

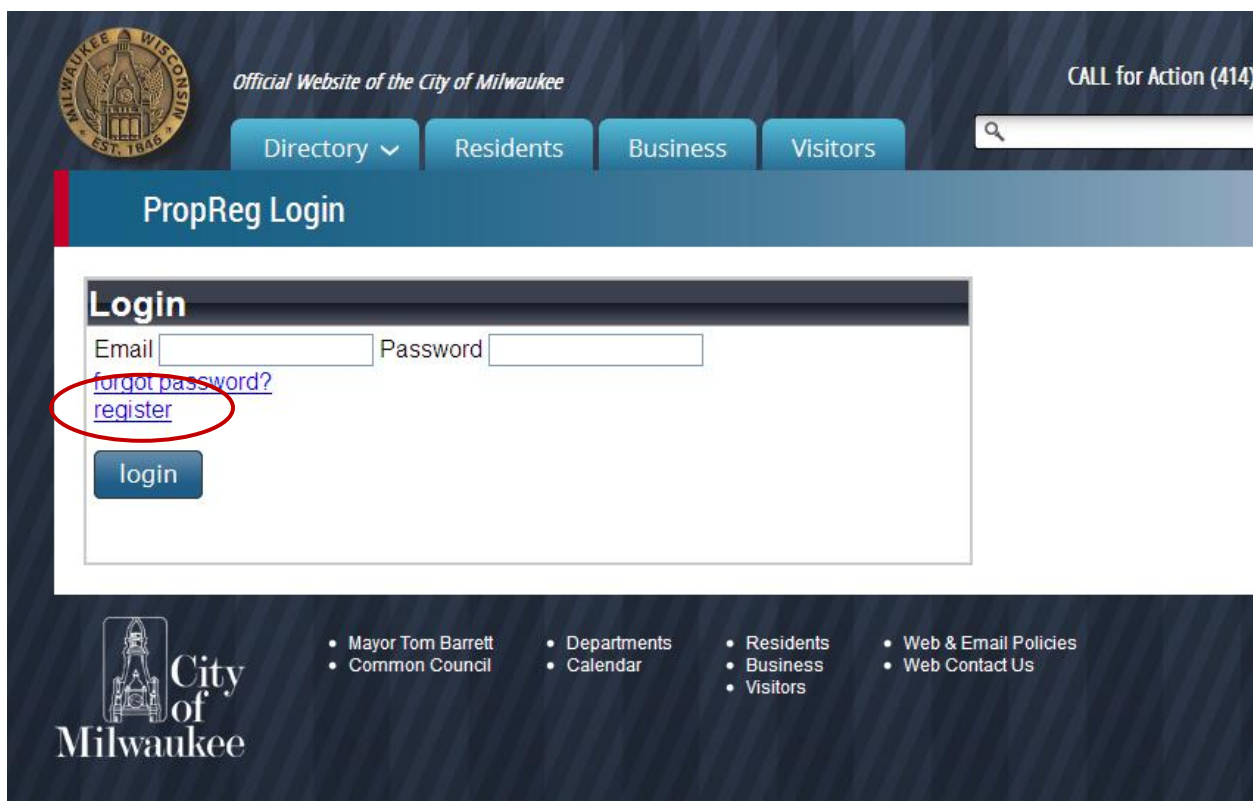
RPPF System Tutorial

Property Registration System Residential Property Pending Foreclosure (RPPF)

The property registration system can be accessed here:

