



[Empty box for office use only]

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# Property Registration Form

(As required by City Ordinance 200-51.5)

## SECTION 1: Property Registration Filing Fee

(Please select the applicable box(es) under Section A, B, or C below.)

### A. No Fee for Registration

#### **Changes to an existing registration on file:**

Choose which changes apply below.

- Owner contact information
- Authorized Contact Person

#### **Courtesy Registration**

Voluntary submittal of a non-required registration (ex. vacant lot, etc.)

### B. \$ 101.60 per Tax Key

#### **New Registration**

Submitted *within 15 days* of transfer of title to a new owner

#### **No Transfer of Title Registration**

Submitted when ownership has not changed for a single family house or duplex **and** the owner previously occupied the property that is being registered

### C. \$177.80 per Tax Key

#### **Late Registration**

Submitted *16 days or more* after transfer of title to a new owner

The above fees include a 1.6% Training & Technology surcharge.

## SECTION 2: Property Information

Title Transfer Date: \_\_\_\_\_  
(Month/Day/Year)

Tax Key Number: \_\_\_\_\_

Property Address (Required): \_\_\_\_\_

## SECTION 3: Ownership Information

Owner Name (Required): \_\_\_\_\_

Owner Address: \_\_\_\_\_  
(Street, City, State & Zip code)

Owner Phone Number & Email: \_\_\_\_\_

## SECTION 4: Authorized Contact Person (ACP)

An individual person **must** be provided in this section, otherwise the registration will be returned unprocessed (no business entities).

ACP Name (Required): \_\_\_\_\_

ACP Address (Required): \_\_\_\_\_  
(Street, City, State & Zip code)

ACP Phone Number (Required): \_\_\_\_\_

## SECTION 5: Signature

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature Date: \_\_\_\_\_  
(Month/Day/Year)

State of \_\_\_\_\_  
County of \_\_\_\_\_

Signed or attested before me on  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_  
Signature of notarial Officer  
(Seal, if any)

My Commission Expires: \_\_/\_\_/\_\_\_\_

**For assistance contact:**  
Property Registration at (414) 286-8569

**Make checks payable to:**  
City of Milwaukee

**Mail form to:**  
Property Registration Program  
Department of Neighborhood Services  
841 N. Broadway, Room 105  
Milwaukee, WI 53202-3613