

Instructions for Completing Wisconsin's Building(s), Fixture(s), and/or Improvement(s) Document

Wisconsin Real Property Listers Association Form - Approved 11.10.2023

PURPOSE OF THE DOCUMENT:

Pursuant to §70.17(3) of the Wisconsin Statutes, this form is to be used to **Create, Transfer, Add, and/or Remove** Building(s), Fixture(s), and/or Improvement(s) on the Real Estate Assessment and Tax Roll.

COMPLETING THE DOCUMENT:

Exhibit A, attached to the Instructions, breaks out the Sections to be filled out accurately and legibly. Below is a brief explanation of each Section.

Section 1: For the initial creation of the Parcel Identification Number(s) PIN for the Real Estate Assessment and Tax Roll, the **Grantor** should be the owner of the land parcel and the **Grantee** will be the current owner of the Building(s), Fixture(s), and/or Improvement(s). For a conveyance of the Building(s), Fixture(s), and/or Improvement(s), the **Grantor** should be the Current Owner of the Building(s), Fixture(s), and/or Improvement(s) while the **Grantee** should be the New Owner of the Building(s), Fixture(s), and/or Improvement(s).

Section 2: This section is for the **Metes & Bounds** Legal Description of the Building(s), Fixture(s), and/or Improvement(s). The Legal Description **Shall** Describe the Geographic Location of **Only** the Building(s), Fixture(s), and/or Improvement(s). For Tracking Purposes in the Register of Deeds office, the Legal Description in a non-platted area **Shall** include the Section, Township, Range, Quarter Section, and Quarter-Quarter Section or Government Lot Number. In a Platted area, the Legal Description **Shall** include the Plat Name, Block, and Lot Number for which the Building(s), Fixture(s), and/or Improvement(s) are located.
*****The Building(s), Fixture(s), and/or Improvement(s) SHALL NOT be described by GIS, X/Y, County, or any other Coordinate Value(s).*****
Sample Legal Description for a non-platted area is attached to the Instructions as Exhibit B.
Sample Legal Description for a Platted area is attached to the Instructions as Exhibit C.

Section 3: This section requires the Drafter of the document to check a box or boxes that explains why the document is being recorded.
First Box = Drafter to check this box if the document is to be used for the initial creation of the Parcel Identification Number (PIN).
Second Box = Drafter to check this box if the document is to be used for a conveyance of the Building(s), Fixture(s), and/or Improvement(s).
Third Box = Drafter to check this box and briefly describe if the document is being used to **Remove Some or All** the Building(s), Fixture(s), and/or Improvement(s) from the Real Estate Assessment and Tax Roll. There may also be cases when a **New** Metes and Bounds Legal Description is used on the document to describe a larger or small area than previously described on a former document. This is important information for the Assessor to properly value the Building(s), Fixture(s), and/or Improvement(s) along with County and/or City Staff to make necessary changes to the parcel(s).

Section 4: This section requires the Drafter to identify the Real Estate Parcel Identification Number(s) (PIN) for which the Building(s), Fixture(s), and/or Improvement(s) are located on. If known, the Drafter **Shall** also Indicate what the PIN is for the Building(s), Fixture(s), and/or Improvement(s).

WHERE TO RECORD THE DOCUMENT:

After the document is completed it is required to be recorded in the Register of Deeds of the County which the Building(s), Fixture(s), and/or Improvement(s) is located.

A list of Register of Deeds is located on the Wisconsin Register of Deeds Association Website: <http://www.wrdaonline.org/>

MORE QUESTIONS?

For questions you may contact the Real Property Lister and/or Assessor for the Municipality which the Building(s), Fixture(s), and/or Improvement(s) is located.

More Information can be found in Chapter 19 of the Wisconsin Property Assessors Manual which can be found on the Wisconsin Department of Revenue website: <http://www.revenue.wi.gov/documents/wpam23.pdf>

A Wisconsin Electronic Real Estate Transfer Receipt is required for this document at the time of recording in the Register of Deeds office in the county for which the Building(s), Fixture(s), and/or Improvement(s) is located. A Real Estate Transfer Fee may be required if there is a monetary sale of the Building(s), Fixture(s), and/or Improvement(s). For the purposes of creating a new PIN the Exemption Code 3 should be used.

