

Web Service - Submit a Real Estate Transfer Return (eRETR) to DOR.
Wisconsin Department of Revenue

1 SOAP Service: `postUnrecordedDoc`

This document describes how to format the payload (an XML document) for DOR's Submit a Real Estate Transfer Return (eRETR) Web Service. The typographical conventions employed throughout this document are:

Font	Explanation	An example from the document
Comic Sans MS 10 Regular Black	Normal explanatory text used throughout this document.	If there are multiple grantors, subsequent grantors follow the first grantor.
<i>Comic Sans MS 10 Italic Blue</i>	Refers to an XML tag in explanatory text.	The <i>FilerData</i> tag immediately follows the <i>UnrecordedReturn</i> root tag.
Courier New 10 Regular Teal	XML tags in code examples.	<code><FilerData> </FilerData></code>
Courier New 10 Regular Plum	XML attributes in code examples.	<code><q0:UnrecordedReturn xmlns:q0="urn:model.retr.dor"></code>
<i>Courier New 10 Italic Blue</i>	XML attribute values in code examples	<code><q0:UnrecordedReturn xmlns:q0="urn:model.retr.dor"></code>
Courier New 10 Bold Black	XML tag values in code examples.	<code><Phone>(999) 999-9999</Phone></code>
Courier New 12 Bold Indigo Superscript	Footnote numbering ⁵ The footnote will list the possible values for the tag.	<code><Baseline>N</Baseline>⁵</code>
Courier New 10 Regular Red	XML tags in code examples that must have a value. Required fields.	<code><StreetName>Main Street</StreetName></code>
Courier New 10 Regular Gray-50%	The gray dashes (-) are used to clarify the hierarchical nature of the XML tags. In the example you can see that the <i>Grantor</i> tag is two levels down from the root tag while the <i>GrantorSeq</i> tag is three levels down. Level indentation aid.	<code>--<Grantor> ---<GrantorSeq>1</GrantorSeq></code>

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STEPS to Submit a Real Estate Transfer Return (eRETR) to DOR

FIRST)

Access the Web Service Definition Language File (the WSDL) here
<<https://ww2.revenue.wi.gov/RETRWebService/services/eRETRPort?wsdl>> for information
on the legal values for any specific tag or see the footnotes.

A) *UnrecordedDocRequest* tag format: This is the XML root tag.

```
<q0:UnrecordedDocRequest xmlns:q0="urn:model.retr.dor" >  
</q0:UnrecordedDocRequest >
```

B) *FilerData* tag format: The *FilerData* tag immediately follows the *UnrecordedReturn*
root tag. All of the data for the unrecorded eRETR is within the *FilerData* tag.

NOTE: While the gray dashes are not part of the XML, they serve to clarify the
hierarchical nature of the tags. They visually show indentation and how the various
tags are nested. So, in the code example you'll notice a gray dash "-" in front of
<FilerData> and </FilerData> to indicate that the *FilerData* tag is one step
down in the hierarchy from the *UnrecordedReturn* root tag.

```
-<FilerData>  
  ... All data for the eRETR ...  
</FilerData>
```

C) *Grantor* tag format: A *Grantor* tag immediately follows the *FilerData* tag. Red tags
must have values.

```
--<Grantor>  
---<GrantorSeq>1</GrantorSeq>  
---<Party>  
----<PartyName>  
-----<Individual>  
-----<Last>Smith</Last>  
-----<First>John</First>  
-----<MiddleInitial>L</MiddleInitial>  
-----</Individual>  
----</PartyName>  
----<Address>  
-----<StreetNumber>1</StreetNumber>  
-----<StreetName>Main Street</StreetName>  
-----<City>Verona</City>  
-----<State>Wisconsin</State>  
-----<PostalCode>53593</PostalCode>  
-----</Address>  
----<SsnOrFein>999999999</SsnOrFein>  
----<Email>j@abc.gov</Email>  
----<Phone>(999) 999-9999</Phone>  
---</Party>  
---<Entity>
```