<https://itmdapps.milwaukee.gov/Portal/login.jsp>

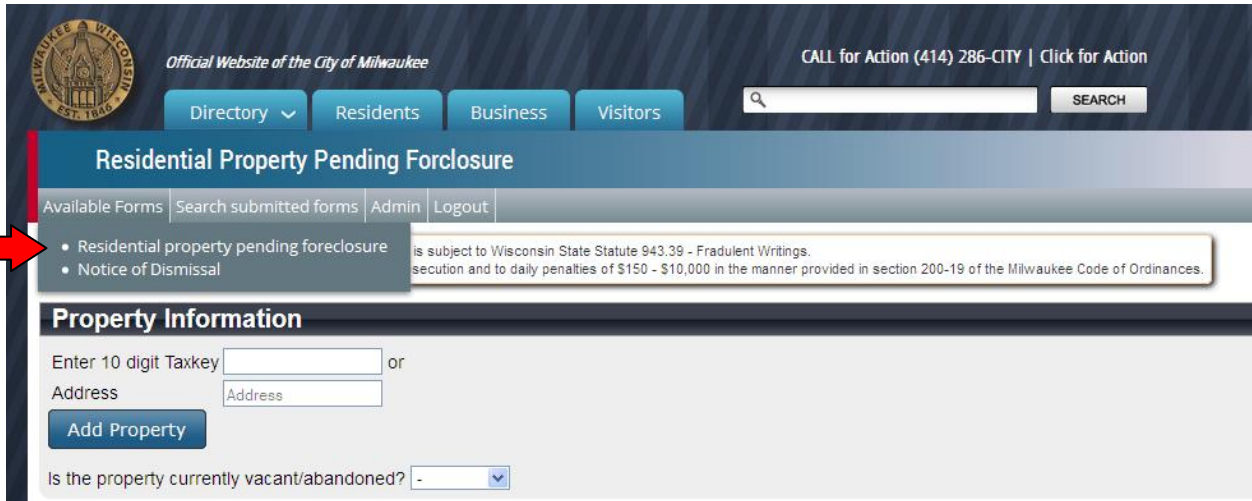
If you have an active E-Services account, the system can be accessed by entering your user name and password. If you do not have an active account, please select “Register” to create an account.



The screenshot shows the 'PropReg Login' page on the City of Milwaukee website. The page features a dark blue header with the City of Milwaukee logo and the text 'Official Website of the City of Milwaukee'. Below the header are navigation tabs for 'Directory', 'Residents', 'Business', and 'Visitors', along with a search bar. The main content area is titled 'PropReg Login' and contains a 'Login' form. The form has two input fields: 'Email' and 'Password'. Below these fields are two links: 'forgot password?' and 'register'. The 'register' link is circled in red. A 'login' button is located below the links. The footer of the page includes the City of Milwaukee logo and a list of links: Mayor Tom Barrett, Common Council, Departments, Calendar, Residents, Business, Visitors, Web & Email Policies, and Web Contact Us.

Once you have logged into the system, you can select the form you wish to complete. If you are registering a property in foreclosure, select “Residential Property Pending Foreclosure.” If you are completing an Update, a Notice of Abandonment, or a Notice of Dismissal/Termination, please scroll to page 7.

To select the form for Residential Property Pending Foreclosure, please hover your mouse over the tab for “Available forms.” Please select the Residential Property Pending Foreclosure form.



Official Website of the City of Milwaukee

CALL for Action (414) 286-CITY | Click for Action

Directory Residents Business Visitors

SEARCH

Residential Property Pending Foreclosure

Available Forms Search submitted forms Admin Logout

- Residential property pending foreclosure
- Notice of Dismissal

is subject to Wisconsin State Statute 943.39 - Fraudulent Writings. Prosecution and to daily penalties of \$150 - \$10,000 in the manner provided in section 200-19 of the Milwaukee Code of Ordinances.

Property Information

Enter 10 digit Taxkey or
Address

Is the property currently vacant/abandoned?

The blank form will appear:

Please be aware that any information provided on this form is subject to Wisconsin State Statute 943.39 - Fraudulent Writings. Failure to adhere to these guidelines may subject you to prosecution and to daily penalties of \$150 - \$10,000 in the manner provided in section 200-19 of the Milwaukee Code of Ordinances.

Property Information

Enter 10 digit Taxkey or
Address

Is the property currently vacant/abandoned?

Mortgage Information

Register of deeds document number Register of deeds recording date

-- Select Mortgagor Type --

-- Select 2nd Mortgagor Type --

-- Select Mortgagee Type --

-- Select Owner of note Type --

-- Select Agent of note Type --

Is there a federal interest in the note?

