

# Real Property Lister

Verify **Official Parcel Numbers  
(OPN)  
on the eRETR filings**

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



Printer-friendly | Home | Site Map

<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

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- Individuals
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- FAQs
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- Publications
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- 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 recorder 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](#)

**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 posting parcel numbers

## New Screen

Wisconsin Department of Revenue

**Please log In**

User ID

Password

**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.](#)


1. Enter your user name and password

2. Login

## The *Lister* logs on

Enter WAMS  
ID and  
Password



  
**Wisconsin  
Department of Revenue**

**Please log In**

**User ID**

**Password**

**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.

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

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

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# Home Page

The *Lister* starts at the *Home Page*



The screenshot shows the 'Electronic Real Estate Transfer Return' (eRETR) Home Page from the Wisconsin Department of Revenue. The page has a blue header with the title and department name. Below the header is a navigation bar with a home icon, 'Help', and 'Quit'. The main content area is divided into two sections: 'Welcome Tax Lister' and 'Are you new to the site?'. The 'Welcome Tax Lister' section contains instructions for searching for returns and lists four options: 'View returns by date recorded', 'View returns by date of posting', 'View returns by document ID', and 'View monthly returns'. The 'Are you new to the site?' section contains a welcome message and a link to a 'here' page. The Wisconsin DOR logo is at the bottom.

Verify OPN:

Select retrieve type.

Municipal Assessors would select Document ID from the documents received from the Register of Deeds

Date Recorded page

Document Search page

This section is for viewing eRETR only

# Date Search Page

Only going to be able to post for your county

1. Search by date, enter a date
2. Retrieve

The screenshot shows the 'Electronic Real Estate Transfer Return' page. At the top, there is a navigation bar with a home icon, 'Help', and 'Quit'. Below this is a 'County' dropdown menu with 'Brown' selected. The 'Date recorded (mm/dd/yyyy)' section has a 'Day:' label, a date input field containing '2/08/2005', a calendar icon, and a 'Retrieve' button. The Wisconsin DOR logo is at the bottom.

# Document Search Page

Only going to be able to post for your county

1. Search by document, enter the document number
2. Retrieve

The screenshot shows the 'Electronic Real Estate Transfer Return' page. At the top, there is a navigation bar with a home icon, 'Help', and 'Quit'. Below this is a 'County' dropdown menu with 'Milwaukee' selected. The 'Document ID' section has a 'Document ID:' label, an empty input field, and a 'Retrieve' button. The Wisconsin DOR logo is at the bottom.

# Search Results

Lister is presented with a list of recorded returns when searching by date and would only see the single document when searching by Document ID

Multiple Documents

Electronic Real Estate Transfer Return Department of Revenue

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

Doc ID	Grantor Name	Grantee Name	Fee	Exemption	OPNs?
<a href="#">1234567</a>	washa, jim and julie	reppen, russ	2297.70	* No exemption *	No
<a href="#">940000</a>	Trust of Today	Reppen, LLC	150.30	8	Yes

Wisconsin  
DOR

Click Doc ID to view Document

Indicates which documents have been viewed and posted with Official Parcel Number

Single Document  
Only it comes up

Electronic Real Estate Transfer Return Department of Revenue

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

**Verify information**

Document ID: 1234567  
 Tax bill mailing address: 1 water street, madison, Wisconsin 53708  
 Grantor: jim and julie washa  
 Grantee: russ reppen  
 Full legal description: [Click here](#)  
 Parcel numbers as entered by Filer: All of parcel **su-1234** in the VILLAGE OF SUAMICO  
 Physical property address: **one marina drive**

**Post official parcel numbers (one parcel number per line)**

Official parcel numbers:

Comments:

Edit history:

# Verify and Post Page

## Correct Parcel Number View

Electronic Real Estate Transfer Return Department of Revenue

Search results Help Quit

---

**Verify information**

Document ID: 1  
Tax bill mailing address: 2135 Rimrock, Madison, Wisconsin 53708  
Grantor: Russel Reppen  
Grantee: DOR, LLC  
Full return: [Click here](#)  
Parcel numbers as entered by Filer: All of parcel **1234** in the CITY OF JEFFERSON  
Physical property address: **1 Main Street**

---

**Post official parcel numbers (one parcel number per line)**

Official parcel numbers:	Comments:	Edit history:
1234		

Verify Parcel Number →

If correct – Post numbers  
You must always click Post numbers →

## Incorrect Parcel Number View

Electronic Real Estate Transfer Return Department of Revenue

Search results Help Quit

---

**Verify information**

Document ID: 1  
Tax bill mailing address: 2135 Rimrock, Madison, Wisconsin 53708  
Grantor: Russel Reppen  
Grantee: DOR, LLC  
Full return: [Click here](#)  
Parcel numbers as entered by Filer: All of parcel **1234** in the CITY OF JEFFERSON  
Physical property address: **1 Main Street**

---

**Post official parcel numbers (one parcel number per line)**

Official parcel numbers:	Comments:	Edit history:
1243	Last two numbers transposed	As of 03/20/2006 - 9:21:56 AM Comments: Last two numbers transposed 1243

If incorrect – Delete and enter correct number →

**IMPORTANT –**  
Enter only one parcel number per line or row

Comment if needed. →

**Post numbers**  
You must always click Post numbers →

Note that Edit history is filled in after Post Numbers is clicked.

