

What do I do if I sold my property and the City still shows me as the owner?

- Check the City records online to determine the current status within the various departments at:
www.milwaukee.gov/MyMilwaukeeHome

Contact the department that has the ownership records that differ from what you believe to be correct (see chart on reverse).

How do I request a name or address change on my tax bill?

- The **ADDRESS CHANGE REQUEST** that is on the back of the City of Milwaukee Combined Property Tax Payment Coupon is used only for mailing out tax payment receipts, tax refund checks, installment tax bills, and delinquent tax bills through November.
- Any permanent **change in ownership** must be recorded with the Milwaukee County Register of Deeds at the County Courthouse (414) 278-4000.
- Any permanent **change in mailing address** must be provided to the Assessor's Office at City Hall, Room 507 . The online form and instructions are available at:
www.milwaukee.gov/Address

Where can help be found if ownership questions arise after a Sheriff Sale?

- Check the City records online to determine the current status with the various departments at:
www.milwaukee.gov/MyMilwaukeeHome
- Private attorneys – many offer free initial consultations
- Free legal help – multiple options:
 - Legal Aid Society of Milwaukee
521 N. 8th St. Milwaukee, WI
(414) 727-5300
www.lasmilwaukee.com
 - Legal Action of Wisconsin
230 W. Wells St. #800 Milwaukee, WI
(414) 278-7722
www.legalaction.org
 - Wisconsin Judicare Incorporated
Online links to 14 free or low cost legal services
www.judicare.org/Content/FreeLowCost_Legal_Services.cfm

Property Recording Information from the Department of Neighborhood Services

Please Note:
Not all properties are required to record.

Exceptions include:

- owner-occupied 1 family homes
- owner-occupied 2 family homes
- owner-occupied condominium units
- convents, monasteries, parish rectories, parsonages and similar facilities
- hospitals, nursing homes and other licensed residential facilities
- hotels and motels
- rooming houses
- jails
- government-owned buildings
- vacant lots
- parking lots

Ownership records as determined by City of Milwaukee departments

- Multiple departments within the City of Milwaukee collect and manage ownership information of real property. The various departments collect different data sets, which are updated in different ways, at different times, and the data is used for different purposes.
- Ownership records are kept within the Assessor's Office, the Department of Neighborhood Services, the DPW Engineering Office and the City Treasurer's Office. See chart on reverse of what is collected and how often it is updated.
- The City's website shows the current ownership records that are stored by the City within the respective departments at:
www.milwaukee.gov/MyMilwaukeeHome

After keying in an address, select the "Owner Information" tab from the list of options near the top of the page - the ownership records for the various departments will be displayed along with a brief explanation about the source and timing of the updates to the data.

DEPARTMENT	DATA USED FOR	PRIMARY DATA THAT IS COLLECTED	SECONDARY DATA THAT IS COLLECTED	HOW OFTEN DATA IS UPDATED	CONTACT INFO
Assessor's Office	Assessment Notices, data is also shared with other City departments	Deeds that have been recorded at the Register of Deeds	Affidavits, unrecorded Sheriff's deeds, Court orders	Ongoing throughout the year, typically 1-2 months behind recording date	Admin Division (414) 286-3651
Department of Neighborhood Service (DNS)	To determine responsibility for building code violations, for communication regarding building conditions, and to contact the owner in case of an emergency	Information submitted to the Property Recording Program (through Property Recording applications, Seller Notifications, Registrations of properties pending foreclosure, etc.)	Deeds recorded with the County Register of Deeds or submitted to our office	As soon as information has been obtained	Property Recording Hotline (414) 286-8569
City Treasurer's Office	Determining the party responsible for paying the property taxes due and mailing out tax bills and receipts	Ownership and tax bill mailing address is passed from the City Assessor's Office (tax collection master file)	Change of address made via request forms, or from the back of tax bill payment remittance coupons, and USPS returned mail (Treasurer's temporary mailing address file)	Annually for tax bills (tax collection master file); daily for change of mailing address (Treasurer's temporary mailing address file)	Customer Service Division (414) 286-2240 Fax: (414) 286-3186 Email: ctreas@milwaukee.gov
Department of Public Works Engineering Office (DPW)	Determining who is notified for Special Assessments	MPROP file from ITMD	NA	Whenever a new mailing or bill is being sent	
Milwaukee Water Works	Ensuring accurate billing address information for the party responsible for payment of the bill	Owner name, billing party name (if different from the owner), mailing address for the utility bill	Additional information collected may include definition of the party responsible for payment of the bill, including owner information for transfer to annual tax roll	Data is updated upon receipt and validation of information	Customer Service (414) 286-2830 or online at milwaukee.gov/water

Additional Information

Assessor's Office

Real property ownership for the Assessor's Office comes from recorded documents. Our primary source of ownership information are deeds filed and recorded with the County's Register of Deeds, which are also recorded with Wisconsin Real Estate Transfer Return.

A secondary source of ownership information is a court order or court judgment which has been filed in the judicial system. The Assessor's Office updates ownership information daily as the documents are processed.

Department of Neighborhood Services

The Department of Neighborhood Services (DNS) primarily uses two sources of ownership information: information submitted through the Property Recording Program and records maintained by the City Assessor's office.

Many property owners are required to record their ownership information through the Property Recording Program. Some properties are exempt from this requirement, including single-family homes, duplexes and condominium units that are owner-occupied. See chart on reverse for a list of all exempt properties.

In addition, DNS may supplement these sources with information received through our Foreclosure Registry and through deeds that have been recorded with the Milwaukee County Register of Deeds.

More information is available at:

www.milwaukee.gov/PropertyRecording

Milwaukee Water Works

Milwaukee Water Works bills accounts based on the property/premise location, not the person. For this reason, many properties receive the quarterly bill in the name of "Occupant" at the property address. Bills that have been changed to a specific name or address will remain with that information until the utility is notified of a change. Property Closings should include submitting a request to MWW to update the billing address. If the new owner does not make an address change request, they may receive non-reversible late fees for non-payment or late payments. Per Wisconsin Statutes, duplexes or shared service property's require the billing address to be in the name of the owner. Milwaukee Water Works does get notified of ownership changes from one City department – Department of City Development. Milwaukee Water Works requests data from the City Assessor records twice per year for the purposes of annual tax roll owner notification.

Treasurer's Office

Ownership information is passed to the City Treasurer by the City Assessor in the annual tax roll. The City Treasurer does maintain a temporary mailing address file which expires every November 30. Property owners can request a temporary address change by completing the request form found on the back of every tax payment return remittance coupon or available online at: www.milwaukee.gov/address

Such address change requests are **TEMPORARY** and only valid for mailing out property tax payment receipts, property tax refund checks, installment tax bills, and delinquent tax bills through November 30. For a **PERMANENT** change in the tax billing address, you **MUST** notify the City Assessor's Office in writing at City Hall, Room 507 or submit the change of address form online at www.milwaukee.gov/address. All owner name changes and change in ownership **MUST** be recorded with the Milwaukee County Register of Deeds.