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```
-----<EntityType>Individual</EntityType>1
-----<OtherExplanation />
---</Entity>
---<GrantorGranteeRelationship>
-----<CorpShareholderSubsidiary>>false</CorpShareholderSubsidiary>
-----<Partnership>>false</Partnership>
-----<Financial>>false</Financial>
-----<Other>>false</Other>
-----<Family>>true</Family>
-----<None>>false</None>
-----<Explanation>
      If no relationship, can't check any others. If Family or
      Other must have explanation. May have explanation in any
      case. At least one of these must be true.
-----</Explanation>
---</GrantorGranteeRelationship>
---<TransferredOwnership>
-----<OwnershipType>Full</OwnershipType>2
-----<PartialOtherExplanation>
      If Partial or Other must have explanation. May have
      explanation in any case.
-----</PartialOtherExplanation>
---</TransferredOwnership>
---<Retention>
-----<Right>None</Right>3
-----<Explanation>
      If Other is selected must have explanation. May have
      explanation in any case.
-----</Explanation>
---</Retention>
--</Grantor>
```

If there are multiple grantors, subsequent grantors follow the first grantor.
Increment the value of the *GrantorSeq* tag. For the second grantor you would have:

```
--<Grantor>
---<GrantorSeq>2</GrantorSeq>
...
```

If the *EntityType* tag indicates the grantor is not of type Individual (they are one of Other, Trust, Limited Liability Company, Corporation, or Partnership) then the format for *PartyName* tag is this (assuming Fred Jones owns an LLC):

```
-----<PartyName>
-----<CompanyName>Fred Jones LLC</CompanyName>
-----</PartyName>
```

¹ Other | Trust | Limited Liability Company | Corporation | Partnership | Individual

² Other | Partial | Full

³ Other | Easement | Life Estate | None

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- D) *Grantee* tag format: A *Grantee* tag immediately follows the *Grantor* tag(s). Red tags must have values.

```
--<Grantee>
---<GranteeSeq>1</GranteeSeq>
---<Party>
----<PartyName>
-----<Individual>
-----<Last>Mike</Last>
-----<First>Clark</First>
-----<MiddleInitial />
-----</Individual>
----</PartyName>
----<Address>
-----<StreetNumber>3</StreetNumber>
-----<StreetName>Main Street</StreetName>
-----<City>Verona</City>
-----<State>Wisconsin</State>
-----<PostalCode>53593</PostalCode>
----</Address>
----<SsnOrFein>999999999</SsnOrFein>
----<Email>mc@ghi.gov</Email>
----<Phone>(999) 999-9999</Phone>
---</Party>
---<Entity>
----<EntityType>Individual</EntityType>4
----<OtherExplanation />
---</Entity>
--</Grantee>
```

If there are multiple grantees, subsequent grantees follow the first grantee.
Increment the value of the *GranteeSeq* tag. For the second grantee you would have:

```
--<Grantee>
---<GranteeSeq>2</GranteeSeq>
...
```

If the *EntityType* tag indicates the grantee is not of type Individual (they are one of Other, Trust, Limited Liability Company, Corporation or Partnership) then the format for *PartyName* tag is this (let's assume Jill Jane is Other):

```
----<PartyName>
-----<CompanyName>Jill Jane</CompanyName>
----</PartyName>
```

In this case, since Jill Jane is Other the *OtherExplanation* tag must have a value.

- E) *Conveyance* tag format: The *Conveyance* tag immediately follows the *Grantee* tag(s). Red tags must have values.

⁴ Other | Trust | Limited Liability Company | Corporation | Partnership | Individual

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```
--<Conveyance>
---<CountyCode>13</CountyCode>
---<PropertyParcel>
----<MunicipalityCode>286</MunicipalityCode>
----<Number>286/123456789012</Number>
----<Split>false</Split>
----<IsPrimaryResidence>>true</IsPrimaryResidence>
----<RectangularSurvey>
-----<Section />
-----<Township />
-----<Range />
-----<Baseline>N</Baseline>5
-----<FourthPrincipalMeridian>6
      Select E or W
-----</FourthPrincipalMeridian>
-----</RectangularSurvey>
-----<CertifiedSurveyMap>
-----<Subdivision>Westridge</Subdivision>
-----<Lot>25/46</Lot>
-----<Block>58</Block>
-----</CertifiedSurveyMap>
-----<PhysicalAddress>1 Main Street</PhysicalAddress>
-----<ParcelSeq>1</ParcelSeq>
---</PropertyParcel>
---<LegalDescription>
  eRETR - Legal Description
  The description is the legally accepted statement which identifies
  the location and boundaries of the transferred property. It can be
  found on the instrument of conveyance (deed, etc.). Enter the
  legal description as shown on the instrument of conveyance. If
  more than one parcel is being conveyed, ALL legal descriptions are
  entered here. Enter the legal descriptions in the order they are
  listed in the PARCEL SECTION.

  eRETR - Minimal Legal Description
  Content A valid property legal description is fulfilled by a
  minimum of one of the following entries on the Parcels and Legal
  Description sections:
  1. Section, Township, Baseline, Range, and Meridian AND Property
  Legal Description
  2. Subdivision/Condominium Name, Lot/Unit#, and, if available Block
  3. Property Legal Description
---</LegalDescription>
---<ShortLegalDescription />
--</Conveyance>
```