Note that entire transfer return is below Post Numbers

3/21/07

Grants  
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 MX7U.  
The transfer was recorded by the Jefferson County Register of Deeds on March 17, 2006.  
This return was filed electronically.

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**Grants**

**Russel Reppen** (Individual)  
Address: 2135 Rimrock, Madison, Wisconsin 53708  
Phone number:  
Email:



# Transfer Return View after Post Numbers

## Official parcel numbers view

All persons now viewing the transfer return will see the correct parcel number with comments after pressing **Post numbers**

Note that Edit history is filled in after Post numbers is pressed.

Click link to go to that section of the return.

Lines indicate screen shot cut off

Parcels always shows what was originally filed.

Official parcel numbers shows correct parcel number and any comments by the Lister.

Note that the rest of the entire transfer return is below but not shown here.

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

Search results Help Quit

**Verify information**

Document ID: 1  
Tax bill mailing address: 2135 Rimrock, Madison, Wisconsin 53708  
Grantor: Russel Reppen  
Grantee: DOR, LLC  
Parcel numbers as entered by Lister: Click here

All of parcel 1234 in the CITY OF JEFFERSON  
Physical property address: 1 Main Street

**Post official parcel numbers (one parcel number per line)**

Official parcel numbers:	Comments:	Edit history:
1243	Last two numbers transposed	As of 03/20/2006 - 9:21:56 AM Comments: Last two numbers transposed 1243

Post numbers Cancel

Grantors  
Grantees  
Recording information  
Parcels  
Official parcel numbers  
Fee computation

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

This return was filed with receipt MX7U.  
The transfer was recorded by the Jefferson County Register of Deeds on March 17, 2006.  
This return was filed electronically.

**Grantors**  
Russel Reppen (Individual)  
Address: 2135 Rimrock, Madison, Wisconsin 53708

**Grantees**  
DOR, LLC (Limited Liability Company)  
Address: 2135 Rimrock, Madison, Wisconsin 53708

**Recording information**  
Document number: 1

**Parcels**  
County: Jefferson  
Property legal description: All of parcel 1234 in the CITY OF JEFFERSON  
Physical property address: 1 Main Street  
Section/Township/Baseline/Range/Meridian:  
Subdivision or condo/Lot or unit#/Block: Main Street Condos / 1 /  
Primary residence of grantee: No

**Official parcel numbers**  
As of March 20, 2006 at 9:21 AM  
Comments: Last two numbers transposed  
Official parcel numbers: 1243

# After Post Number

Go back Home

Go back to search results

Quit – end session

Electronic Real Estate Transfer Return Department of Revenue

Home Search results Help Quit

**Verify information on**

Document ID: 1234567  
 Tax bill mailing address: 1 water street, madison, Wisconsin 53708  
 Grantor: jim and julie washa russ reppen  
 Full legal description: [Click here](#)  
 Parcel numbers as entered by filer: All of parcel su-234 in the VILLAGE OF SUAMICO  
 Physical property address: one marina drive

**Post official parcel numbers (one parcel number per line)**

Official parcel numbers: su-234 Comments: Edit history:

Submit Cancel

Electronic Real Estate Transfer Return Department of Revenue

Home Help Quit

Welcome Tax Lister

**Are you new to the site?**

WELCOME!

This is the home page of the eRETR Government Officials Web Application.

If you are new to this application, click [here](#) and take a few minutes to read the welcome page. On this page, we hope you will find some useful tips that will make your time here more productive.

The Real Property Lister may:

Provide official parcel numbers. Retrieve by ...

- [Date recorded](#), or
- [Date of posting](#), or
- [Document ID](#)

A Government Official with view privileges may:

- [View returns by date recorded](#)
- [View returns by date of posting](#)
- [View returns by document ID](#)
- [View monthly returns](#)

Wisconsin DOR

Electronic Real Estate Transfer Return Department of Revenue

Home Search again Download View all results Help Quit

Doc ID	Grantor Name	Grantee Name	Fee	Exemption	OPNs?
<a href="#">1234567</a>	washa, jim and julie	reppen, russ	2297.70	* No exemption *	No
<a href="#">940000</a>	Trust of Today	Reppen, LLC	150.30	8	Yes

Wisconsin DOR

Electronic Real Estate Transfer Return Department of Revenue

Wisconsin DOR

Version 2.000 - 02/14/2006  
Production Build