**BUILDING(S), FIXTURE(S),
AND/OR IMPROVEMENT(S)
DOCUMENT**
(Wis. Stat. § 70.17(3))

EXHIBIT A

THIS DOCUMENT, made between _____

(“Grantor” whether one or more), and _____

(“Grantee” whether one or more). Grantor, for valuable consideration, hereby conveys to Grantee the following building(s), fixture(s), and/or improvement(s) on leased lands, exempt lands, forest croplands or managed forest lands, as identified under Wis. Stat. §70.17(3):

SECTION 1

SECTION 2

Name and Return Address

It is the intention of the Grantor/Grantee that the Land underlying the Building(s), Fixture(s), and/or Improvement(s) IS NOT Included on this Document.

Parcel Identification Number(s) (PIN) for Real Property on which the Building(s), Fixture(s), and/or Improvement(s) are located:

Parcel Identification Number(s) (PIN) for Building(s), Fixture(s), and/or Improvement(s) (if already created):

This _____ homestead property
(is) (is not)

SECTION 3

This document is being recorded to:

- Create a new PIN for the above described Building(s), Fixture(s), and/or Improvement(s)
- Transfer the above described Building(s), Fixture(s), and/or Improvement(s)
- Other _____

SECTION 4

Dated _____

Grantor(s):

* _____ (SEAL)

* _____ (SEAL)

* _____ (SEAL)

* _____ (SEAL)

AUTHENTICATION

Signature(s) _____

authenticated on _____

* _____

TITLE: MEMBER STATE BAR OF WISCONSIN
(If not, _____
authorized by Wis. Stat. 706.06)

THIS INSTRUMENT DRAFTED BY:

ACKNOWLEDGMENT

STATE OF _____)

_____) SS.

_____ COUNTY)

Personally came before me on _____,
the above-named _____

to me known to be the person(s) who executed the foregoing instrument and acknowledged the same.

* _____
Notary Public, State of Wisconsin
My Commission (is permanent) (expires: _____)
(Signatures may be authenticated or acknowledged. Both are not necessary.)

EXHIBIT B

Sample Legal Description for Section 2 for a Non-Platted Area

Section 2 – Legal Description for the Building(s), Fixture(s), and/or Improvement(s)

*A Building including all Taxable Fixtures and/or Improvements also known as Airplane Hangar 1 being described as follows which is located in Part of the NE ¼ of SE ¼ of Sec. 17 T24N R8W:
Commencing from the East Quarter of said Sec 17; Thence S21°49'4"W 1,214.52ft to the Point of Beginning;
Thence S7°24'53"E 39.66ft; Thence S82°36'50"W 12.97ft; Thence S7°09'54"E 10.26ft;
Thence S31°19'43"W 21.76ft; Thence S89°14'35"W 8.35ft; Thence N14°43'32"W 26.49ft;
Thence S82°36'47"W 5.70ft; Thence N07°24'53"W 39.66ft; Thence N82°36'50"E 44.00ft to the Point of Beginning.*

The map below is only used as a visual reference for the Instructions Document. A map like below will not be able to be included with the recording of the Building(s), Fixture(s), and/or Improvement(s) document



EXHIBIT C

Sample Legal Description for Section 2 for a Platted Area

Section 2 – Legal Description for the Building(s), Fixture(s), and/or Improvement(s)

A Building including all Taxable Fixtures and/or Improvements described on Assessment Lot 7 of the Assessor's Plat of the City of Independence described as follows:

Beginning at the Southeast Corner of said Lot 7 thence N07°31'28"W 239.72ft to the Point of Beginning; Thence N84°17'22"W 64.20ft; Thence N05°52'11"E 68.72ft; Thence S84°17'22"E 64.20ft; Thence S05°52'11"W 68.72ft to the Point of Beginning.

The map below is only used as a visual reference for the Instructions Document. A map like below will not be able to be included with the recording of the Building(s), Fixture(s), and/or Improvement(s) document

