to:

1. Work cooperatively with the County Register of Deeds to enable the successful recording of documents electronically. Designate staff persons to answer questions and discuss issues regarding the eRecording process.

2. Work cooperatively with the County Register of Deed's vendor, [Name of vendor], and use the electronic recording receiving module designed by this company.
3. Become informed as to State of Wisconsin recording requirements and employ them (and make certain your software vendor incorporates these requirements) in preparing documents. See the Wisconsin Register of Deeds Association (WRDA) website regarding standard document format: <http://www.wrdaonline.org/RecordingDocuments/standardocformat.html> and Wisconsin Statutes **59.43(2m)** and **706.05** at <http://www.legis.state.wi.us/rsb/stats.html>
4. Place the submitter's name and address (or the submitter's agent) as the returnee on the document.
5. Use the procedures for preparing the grantor and grantee (party name) index as presented on the Wisconsin Register of Deeds Association (WRDA) website. <http://www.wrdaonline.org/PDF/IndexingGuidelinesERecords.pdf>
6. Use the standard method as required by Wisconsin Statutes of describing land in unplatted areas by Section, Town, Range and at least Quarter Section, and also by Quarter-quarter Section when possible, and then by metes and bounds as applies to the situation. Example: LAND LOCATED IN THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 34, RANGE 6 EAST, TOWN 10 NORTH, FURTHER DESCRIBED AS..." (Add the metes and bounds description.)
7. Use the method of describing land in a certified survey map as required by Wisconsin Statutes: certified survey map number and lot number. Example: LOT 2, CERTIFIED SURVEY MAP NUMBER 9865, recorded as document # 3261793 and filed in Volume 57 of CSMs, pages 147-149.
8. Enter the parcel identifier number (PIN) if required. For a list of counties that require PINs, visit: <http://www.wrdaonline.org/RecordingDocuments/PIN.htm> Note: If the PIN is unknown, visit the county website since many offer databases that cross-reference the street address with the PIN.
9. Make payment arrangements with the county for recording fees. The county may prefer that you set up an escrow account or an ACH account. Make payments promptly and keep a positive balance.
10. Promptly submit corrected replacements when documents are rejected for recording because of deficiencies within the document or as entered into the index. Consult with the County Register of Deeds or staff as needed. Phone numbers: _____

SIGNATURES:

Register of Deeds	Date

Register of Deeds name printed	Name of County

Trusted Submitter	Date

Trusted Submitter Name, Address, Phone, Contact Person and email address:

Trusted Submitter's Agent

Date

Trusted Submitter Agent's Name, Address, Phone, Contact Person and email address:
