City of Milwaukee | DEPARTMENT OF NEIGHBORHOOD SERVICES

Property Registration Form Instructions

Property Registration Program
841 N. Broadway, Room 105, Milwaukee, WI 53202 | (414) 286-8569
milwaukee.gov/propertyregistration | propertyregistration@milwaukee.gov

The city adopted an ordinance in 1993 requiring property owners to submit ownership and contact information to the Department of Neighborhood Services (DNS). As a result of changes to state legislature in 2016, revisions were made to the local ordinance. Additionally, the program name switched from Property Recording to Property Registration. Primarily, the contact information is used to notify those that have care and control of the property when there are building code violations. Also, the contact information submitted on the Property Registration Form becomes publicly available for anyone needing to reach responsible parties regarding the property.

The following instructions describe how to complete the Property Registration Form in accordance with the updated MCO-200-51.5 requirements. Please make sure that all required information and applicable fees are submitted with the form.

SECTION 1: Property Registration Filing Fee

***Note:** Select the type and/or subtype of the registration being submitted under A, B or C below.

A. No Fee for Registration

- **Changes to an existing registration on file -** The existing registration on file needs to have previously submitted contact information updated.
  Also, select whether information for one or both subtypes is being updated.
- **Courtesy Registration -** Voluntary registration of a property that is exempt from the ordinance.

B. $101.60 per Tax Key

- **New Registration -** The registration is submitted **within** 15 days of the new owner acquiring the property.
- **No Transfer of Title Registration -** The registration is submitted for a single family house or duplex that is **no longer** occupied by the current owner. The title has **not** been transferred to a different individual or entity.

C. $177.80 per Tax Key

- The registration is submitted **16 days or more** after the new owner acquired the property.

Section 2: Property Information

- If known, provide the date of transfer to the current owner.
- If known, provide the property tax key (parcel number).
- **(Required)** Provide the property address.
- If applicable, complete and attach the Additional Properties Form when the **same owner** is registering more than one property.

Section 3: Ownership Information

- **(Required)** Provide the owner name as listed on the deed document.
- Provide the owner address.
- Provide the owner phone number.
- Provide the owner email address.

Section 4: Authorized Contact Person (ACP)

***Note**: All required information provided in Section 4 must be for an individual person not a business entity.

- **(Required)** Provide the first and last name of the Authorized Contact Person.
- **(Required)** Provide the Authorized Contact Person's full address.
- **(Required)** Provide the Authorized Contact Person's area code and phone number.

Section 5: Signatures

- Printed name, signed name, date of signature and notarizations may be provided in Section 5.

Helpful Tips:

1. Double check your submittal. Documents and payments will be returned unprocessed, if errors exist.
2. If no contact information is provided for the owner, the contact information from Section 4 will be used for the owner.
3. A spreadsheet may be submitted in lieu of the Additional Properties Form when applicable.