

**Rock County Courthouse
51 South Main Street
Janesville, WI 53545**



Register of Deeds

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How do I change my deed to add or remove a person?

A new deed needs to be recorded.

You may wish to consult an Attorney familiar with Wisconsin Real Estate law to complete the legal documents necessary to change a deed, but it is not required. Some documents are available on the Wisconsin Register of Deeds Association web page. There is a link to blank real estate forms on our website. www.co.rock.wi.us/departments/register-of-deeds

Your Tax Bill reflects the name(s) on the most recently recorded deed.

In addition to the deed, an Electronic Transfer Return (eRetr) must be completed on-line with the Wisconsin Department of Revenue. The deed and the Electronic Transfer Return receipt must be submitted together to the Register of Deeds in the county where the property is located. The Recording Fee is \$30.00. The eRetr may have an additional fee.

Your previously recorded deed, available from the Register of Deeds, should have the most current legal description of your property, if you have not made any changes to it. You will need an accurate legal description of your property on the new deed and eRetr. If you have divided or added to your parcel, consult a professional to draft your document.

Please contact our office if you have any questions. We cannot provide any legal advice or assistance. If you are not familiar or comfortable with real estate forms, please contact a professional to assist you.

www.wisbar.org

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