

## Sheriff's Deed Guidelines

Per ACT 104, s.846.16 to s.846.16 (3m). Effective December 2017

1. The winning/confirmed party must pay 10% down payment at time of sale. This payment is due in the Clerk of Courts Office. **Successful bidder must report to the Clerk of Courts immediately after bidding is complete.**
2. Within 10 days of the sale, the winning/confirmed party must submit to the foreclosing Lender the information needed for completion of the electronic transfer return (eRETR) under Wis. Stat. 77.22  
<https://revenue.wi.gov/Pages/RETr/Home.aspx>
3. Order confirming sale will be held in the courts; no later than 10 days after court Confirmation of Sale, the foreclosing lender must provide to the Court:
  - a. An Electronic transfer return receipt (Wis. Stat. 77.22(2))
4. Within 10 days after the court confirmation of sale the winning/confirmed party must submit to the court:
  - a. Remaining Amount of Bid - Check payable to the Clerk of Court
  - b. Transfer Fee Amount (if Applicable) see  
<https://revenue.wi.gov/Pages/RETr/Home.aspx>. Check payable to Register of Deeds
  - c. Recording Fee of (\$30.00 per deed) Check payable to the Register of Deeds

Pursuant to Wisconsin Statutes, the Real Estate Transfer Fee must be (if applicable) submitted along with the deed to the Sheriff, Sheriff then forwards documents/fees to the Clerk of Courts. Transfer fee is due for all non-exempt (third party) sales per Wis. Stat. 77.25 in the amount of \$3/\$1000 of value transferred.

5. Clerk of Courts will notify or forward (deed, transfer return and fees) to the Register of Deeds Office.
6. Register of Deeds will make every effort to record documents (if recordable) within 24 hours of receiving them.

### **PLEASE NOTE:**

If property has restricted access: i.e. padlock, locked doors, etc., it is the buyer's responsibility to obtain their own means to enter the property.