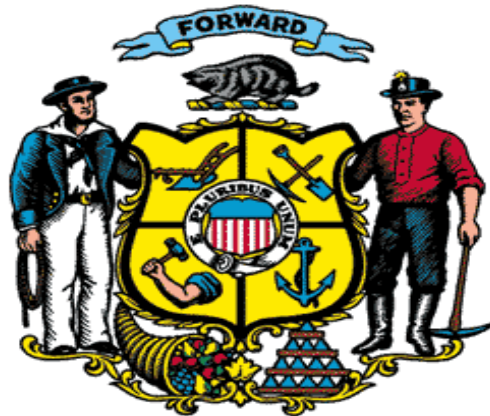


Wisconsin Dept. of Revenue Electronic Real Estate Transfer Return - eRETR

Assessor Use of eRETR



A Few Points to Remember

- Assessors will be able to access statewide electronic transfer returns and sales information.
- Access to the online assessment input system will be limited to the municipalities where you are the statutory assessor. This system is not yet available.
- The ideal screen resolution display for viewing the eRETR screens is 1024 x 768.
- Do not use your browsers “Back” button to navigate in eRETR. Use the navigation pane at the top of each window: “Home icon”, “Back”, “Help”, and “Quit”.
- If you have questions, contact a district Equalization office.

Retrieve eRETR Data

Wisconsin Dept. of Revenue's Real Estate Transfer Web Page



revenue.wi.gov

Serving businesses, governments, individuals & practitioners

Printer-friendly | Home | Si

<http://www.revenue.wi.gov/ust/retn.html>

Make this page your "favorite"

Click here to get into
eRETR data

Instructions on WAMS, Log In
and downloading eRETR data

- Businesses
- Governments
- Individuals
- Practitioners
- Contact Us
- E-Services
- Employment
- En Español
- FAQs
- Forms
- Links
- News
- Publications
- Reports
- Training

Real Estate Transfer and Merger/Conversion

Section 77.22(1) of the Wisconsin Statutes provides that "...submission of a completed real estate transfer return and collection by the receiver of the fee shall be prerequisites to acceptance of the conveyance for recording." All information on the transfer return is useful to the local assessor, other municipal and county officials and staff of the Department of Revenue who have a statutory responsibility in the administration of Wisconsin tax laws.

Select

- Assessors and Government Offices Access
- Real Estate Transfer Return Filing - [eRETR PE-500 and PE-500x](#)
- Merger/Conversion Report - [MC-500](#)

Resources

- Newsletters (Real Estate Transfer News)
- Parcel Formatting Rules By County
- Training/Help -- How to use the eRETR system

Law Links

- Chapter 73.14, Merger/Conversion Statutes
- Chapter 77, Real Estate Transfer Statutes
- Tax 15, Wis. Adm. Code: Transfer Fee Administrative Tax Code

Reports

- Collection Summary for Calendar Years: [2006](#) | [2005](#) | [2004](#) | [2003](#) | [2002](#) | [2001](#) | [2000](#)
- Summary of County eRETR filings: [2006](#)

Links to State Agencies and Professional Organizations

- Department of Commerce [Rental Weatherization Program](#)
- Department of Financial Institutions [Conversion FAQs](#) and [Merger FAQs](#)
- Department of Natural Resources [Forest Crop Law \(FCL\)](#) and [Managed Forest Law \(MFL\)](#)
- Wisconsin [Association of Assessing Officers](#)
- Wisconsin [Bar Association](#)
- Wisconsin [County Treasurers' Association](#)
- Wisconsin [Real Property Listers](#)
- Wisconsin [Register of Deeds Association](#)

Software Developers

- Directly send and receive eRETR data via [eRETR Web Services](#)
- eRETR [Project](#)

FOR MORE INFORMATION PLEASE CONTACT:

WISCONSIN DEPARTMENT OF REVENUE
Bureau of Property Tax
Equalization Section
P.O. Box 8971 MS 6-97
Madison, WI 53708-8971
Phone: (608) 266-2149
Fax: (608) 264-6897
[E-Mail Additional Questions](#)

Real Estate Transfer – Assessors and Government Offices Web Page

Wisconsin Department of Revenue
revenue.wi.gov Serving businesses, governments, individuals & practitioners

Printer-friendly | Home | Si

- Businesses
- Governments
- Individuals
- Practitioners
- Contact Us
- E-Services
- Employment
- En Español
- FAQs
- Forms
- Links
- News
- Publications
- Reports
- Training

Real Estate Transfer - Assessors and Government Offices

All Users Select

- Log-in to eRETR to view or process returns.
- Instructions for WAMS (Web Access Management System).
- Self-Registration for a WAMS User ID.