If there are multiple *PropertyParcel* tags, subsequent *PropertyParcel* tags follow the first *PropertyParcel* tag. Increment the value of the *ParcelSeq* tag. For the second parcel you would have:

```
---<PropertyParcel>
----<MunicipalityCode>286</MunicipalityCode>
```

⁵ N

⁶ Select E or W | E | W

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```
-----<Number>286/123456789013</Number>
-----<Split>false</Split>
-----<IsPrimaryResidence>false</IsPrimaryResidence>
-----<RectangularSurvey>
-----<Section />
-----<Township />
-----<Range />
-----<Baseline>N</Baseline>
-----<FourthPrincipalMeridian>
      Select E or W
-----</FourthPrincipalMeridian>
-----</RectangularSurvey>
-----<CertifiedSurveyMap>
-----<Subdivision />
-----<Lot />
-----<Block />
-----</CertifiedSurveyMap>
-----<PhysicalAddress>2 Main Street</PhysicalAddress>
-----<ParcelSeq>2</ParcelSeq>
----</PropertyParcel>
```

If there are multiple parcels, only one can have true for a value of the *IsPrimaryResidence* tag. In the second parcel example there was no *RectangularSurvey* information or *CertifiedSurveyMap* information. Since *LegalDescription* is provided, there is no need. Read the value of the *LegalDescription* tag for what is required for a minimum legal description.

F) *FeeComputation* tag format: The *FeeComputation* tag immediately follows the *Conveyance* tag. Red tags must have values.

```
--<FeeComputation>
---<RealEstateValue>350000</RealEstateValue>
---<ValueSubjectToFee>300001</ValueSubjectToFee>
---<TransferFee>900.30</TransferFee>
---<ExemptionNumber>10m</ExemptionNumber>
---<PreviousDocNumber />
---<OriginalContractDate />
---<PersonalPropertyValue>0</PersonalPropertyValue>
---<ExemptPropertyValue>0</ExemptPropertyValue>
--</FeeComputation>
```

The value for the *TransferFee* is calculated as follows:

Value Subject to Fee, rounded to the next \$100, times .003.

In this example \$300,001 is rounded to the next \$100 giving \$300,100. After multiplying by .003 the value of \$900.30 is obtained for the value of the *TransferFee* tag.

If the *RealEstateValue* > *ValueSubjectToFee* then *ExemptionNumber* must have one of these values: 1, 2, 2g, 2r, ... 21 with these meanings:

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1 - Prior to 10/1/69	10 - Secure/Release Debt
2 - From Gov. Agency	10m - Designate TOD 705.15
2g - Gift to Gov. Agency	11 - Will, Decent Survivorship
2r - Road to Gov Agency	11m - Transfer on death 705.15
3 - Correct Prior	12 - Condemnation
4 - Delinq. Tax	13 - Value under \$100
5 - Partition	14 - Foreclosure
6 - Mergers	15 - Corp/Sole or Family
6d - Convert Partnership	15m - Partnership/Family
6m - Convert Entity	15s - LLC/Sole or Family
7 - Sub. Corp to Parent	16 - To Trust
8 - Gift Parent/Children	17 - Sat. Land Contract
8m - Husband/Wife	18 - Exposition District
9 - Agent/Trustee	20 - Nonprofit fiduciary
	21 - Transmission Company

Fee Exemption Number Codes

If Transfer Fee Exemption number is 3 or 17, ensure that the *PreviousDocNumber* tag has a value. If Transfer Fee Exemption number is 17, ensure the *OriginalContractDate* tag has a value (mm/dd/yyyy) .

- G) *Transfer* tag format: The *Transfer* tag immediately follows the *FeeComputation* tag. Red tags must have values.

