

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: _____
(Street, 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): _____
(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