News

- Real Estate Transfer News (RETN) - [March 2007](#) and [Sheriff Sale](#)

Assessors

- eRETR [Training/Help](#)

Real Property Listers

- eRETR [Training/Help](#)

Register of Deeds

Click here to log-in to eRETR data

Instructions on WAMS, Log In and downloading eRETR data

New Screen

1. Enter your user name and password

User ID
Password

2. Login

Login

WARNING: This system is for authorized users only; system access is monitored. By using this system you expressly consent to this monitoring. Unauthorized use of, or access to, this system may subject you to criminal prosecution and penalties.

[Forgot your password? Is your account locked? click here](#)

[Request a Wisconsin User ID and Password.](#)

Confidentiality Agreement

Electronic Real Estate Transfer Return

Department of Revenue

RETR Confidentiality:

The real estate transfer returns filed under Sec. 77.22(1) Wis. Stats., both paper and electronic, are privileged information per Sec. 77.265 Wis. Stats.

Assessors, assessment staff, and county officials shall maintain the confidentiality of the real estate transfer returns except as follows:

- 77.265 (2)** *The local assessor shall permit the inspection of all returns filed under this subchapter for property within any local unit of government for which property taxes are levied by the chief elected official, or a person designated by the official, of that unit upon the adoption of a resolution by the governing body of the unit directing the official to inspect the returns for the purpose of reviewing the basis upon which equalized values were established by the department of revenue under s. 70.57, and the official or designee shall maintain the confidentiality of the returns.*
- 77.265 (5)** *The department of revenue, county real property listers under s. 70.09 and local assessors and their employees and agents may use the returns.*
- 77.265 (7)** *In a condemnation proceeding or in an appeal of an assessment of real property, the property owners and the owners' agents may inspect the returns.*
- 77.265 (8)** *A county may use the returns to develop a tract index if the county does not reveal the social security numbers of any buyers or sellers.*

The following exceptions are typically processed through the Department of Revenue:

- 77.265 (3)** *The returns may be used in any proceeding involving the requisite amount of the fee.*
- 77.265 (4)** *The department of workforce development may use the returns under s. 106.50.*
- 77.265 (6)** *Governmental agencies acquiring real property for public purposes may use the returns.*

All other requests to view or access the real estate information provided here must be forwarded, in writing, to:

Real Estate Transfer Return Custodian of Documents:
ATTN: SLF Deputy Division Administrator
P.O. Box 8971, MS 6-97
Madison, WI. 53708-8971

A breach in the confidentiality of the real estate transfer return may lead to a review by the Secretary of Revenue or a designee, per Sec. 73.09(7)(a) Wis. Stats., who may revoke the certification of any assessor, assessment personnel or expert appraiser for the practice of any fraud or deceit in obtaining certification, or any negligence, incompetence or misconduct, including making a fraudulent change in the assessment roll after it is opened for examination under Sec. 70.47(3) Wis. Stats.

I have read the above statutory references and agree that I have statutory authority to view the Wisconsin Real Estate Transfer Return information contained on this website.

I agree

I do not agree

Acknowledge
confidentiality

Welcome Screen

Selection of eRETR retrieval

View transfer returns for all counties by date recorded (this access is for electronically filed transfer returns only).

The screenshot shows a Microsoft Internet Explorer browser window displaying the 'Electronic Real Estate Transfer Return' (eRETR) system. The address bar shows the URL: <https://test.revenue.wi.gov/RETRWebApp/application?returnToHomePCMC=returnToHomePCMC>. The page header includes 'Electronic Real Estate Transfer Return' and 'Department of Revenue'. A navigation menu contains 'Home', 'Manage users', 'Help', and 'Quit'. A message states: 'New to the site? If so, click Help in the menu bar above.' The main content area is titled 'Welcome Rosanne Reckin: Assessor' and provides instructions: 'Access electronic transfer returns by:'. Below this, there are four blue hyperlinks: 'Date recorded', 'County document ID', 'County/Municipality', and 'Assessor Sales Data: (Includes both electronic and paper returns)'. Under the 'Assessor Sales Data' section, there are four purple hyperlinks: 'View assessments', 'Provide assessment data', 'View or print sales summary report', and 'Download sales data'. At the bottom of the page, the 'Wisconsin DOR' logo is displayed, followed by the text 'Version 6.2.0 - 06/10/2008 External Test Build' and a maintenance notice: 'The system maintenance window is daily between 5:00 am - 7:30 am. Outages and difficulties may be experienced during this time.' The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time '1:57 PM'.

View by Date Recorded

Electronic Real Estate Transfer Return Department of Re

[Home](#) [Help](#) [Quit](#)

County:

Date recorded (mm/dd/yyyy):

The system maintenance... version 5.003 - 02/22/2007 c... 00 am - 7:30 am. Outages and difficulties may be experienced during this time.

Select county
Select date

RESULTS:

Go back to eRETR main menu.

Go back to search screen (above).

[Home](#) [Search results](#) [Download](#) [Show full legal description](#) [Help](#) [Quit](#)

[Grantors](#)
[Grantees](#)
[Recording information](#)
[Parcels](#)
[Fee computation](#)

[Tax bill](#)
[Transfer and financing](#)
[Physical description](#)
[Agents and preparer](#)
[Weatherization](#)
[System information](#)

This return was filed with receipt PD5T.
The transfer was recorded by the Adams County Register of Deeds on March 5, 2007.
This return was filed electronically.

Transfer return will open if only one exists for the selected date.

If multiple transfers exist for the selected date, then a list opens. Select transfer return by clicking on Doc ID #.

[Home](#) [Search again](#) [Download](#) [View all results](#) [Help](#) [Quit](#)

Returns for Adams county from 02/19/2007 to 02/19/2007
 Total Fees: \$12,610.20 - Number of Returns with Exemptions: 1 - Total Returns: 11

Doc ID	Grantor Name	Grantee Name	Fee	Exemption
463091	Chula Vista Condominiums, LLC	KROME Investments, LLC	1296.90	
463061	RAMIREZ, GORGE M	FEDERAL NATIONAL MORTGAGE ASSOCIATION	0.00	14
463080	Chula Vista Condominiums, LLC	Kus, Richard A.	1446.90	
463075	Chula Vista Condominiums, LLC	Stroebe, John C.	1506.90	
463082	Chula Vista Condominiums, LLC	Hoerz, Scott J.	1365.00	
463088	Chula Vista Condominiums, LLC	Upson, John W	1416.90	
463073	Chula Vista Condominiums, LLC	Spadoni, Jr., Donald J.	1266.90	
463084	Chula Vista Condominiums, LLC	Li, Bing	1236.90	
463070	Chula Vista Condominiums, LLC	Heusbourg, Gary K.	1296.90	
463086	Chula Vista Condominiums, LLC	Caraher, Mary T.	1326.90	
463064	CRUMP, MARK C	STOLL, THOMAS G	450.00	

Welcome Screen

Selection of eRETR retrieval

View electronic transfers of all counties by Document ID Number.

RETR Government Officials—Home - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address <https://test.revenue.wi.gov/RETRWebApp/application?returnToHomePCMC=returnToHomePCMC> Go Links

Electronic Real Estate Transfer Return **Department of Revenue**

Home Manage users Help Quit

New to the site? If so, click Help in the menu bar above.

Welcome **Rosanne Reckin: Assessor**

Access electronic transfer returns by:

- [Date recorded](#)
- [County document ID](#)
- [County/Municipality](#)

Assessor Sales Data:
(Includes both electronic and paper returns)

- [View assessments](#)
- [Provide assessment data](#)
- [View or print sales summary report](#)
- [Download sales data](#)

Wisconsin DOR

Version 6.2.0 - 06/10/2008
External Test Build

The system maintenance window is daily between 5:00 am - 7:30 am. Outages and difficulties may be experienced during this time.

Start | Internet | 1:57 PM

View by Document Number

Select county,
enter document ID
number.

County
Adams

Document ID
Document ID: 463091 Retrieve

Wisconsin
DOR

RESULTS

Go back to eRETR
main menu

Go back to search
screen (above).

Search results Download Show full legal description Help Quit

Grantors
Grantees
Recording information
Parcels
Fee computation

Tax bill
Transfer and financing
Physical description
Agents and preparer
Weatherization
System information

This return was filed with receipt PD5T.
The transfer was recorded by the Adams County Register of Deeds on March 5, 2007.
This return was filed electronically.

Transfer return will open.

Welcome Screen

Selection of eRETR retrieval

View or download
electronic transfers by
County/Municipality for
a selected month. →

RETR Government Officials—Home - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Recycle Bin Mail Print Internet Options

Address <https://test.revenue.wi.gov/RETRWebApp/application?returnToHomePCMC=returnToHomePCMC> Go Links

Electronic Real Estate Transfer Return **Department of Revenue**

Home Manage users Help Quit

New to the site? If so, click Help in the menu bar above.

Welcome **Rosanne Reckin: Assessor**

Access electronic transfer returns by:

- [Date recorded](#)
- [County document ID](#)
- [County/Municipality](#)

Assessor Sales Data:
(Includes both electronic and paper returns)

- [View assessments](#)
- [Provide assessment data](#)
- [View or print sales summary report](#)
- [Download sales data](#)

Wisconsin DOR

Version 6.2.0 - 06/10/2008
External Test Build

The system maintenance window is daily between 5:00 am - 7:30 am. Outages and difficulties may be experienced during this time.