Foreclosure Information

Lis pendens number Lis pendens recording date

CCAP case number

-- Select Plaintiff Type --

Servicing Company/Agent

-- Select Servicing Company Type --

-- Select Registered Agent of Servicing Company Type --

-- Select Property Manager Type --

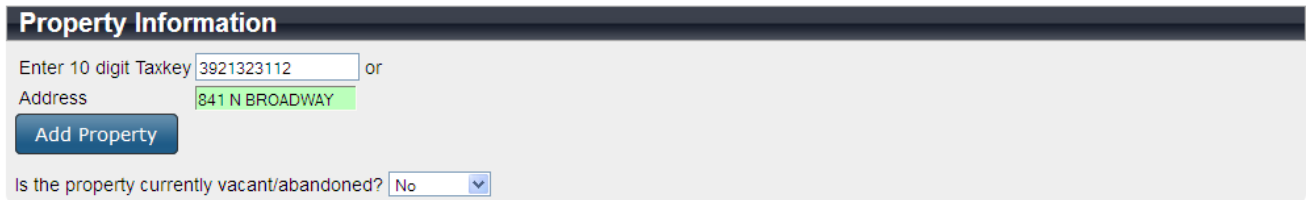
I understand that the local agent or servicing company must have been previously notified of being listed as a contact for this specific property.

I understand that checking this box constitutes a legal signature and I certify that the information contained in this filing is true and accurate.

Please complete each of the required sections.

NOTE: If you do not possess the necessary information, you can email propertyrecording@milwaukee.gov or call 414-286-8569 and request assistance in locating the correct information.

Property Information



Property Information

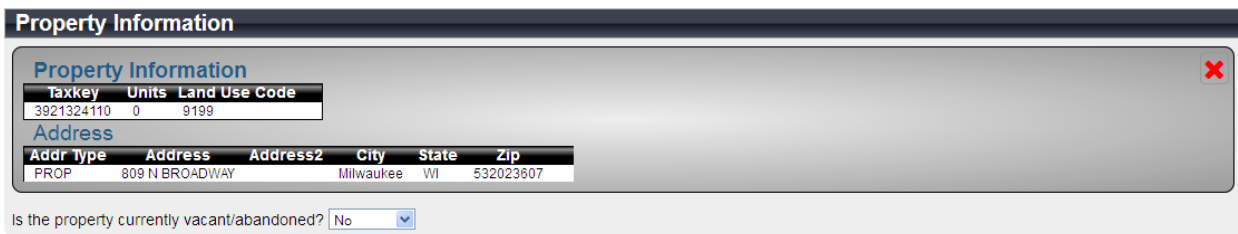
Enter 10 digit Taxkey or
Address

Is the property currently vacant/abandoned? ▼

You can search for a property using either the taxkey or address, you do not have to enter both.

Taxkeys must be entered in a 10 digit format. Please do not use dashes (ex. 3921323112). Please also note that most taxkeys in the City of Milwaukee will end in “000.”

Click “Add Property” to load the property into the registration form. Once you do, it will appear like this:



Property Information

Property Information ✖

Taxkey	Units	Land Use Code
3921324110	0	9199

Address

Addr Type	Address	Address2	City	State	Zip
PROP	809 N BROADWAY		Milwaukee	WI	532023607

Is the property currently vacant/abandoned? ▼

Indicate the occupancy status of the property using the drop-down menu. Please note that if a property is abandoned, a local contact will need to be added to the form under the heading for “Property Manager.”

Mortgage Information

Mortgage Information

Register of deeds document number Register of deeds recording date

-- Select Mortgagor Type --

-- Select 2nd Mortgagor Type --

-- Select Mortgagee Type --

-- Select Owner of note Type --

-- Select Agent of note Type --

The register of deeds document number and recording date can be found on the mortgage document that has been recorded with the Milwaukee County Register of Deeds.


The mortgagor is the property owner. If there is just one property owner please select the “Not Applicable” option in the space for the 2nd Mortgagor.

The Owner of Note is the entity that holds the mortgage after it is sold by the original lender.

The Agent of the Note is the Registered Agent for the Owner of Note. This is the person that has been designated to accept legal service of process.

