

For office use only.

## 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. \$76.20 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. \$152.40 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:** \_\_\_\_\_  
(City, State & Zip code)

**Owner Phone Number:** \_\_\_\_\_

## 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):** \_\_\_\_\_  
(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