Start | Internet | 1:57 PM

View by County/Municipality

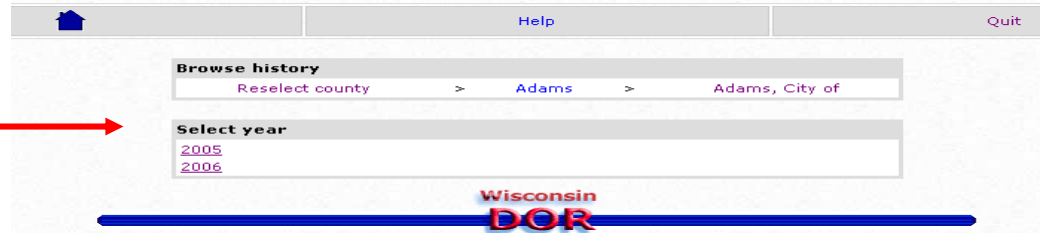
1. Select County – able to view all counties/municipalities in the state.



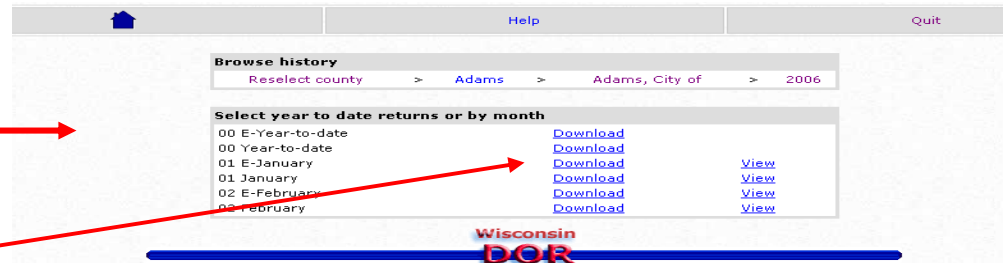
2. Select County to download all municipalities or select single municipality to view or download.



3. Select Year



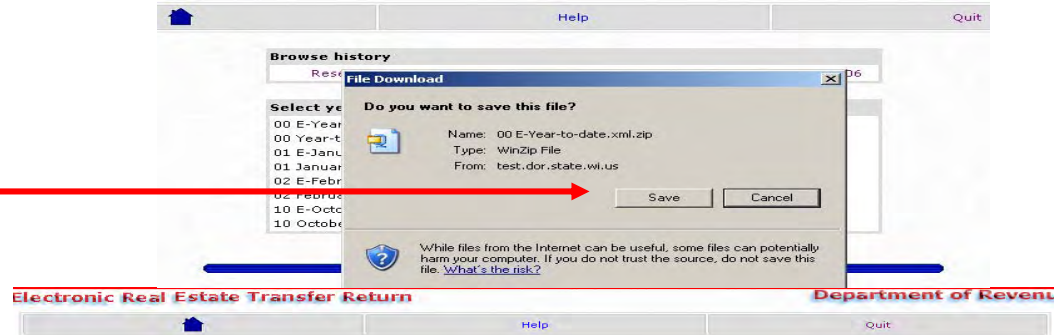
4. Select Year to Date to download, or month to download or view.



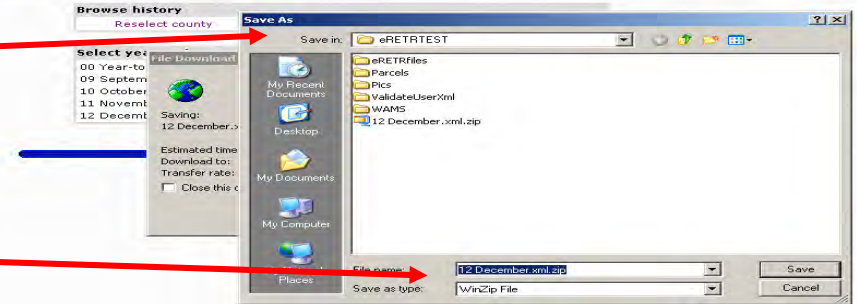
8/19/08 Download directions follow

Electronic Transfer Return Download Instructions - (need Windows Excel Professional 2003 or later)

