

Use **BLACK** ink or **TYPE** document.

Complete the following sections of the Quit Claim deed:

- Grantor(s) = Seller(s) or person(s) who currently owns the property
- Grantee(s) = Buyer(s) or person(s) who will now own the property
- Name of county property is located in
- “Return to” address (Write where the document should be sent back to once it is processed.)
- Full legal description (You may attach a copy if it does not fit on the form; adjust fee if necessary. NOTE: The legal from the tax bill is NOT acceptable for use when recording. A previously recorded document will have the full legal description on it (i.e. previous deed, mortgage, satisfaction, etc.)
- Parcel ID number (aka Tax Key Number or PIN).
- Property address for informational purposes.
- Check whether the property “is or is not” considered homestead.
- “Drafted by” name (Name of person completing 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 the 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 deed (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 a spouse (person giving up their right to the parcel (Grantor) and transferring it to the former spouse (Grantee)
3. Changing part of one’s name (person’s name currently on the deed (Grantor) transferring it to the person’s new name (Grantee)
4. Combining parcels (whomever is currently listed on the deed (Grantor) transferring it to same (Grantee)

Recording fees for the Quit Claim Deed form are \$30.00*

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 a title company or an attorney that specializes in real estate law.

*Fees are subject to change

QUIT CLAIM DEED

Grantor(s)
quit claims to
Grantee(s)
The following described real estate in _____ County,
State of Wisconsin:

Full Legal Description:

Name and Return Address below

Property Address (for informational purposes only):

Together with all appurtenant rights, title, and interest.

This is is not homestead property.

Parcel Identification Number (PIN)

Date signed: _____

Date signed: _____

(SEAL)

(SEAL)

* _____
Print or Type name

* _____
Print or Type name

(SEAL)

(SEAL)

* _____
Print or Type name

* _____
Print or Type name

AUTHENTICATION

ACKNOWLEDGEMENT

Signature(s) _____

STATE OF WISCONSIN, County of _____

authenticated this _____ day of _____, _____

Signed, sworn, and personally came before me on _____

by the above-named person persons to be known to be the person

persons who executed the forgoing instrument and acknowledged the same.

* _____
TITLE: MEMBER STATE BAR OF WISCONSIN

Signature of Notary or other person authorized to administer an oath as per
Sec. 706.06, 706.07

STATE BAR NUMBER: _____

Print or type name: _____

This instrument was drafted by:

Date Commission expires: _____ is permanent.