```
--<Transfer>
---<TransferType>
----<Type>
-----<Sale>true</Sale>
-----<Exchange>>false</Exchange>
-----<Gift>>false</Gift>
-----<DeedInSatisfactionOfLandContract>
      false
-----</DeedInSatisfactionOfLandContract>
-----<Other>>false</Other>
----</Type>
----<OtherExplanation>
      If Other must have explanation. May have explanation in any case.
----</OtherExplanation>
---</TransferType>
---<ConveyanceType>
----<Code>Land Contract</Code>7
----<Explanation>
      If Other must have explanation. May have explanation in any case.
----</Explanation>
---</ConveyanceType>
---<ConveyanceDate>2008-06-25</ConveyanceDate>
--</Transfer>
```

Within the *Type* tag only one may be true - the others need to be false.

- H) *PropertyTaxPayer* tag format: The *PropertyTaxPayer* tag immediately follows the *Transfer* tag. Red tags must have values.

```
--<PropertyTaxPayer>
---<Name>
```

⁷ Warranty/Condo Deed | Land Contract | Quit Claim Deed | Other

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```
-----<Individual>
-----<Last>Jill Jane</Last>
-----<First />
-----<MiddleInitial />
-----</Individual>
----</Name>
----<Address>
----<StreetNumber>4</StreetNumber>
----<StreetName>Main Street</StreetName>
----<City>Verona</City>
----<State>Wisconsin</State>
----<PostalCode>53593</PostalCode>
----</Address>
--</PropertyTaxPayer>
```

- I) *Financing* tag format: The *Financing* tag immediately follows the *PropertyTaxPayer* tag. Red tags must have values.

```
--<Financing>
---<None>false</None>
---<Conventional>true</Conventional>
---<Government>false</Government>
---<Obtained>false</Obtained>
---<Assumed>false</Assumed>
---<Other>false</Other>
--</Financing>
```

Note that if the *None* tag contains a true value then none of the other tags can have a true value. If the *None* tag contains a false value then the other tags can have true or false values.

- J) *PhysicalDescription* tag format: The *PhysicalDescription* tag immediately follows the *Financing* tag. Red tags must have values.

```
--<PhysicalDescription>
---<Property>
----<PropertyType>Land, Buildings</PropertyType>8
----<OtherExplanation>
    If Other must have explanation. May have explanation in any
    case.
----</OtherExplanation>
---</Property>
---<PredominantUse>
----<PredominantUseType>Single Family</PredominantUseType>9
----<Explanation>
    If Commercial, Utility, Misc or Manufacturing/Telephone must have
    explanation. May have explanation in any case.
----</Explanation>
----<MultiFamilyNumberOfUnits>0</MultiFamilyNumberOfUnits>
---</PredominantUse>
```

⁸ Land Only | Land, Buildings | Condominium | Other

⁹ Single Family | Multi-Family | Time Share Unit | Agriculture | Commercial | Utility | Manufacturing/Telephone Co. | Miscellaneous

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```
---<LotSizeSquareFootage>0</LotSizeSquareFootage>  
---<TotalAcres>1.2</TotalAcres>  
---<MFL_PFC_Acres>0</MFL_PFC_Acres>  
---<WaterFrontage>40</WaterFrontage>  
--</PhysicalDescription>
```

- K) *Energy* tag format: The *Energy* tag immediately follows the *PhysicalDescription* tag.
Red tags must have values.