1. Select item to "Download" and this screen will appear – Select "Save"

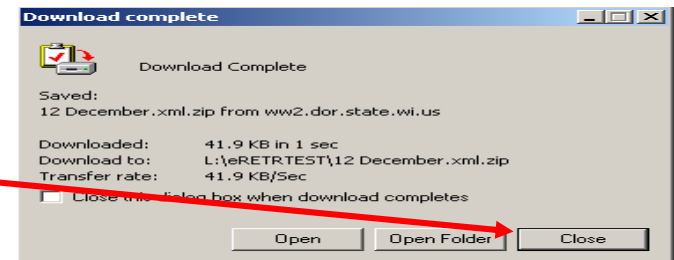


2. Select location on your computer to save file



3. Name file, and click the "Save" button.

4. Download Complete - Close



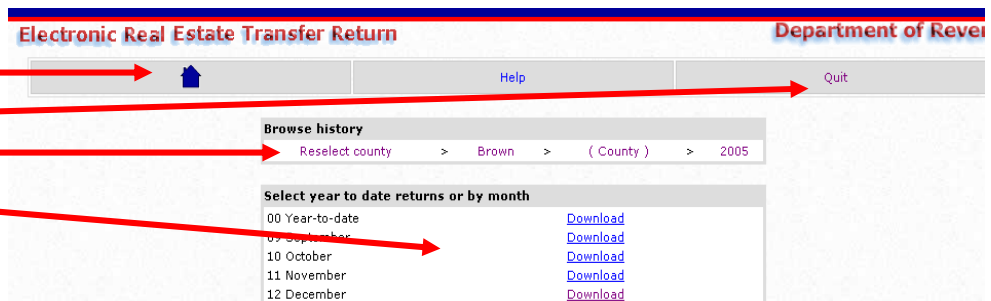
5. When finished with download you may:

Home for another activity

Quit to exit

Select another county

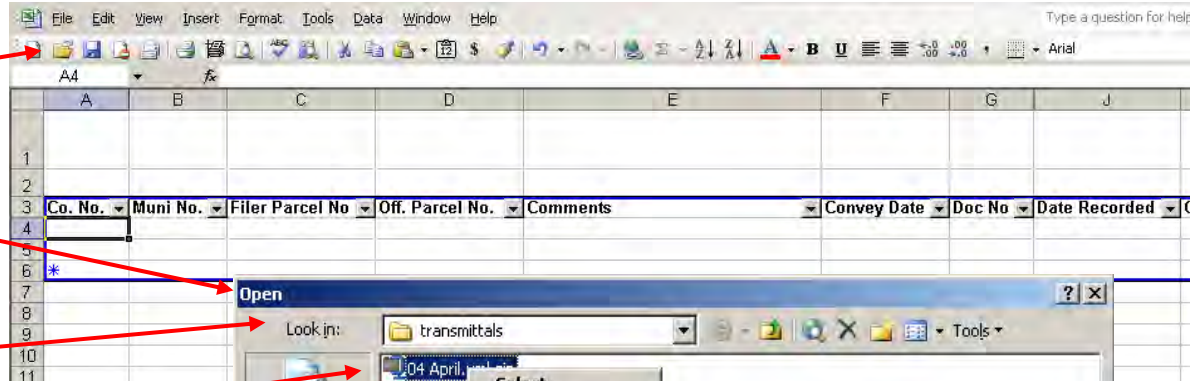
Download another file



Unzipping Downloaded eRETR Zip File in Excel (need Windows Excel Professional 2003 or later)

