CHECKLIST FOR STANDARD FORMAT
Per s.59.43(2m) Wis. Stats.
**Non-complying documents may be refused for recording**

FIRST PAGE MUST COMPLY:

NAME OF INSTRUMENT MUST BE CLEARLY STATED
(Must be within 3 inches of top)

HORIZONTAL SPACE FOR DOCUMENT NUMBER IN UPPER LEFT CORNER
(At least 1½" x 2" & within 3 inches of top)

UPPER RIGHT CORNER KEPT BLANK FOR RECORDING INFORMATION
(At least 3" x 3" & must be completely blank)

BOTTOM & SIDE MARGINS AT LEAST ¼ INCH - TOP MARGIN AT LEAST ½ INCH

PROVIDE NAME & ADDRESS TO WHICH DOCUMENT SHOULD BE RETURNED
AFTER RECORDING IN ONE OF THESE THREE AREAS:
1) Directly below recording area
2) Directly below document number area
3) Directly below name of instrument if within 3" of top

PARCEL NUMBER (IF REQUIRED) DIRECTLY BELOW RETURN ADDRESS
(Not required in Oconto County-see s.59.43(2m)(a)(5) for details)

ALL PAGES MUST COMPLY:

WHITE PAPER ONLY - AT LEAST 20# WEIGHT

PAGE SIZE EITHER 8½" X 11" or 8½" X 14"

TOP MARGIN AT LEAST ONE-HALF INCH

MULTIPLE PAGES NOT HINGED OR OTHERWISE COMPLETELY JOINED

BLACK OR RED INK ONLY
(Except signatures & coded notations on maps may be other colors)

ALL AREAS OF THE DOCUMENT MUST BE CLEAR & LEGIBLE
(Print must be large enough and dense enough to be legibly reproduced)

THIS IS INTENDED AS A GENERAL GUIDELINE ONLY
REFER DIRECTLY TO SECTION 59.43(2m) OF THE WISCONSIN STATUTES FOR MORE INFORMATION

DISTRIBUTED BY OCONTO COUNTY REGISTER OF DEEDS OFFICE