```
--<Energy>  
---<IsSubjectToWeatherization>>false</IsSubjectToWeatherization>  
---<ExclusionCode>W-12</ExclusionCode>10  
---<W11Explanation />  
---<W12DocumentNumber>12321</W12DocumentNumber>  
--</Energy>
```

Note that if the *IsSubjectToWeatherization* tag contains a **false** value then the *ExclusionCode* tag must have a value. If the *ExclusionCode* tag has a value of W-11 then the *W11Explanation* tag must have a value. If the *ExclusionCode* tag has a value of W-12 then the *W12DocumentNumber* tag must have a value.

- L) *Certification* tag format: The *Certification* tag immediately follows the *Energy* tag.
Red tags must have values.

```
--<Certification>  
---<GrantorAgent>  
----<Filer>  
-----<Name>Bob Roth</Name>  
-----<Phone>(999) 999-9999</Phone>  
-----<Email>br@mno.gov</Email>  
----</Filer>  
----<Address>  
-----<StreetNumber>6</StreetNumber>  
-----<StreetName>Main Street</StreetName>  
-----<City>Verona</City>  
-----<State>Wisconsin</State>  
-----<PostalCode>53593</PostalCode>  
----</Address>  
---</GrantorAgent>  
---<GranteeAgent>  
----<Filer>  
-----<Name>Bob Roth</Name>  
-----<Phone>(999) 999-9999</Phone>  
-----<Email>br@mno.gov</Email>  
----</Filer>  
----<Address>  
-----<StreetNumber>6</StreetNumber>  
-----<StreetName>Main Street</StreetName>  
-----<City>Verona</City>  
-----<State>Wisconsin</State>  
-----<PostalCode>53593</PostalCode>  
----</Address>
```

¹⁰ 0 | W-1 | W-3 | W-4 | W-5 | W-6 | W-7 | W-8 | W-9 | W-11 | W-12 | W-13

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```
---</GranteeAgent>
---<Preparer>
----<Name>Bob Roth</Name>
----<Phone>(999) 999-9999</Phone>
----<Email>br@mno.gov</Email>
---</Preparer>
--</Certification>
```

SECOND) Prepare the XML for the header of the SOAP message. The header contains authentication information. Another option is to *encode* your User ID and Password and send that information to us in the *name* tag. Contact DOR at <mailto:eretr@revenue.wi.gov> for information about how to code this information.

Format for the header XML (remove the gray dashes):

```
<q0:user xmlns:q0="urn:model.retr.dor">
-<name>your Wisconsin Access Management System User ID</name>
-<password> your Wisconsin Access Management System Password</password>
</q0:user>
```

OR

```
<q0:user xmlns:q0="urn:model.retr.dor">
-<name>User ID and Password CODED in a special way</name>
-<password> </password>
</q0:user>
```

THIRD) Write a client to send us the header (with authentication information) and the payload (the XML for the unrecorded return). DOR has a sample Java Client that you can use as well. Contact <mailto:eretr@revenue.wi.gov>.

See the WSDL here:

< <https://ww2.revenue.wi.gov/RETRWebService/services/eRETRPort?wsdl> >

You will receive back the unrecorded eRETR which is nearly identical to what you sent with these differences: no SSN or FEIN information is sent back and directly following the *FilerData* end tag you will find this information:

```
-<ReceiptNumber xmlns="">
  P41S
-</ReceiptNumber>
-<PostingDateAndTime xmlns="">
  2009-04-16T15:19:13.000-05:00
-</PostingDateAndTime>
```

The complete format of the response is:

```
<UnrecordedReturn
  xmlns="urn:model.retr.dor"
```

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```
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:type="UnrecordedReturn">
-<FilerData>

... a repeat of what you sent with SSN and FEIN information redacted
... one minor difference is that xmlns="" is inserted in each tag
... for example, <GrantorAgent xmlns=""> instead of <GrantorAgent>

-</FilerData>
-<ReceiptNumber xmlns="">P41S</ReceiptNumber>
-<PostingDateAndTime xmlns="">
  2009-04-16T15:19:13.000-05:00
-</PostingDateAndTime>
</UnrecordedReturn>
```

The value for the *ReceiptNumber* tag can be used to retrieve the complete return.

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Appendix

Putting together all of the above, here is a sample unrecorded eRETR in XML format suitable for the *postUnrecordedRETR* SOAP service.

For your copy/paste pleasure the initial gray dashes have been replaced by spaces. This unrecorded eRETR XML together with a header with valid user credentials will submit a Real Estate Transfer Return to DOR.