Open Excel spreadsheet

Open file
New screen opens up

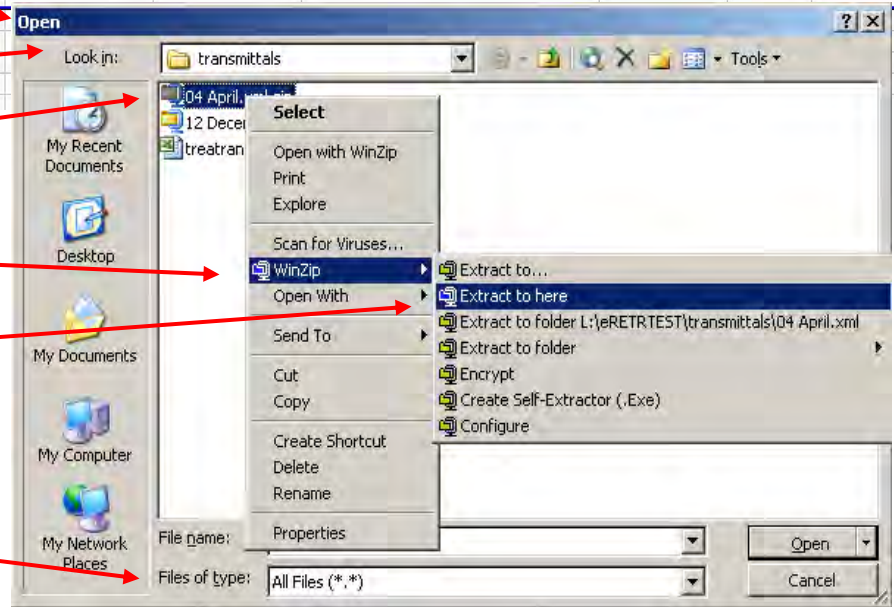


Locate saved zip file

Right click on saved Zipped file

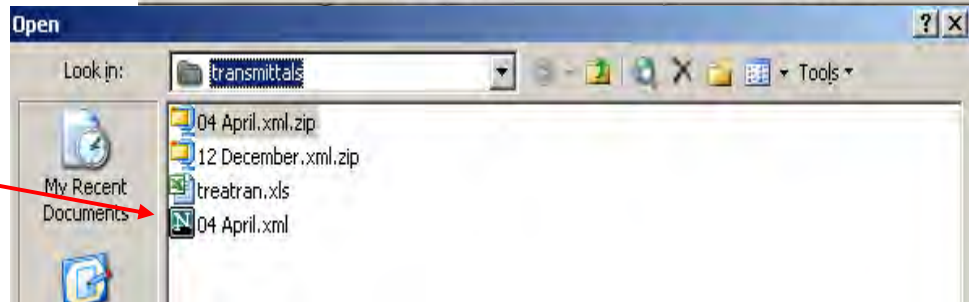
Arrow over WinZip

Click on Extract to here



NOTE: Files of Type needs to be "All files"

File is now saved in the same folder with the same name but now as an xml file instead of xml.zip



Import eRETR XML File in Excel Spreadsheet

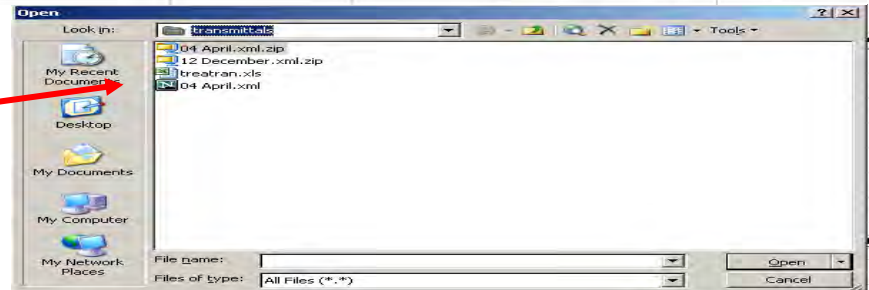
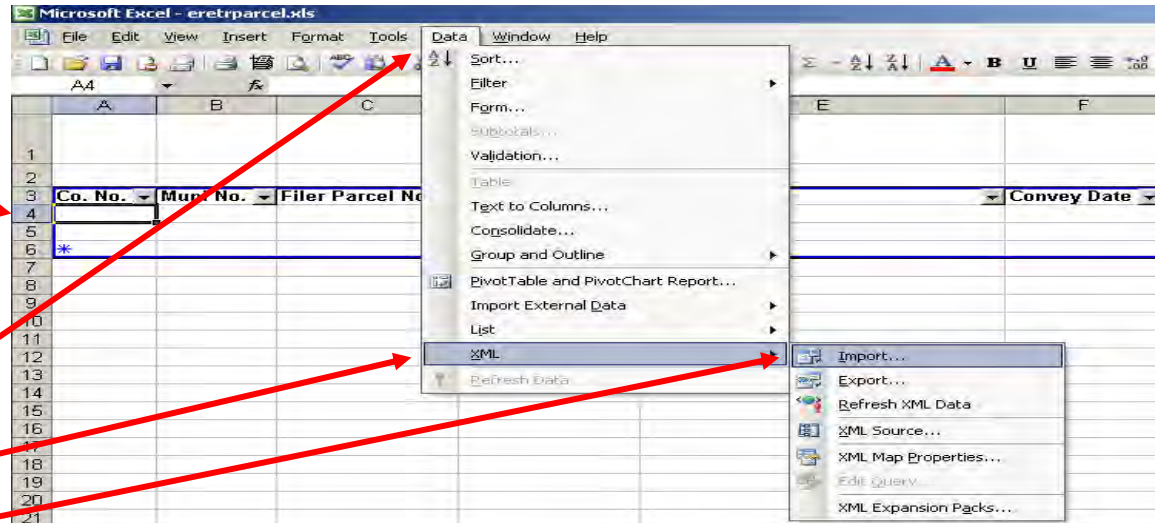
Place cursor in first cell on data field

Click on Data

Arrow over XML

Click on Import

Double click on XML File for downloading



Data is now downloaded

The screenshot shows the Microsoft Excel spreadsheet with the imported data. The data is organized into columns with headers: Co. No., Muni No., Filer Parcel No., Off. Parcel No., Comments, Convey Date, Doc No., Date Recorded, and Grantor Last. The data is displayed in rows 3 through 11.