```
<q0:UnrecordedDocRequest xmlns:q0="urn:model.retr.dor">
  <FilerData>
    <Grantor>
      <GrantorSeq>1</GrantorSeq>
      <Party>
        <PartyName>
          <Individual>
            <Last>Smith</Last>
            <First>John</First>
            <MiddleInitial>L</MiddleInitial>
          </Individual>
        </PartyName>
        <Address>
          <StreetNumber>1</StreetNumber>
          <StreetName>Main Street</StreetName>
          <City>Verona</City>
          <State>Wisconsin</State>
          <PostalCode>53593</PostalCode>
        </Address>
        <SsnOrFein>999999999</SsnOrFein>
        <Email>js@abc.gov</Email>
        <Phone>(999) 999-9999</Phone>
      </Party>
      <Entity>
        <EntityType>Individual</EntityType>
        <OtherExplanation />
      </Entity>
      <GrantorGranteeRelationship>
        <CorpShareholderSubsidiary>>false</CorpShareholderSubsidiary>
        <Partnership>>false</Partnership>
        <Financial>>false</Financial>
        <Other>>false</Other>
        <Family>>true</Family>
        <None>>false</None>
        <Explanation>
          If no relationship, can't check any others. If Family or
          Other must have explanation. May have explanation in any
          case. At least one of these must be true.
        </Explanation>
      </GrantorGranteeRelationship>
      <TransferredOwnership>
        <OwnershipType>Full</OwnershipType>
        <PartialOtherExplanation>
          If Partial or Other must have explanation. May have
          explanation in any case.
        </PartialOtherExplanation>
      </TransferredOwnership>
    </Grantor>
  </FilerData>
</q0:UnrecordedDocRequest>
```


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```
</Individual>
</PartyName>
<Address>
  <StreetNumber>3</StreetNumber>
  <StreetName>Main Street</StreetName>
  <City>Verona</City>
  <State>Wisconsin</State>
  <PostalCode>53593</PostalCode>
</Address>
<SsnOrFein>999999999</SsnOrFein>
<Email>mc@ghi.gov</Email>
<Phone>(999) 999-9999</Phone>
</Party>
<Entity>
  <EntityType>Individual</EntityType>
  <OtherExplanation />
</Entity>
</Grantee>
<Grantee>
  <GranteeSeq>2</GranteeSeq>
  <Party>
    <PartyName>
      <CompanyName>Jill Jane</CompanyName>
    </PartyName>
    <Address>
      <StreetNumber>4</StreetNumber>
      <StreetName>Main Street</StreetName>
      <City>Verona</City>
      <State>Wisconsin</State>
      <PostalCode>53593</PostalCode>
    </Address>
    <SsnOrFein>999999999</SsnOrFein>
    <Email>jj@jkl.gov</Email>
    <Phone>(999) 999-9999</Phone>
  </Party>
  <Entity>
    <EntityType>Corporation</EntityType>
    <OtherExplanation />
  </Entity>
</Grantee>
<Conveyance>
  <CountyCode>13</CountyCode>
  <PropertyParcel>
    <MunicipalityCode>286</MunicipalityCode>
    <Number>286/123456789012</Number>
    <Split>false</Split>
    <IsPrimaryResidence>true</IsPrimaryResidence>
    <RectangularSurvey>
      <Section />
      <Township />
      <Range />
      <Baseline>N</Baseline>
      <FourthPrincipalMeridian>
        Select E or W
      </FourthPrincipalMeridian>
    </RectangularSurvey>
```

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```
<CertifiedSurveyMap>
  <Subdivision>Westridge</Subdivision>
  <Lot>25/46</Lot>
  <Block>58</Block>
</CertifiedSurveyMap>
<PhysicalAddress>1 Main Street</PhysicalAddress>
<ParcelSeq>1</ParcelSeq>
</PropertyParcel>
<PropertyParcel>
  <MunicipalityCode>286</MunicipalityCode>
  <Number>286/123456789013</Number>
  <Split>>false</Split>
  <IsPrimaryResidence>>false</IsPrimaryResidence>
  <RectangularSurvey>
    <Section />
    <Township />
    <Range />
    <Baseline>N</Baseline>
    <FourthPrincipalMeridian>
      Select E or W
    </FourthPrincipalMeridian>
  </RectangularSurvey>
</CertifiedSurveyMap>
  <Subdivision />
  <Lot />
  <Block />
</CertifiedSurveyMap>
<PhysicalAddress>2 Main Street</PhysicalAddress>
<ParcelSeq>2</ParcelSeq>
</PropertyParcel>
```

<LegalDescription>

eRETR - Legal Description

The description is the legally accepted statement which identifies the location and boundaries of the transferred property. It can be found on the instrument of conveyance (deed, etc.). Enter the legal description as shown on the instrument of conveyance. If more than one parcel is being conveyed, ALL legal descriptions are entered here. Enter the legal descriptions in the order they are listed in the PARCEL SECTION.

eRETR - Minimal Legal Description

Content A valid property legal description is fulfilled by a minimum of one of the following entries on the Parcels and Legal Description sections:

1. Section, Township, Baseline, Range, and Meridian AND Property Legal Description
2. Subdivision/Condominium Name, Lot/Unit#, and, if available Block
3. Property Legal Description

```
</LegalDescription>
<ShortLegalDescription />
</Conveyance>
<FeeComputation>
  <RealEstateValue>350000</RealEstateValue>
  <ValueSubjectToFee>300001</ValueSubjectToFee>
  <TransferFee>900.30</TransferFee>
  <ExemptionNumber>10m</ExemptionNumber>
```

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Wisconsin Department of Revenue

```
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<OriginalContractDate />
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<ExemptPropertyValue>0</ExemptPropertyValue>
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</Transfer>
<PropertyTaxPayer>
  <Name>
    <Individual>
      <Last>Jill Jane</Last>
      <First />
      <MiddleInitial />
    </Individual>
  </Name>
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    <StreetName>Main Street</StreetName>
    <City>Verona</City>
    <State>Wisconsin</State>
    <PostalCode>53593</PostalCode>
  </Address>
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  <Conventional>true</Conventional>
  <Government>false</Government>
  <Obtained>false</Obtained>
  <Assumed>false</Assumed>
  <Other>false</Other>
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```

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    If Other must have explanation. May have explanation in any case.
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  <Explanation>
    If Commercial, Utility, Misc or Manufacturing/Telephone must have explanation. May have explanation in any case.
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  <W11Explanation />
  <W12DocumentNumber>12321</W12DocumentNumber>
</Energy>
<Certification>
  <GrantorAgent>
    <Filer>
      <Name>Bob Roth</Name>
      <Phone>(999) 999-9999</Phone>
      <Email>br@mno.gov</Email>
    </Filer>
    <Address>
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      <State>Wisconsin</State>
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    </Address>
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    <Filer>
      <Name>Bob Roth</Name>
      <Phone>(999) 999-9999</Phone>
      <Email>br@mno.gov</Email>
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  </GranteeAgent>
  <Preparer>
    <Name>Bob Roth</Name>
    <Phone>(999) 999-9999</Phone>
    <Email>br@mno.gov</Email>
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</Preparer>  
</Certification>  
</FilerData>  
</q0:UnrecordedDocRequest >
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To get this to work, customers must first obtain a Wisconsin User ID by visiting <https://on.wisconsin.gov/WAMS/home>. After you have your account, please visit <http://ww2.revenue.wi.gov/RETRWebApp/application> and sign up as a Trusted Web Service User.

Here's the header without gray dashes:

```
<q0:user xmlns:q0="urn:model.retr.dor">  
  <name>your Wisconsin Access Management System User ID</name>  
  <password> your Wisconsin Access Management System Password</password>  
</q0:user>
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OR

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<q0:user xmlns:q0="urn:model.retr.dor">  
  <name>User ID and Password CODED in a special way</name>  
  <password> </password>  
</q0:user>
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