	Co. No.	Muni No.	Filer Parcel No.	Off. Parcel No.	Comments	Convey Date	Doc No.	Date Recorded	Grantor Last
3									
4									
5									
6	45	14	08-017-15-005.00			3/8/2006	837737	3/10/2006	White
7	45	8	06-075-00-001.00			3/9/2006	838094	3/17/2006	
8	45	6	04-020-04-005.00			3/13/2006	838091	3/17/2006	PANTLE
9	45	6	04-020-04-005.00			3/13/2006	838091	3/17/2006	PANTLE
10	45	255	15-172-00-020.00			3/22/2006	838446	3/23/2006	
11	45	255	15-067-01-050.00			3/17/2006	838606	3/27/2006	KERHIN

Welcome Screen

Selection of eRETR retrieval

RETR Government Officials—Home - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites RSS Print Mail News Groups Feeds

Address <https://test.revenue.wi.gov/RETRWebApp/application?returnToHomePCMC=returnToHomePCMC> Go Links

Electronic Real Estate Transfer Return **Department of Revenue**

Home Manage users Help Quit

New to the site? If so, click Help in the menu bar above.

Welcome Rosanne Reckin: Assessor

Access electronic transfer returns by:

- [Date recorded](#)
- [County document ID](#)
- [County/Municipality](#)

Assessor Sales Data:
(Includes both electronic and paper returns)

- [View assessments](#)
- [Provide assessment data](#)
- [View or print sales summary report](#)
- [Download sales data](#)

Wisconsin DOR

Version 6.2.0 - 06/10/2008
External Test Build

The system maintenance window is daily between 5:00 am - 7:30 am. Outages and difficulties may be experienced during this time.

Start | Internet | Inbox - Microsoft Outlook | PAD Help DRAFT 07 31 0... | RETR Government Off... | 1:57 PM

**View or print sales
(includes electronic
& scanned sales).**



View or Print Sales

Select County



Select Municipality



View by:

Date Loaded or

Date of conveyance



View or print sales summary report, or click on sale number to view entire sale (NOTE: currently this link is only active for electronically filed sales, it will eventually be active for all sales).



Welcome Screen

RETR Government Officials—Home - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Recycle Bin Mail Print Mailbox Internet Options

Address <https://test.revenue.wi.gov/RETRWebApp/application?returnToHomePCMC=returnToHomePCMC> Go Links

Electronic Real Estate Transfer Return **Department of Revenue**

[Home](#) [Manage users](#) [Help](#) [Quit](#)

New to the site? If so, click Help in the menu bar above.

Welcome Rosanne Reckin: Assessor

Access electronic transfer returns by:

- [Date recorded](#)
- [County document ID](#)
- [County/Municipality](#)

Assessor Sales Data:
(Includes both electronic and paper returns)

- [View assessments](#)
- [Provide assessment data](#)
- [View or print sales summary report](#)
- [Download sales data](#)

Wisconsin DOR

Version 6.2.0 - 06/10/2008
External Test Build

The system maintenance window is daily between 5:00 am - 7:30 am. Outages and difficulties may be experienced during this time.

Start | Internet | 1:57 PM

Download sales

Download Sales Data (can download with any version of Windows)



Select County



Browse history

Select county

- [Adams](#)
- [Ashland](#)
- [Barron](#)
- [Bayfield](#)
- [Brown](#)
- [Buffalo](#)
- [Burnett](#)
- [Calumet](#)

Select Municipality



Browse history

Reselect county > Adams (1)

Select municipality

- [Adams, City Of](#)
- [Adams, Town Of](#)
- [Big Flats, Town Of](#)
- [Colburn, Town Of](#)
- [Dell Prairie, Town Of](#)
- [Easton, Town Of](#)
- [Friendship, Village Of](#)
- [Jackson, Town Of](#)
- [Leola, Town Of](#)
- [Lincoln, Town Of](#)
- [Monroe, Town Of](#)
- [New Chester, Town Of](#)
- [New Haven, Town Of](#)
- [Preston, Town Of](#)
- [Quincy, Town Of](#)
- [Richfield, Town Of](#)
- [Rome, Town Of](#)
- [Sprinville, Town Of](#)
- [Stronge Prairie, Town Of](#)
- [Wisconsin Dells, City Of](#)



Browse history

Reselect county > Brown (5) > Allouez, Village Of

Download by:
Date Loaded **or**



Date of conveyance



Download Sales by date loaded:

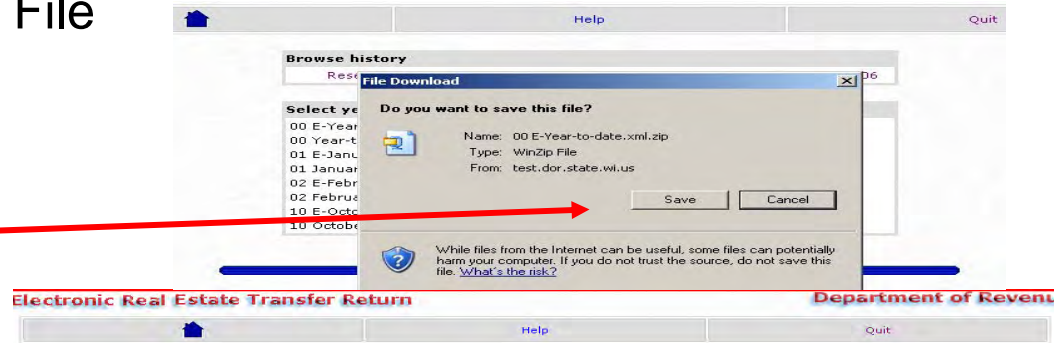
Choose month:

Download Sales by date of conveyance:

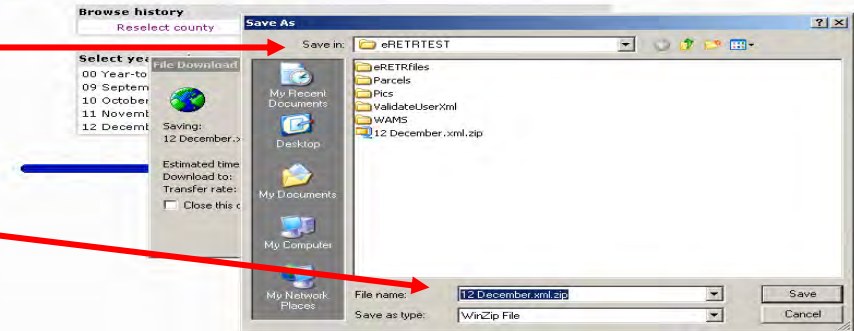
Choose month:

Download eRETR Sales File

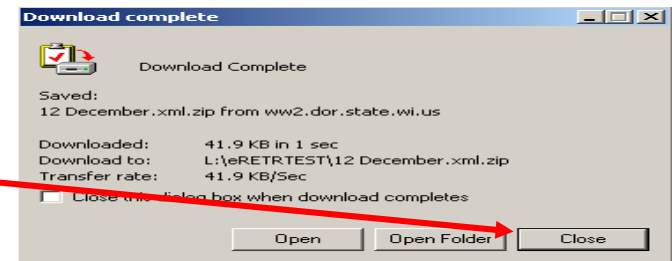
1. Select item to “Download” and new screen will come up – Select “Save”.



2. Select the location on your computer to save the file, name the file, then click the “Save” button.



3. Download Complete – click the “Close” button.



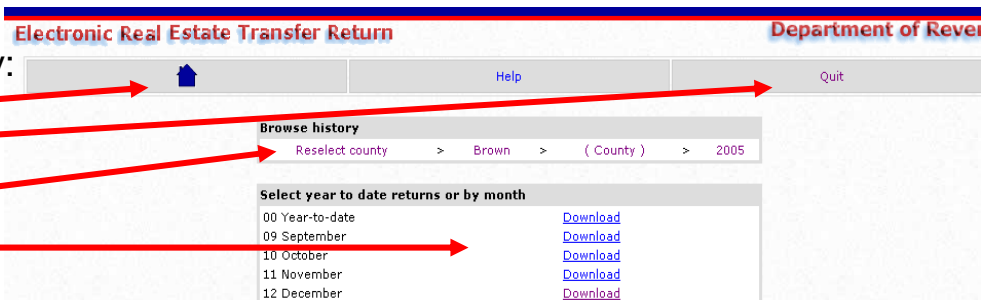
4. When finished with download, you may:

Home for another activity

Quit to exit

Select another county

Download another file



Unzipping Downloaded Sales Data Zip File in Excel

Locate saved zip file, and right-click on the file name.

Arrow over WinZip (or other extracting program).

Click on Extract to here.

The file will save in the same location as a text file. The file can be renamed at this point (save as a text file). Right-click on the new file name, arrow over to “open with”, then click “Microsoft Excel”.