NOTE: Information can be saved using the disk icon:

Mortgagor Information

First Name	Middle Initial	Last Name	Suffix	Prefix	Dob	Person Type	
<input type="text" value="John"/>	<input type="text" value="mname"/>	<input type="text" value="Smith"/>	<input type="text" value="suffix"/>	<input type="text" value="prefix"/>	<input type="text" value="1/2/1986"/>	<input type="button" value="Person v"/>	

A red arrow points to the disk icon in the bottom right corner of the form.

Foreclosure Information

Foreclosure Information

Lis pendens number Lis pendens recording date




CCAP case number

-- Select Plaintiff Type --

The lis pendens document number and recording date can be found on the lis pendens that has been recorded with the Milwaukee County Register of Deeds. The CCAP case number is provided by the Wisconsin Circuit Court System.

The plaintiff is the entity that is listed as the plaintiff on the lis pendens.

Servicing Company/Agent Information

Servicing Company/Agent
 
 
 

The Servicing Company is the entity holding the servicing rights for the mortgage. If this is not applicable for this property please select “Not Applicable.”

The Registered Agent for the Servicing Company is the entity that has been designated to accept legal service on behalf of the Servicing Company. This information should match the Registered Agent on file in the state where the business entity is registered.

In Wisconsin, this information can be found through the Wisconsin Department of Financial Institutions at www.wdfi.org.

The Property Manager is the person residing in the 7-county area (Milwaukee, Kenosha, Ozaukee, Racine, Walworth, Washington or Waukesha) who is authorized by the mortgagee to enter upon the property and to conduct repairs or maintenance and secure access. A Property Manager is required if the property is vacant/abandoned.

When you have completed all required sections, check the signature box and submit the form. The system will notify you if you have missed any required information.

Payment

Once you have submitted the form, the system will direct you to the review page where you can choose your payment option.

- Please make sure the information below is correct
- Note: The fee listed includes a 1.4% training and technology surcharge

Registration of Residential Property Pending Foreclosure (#112007-1)

Date Submitted	01/19/2016	Submitted By	epines@milwaukee.gov
Register of deeds recording date		Register of deeds doc number	null
Lis pendens recording date	01/11/2016	Lis pendens number	0000000
Federal Interest	Fannie Mae	CCAP case number	15CV0000
Property Info			
	Taxkey	392-1323-112	
	Land Use Code	6021	
	Property Address	841 N BROADWAY Milwaukee WI 532023607	
	Is Vacant?	N	
Mortgagor			
	Name	John Smith	
	Home Phone	(414) 555-1234	
Mortgagee			
	Entity Name	Test, OTHR	
	Business Address	841 Milwa WI 53202	
	Business Phone	(414) 555-4321	
Owner of Note			
	Entity Name	Test, OTHR	
	Business Address	841 Milwaukee WI 53202	
	Business Phone	(414) 555-1234	
Agent of Note			
	Name	Jane Doe	
	Home Address	841 Milwaukee WI 53202	
	Home Phone	(414) 555-1234	
Plaintiff			
	Entity Name	Test, OTHR	
	Business Address	841 Milwaukee WI 53202	
	Business Phone	(414) 555-1234	
Servicing Company			
	Entity Name	Test, OTHR	
	Business Address	841 Milwaukee WI 53202	
	Business Phone	(414) 555-1234	
Servicing Agent			
	Name	John Q. Public	
	Home Address	841 mil WI 53202	
	Home Phone	(414) 555-1234	
Amount Due	\$304.20		

If you'd like to pay with a paper check, make check payable to the CITY OF MILWAUKEE, print this page, and mail to:

PROPERTY RECORDING PROGRAM, RPPF
Dept. of Neighborhood Services
841 N. Broadway RM 105
Milwaukee, WI 53202-3613

[Edit This Form](#)

[Delete and Start Over](#)

[Pay with CreditCard/E-Check](#)

If you choose to pay using a credit card or E-Check, you will be directed to the City of Milwaukee's E-Payment Services hosted by US Bank to complete your payment.

If you choose to pay with a paper check, you will be directed to a new screen where you can print the form and mail it, along with the check, to the Department of Neighborhood Services.

Updates/Notice of Abandonment

An update will need to be submitted when contact information has changed or when a previously occupied property becomes vacant. The system will allow you to search for a previously submitted registration, edit that registration, and resubmit at no charge.

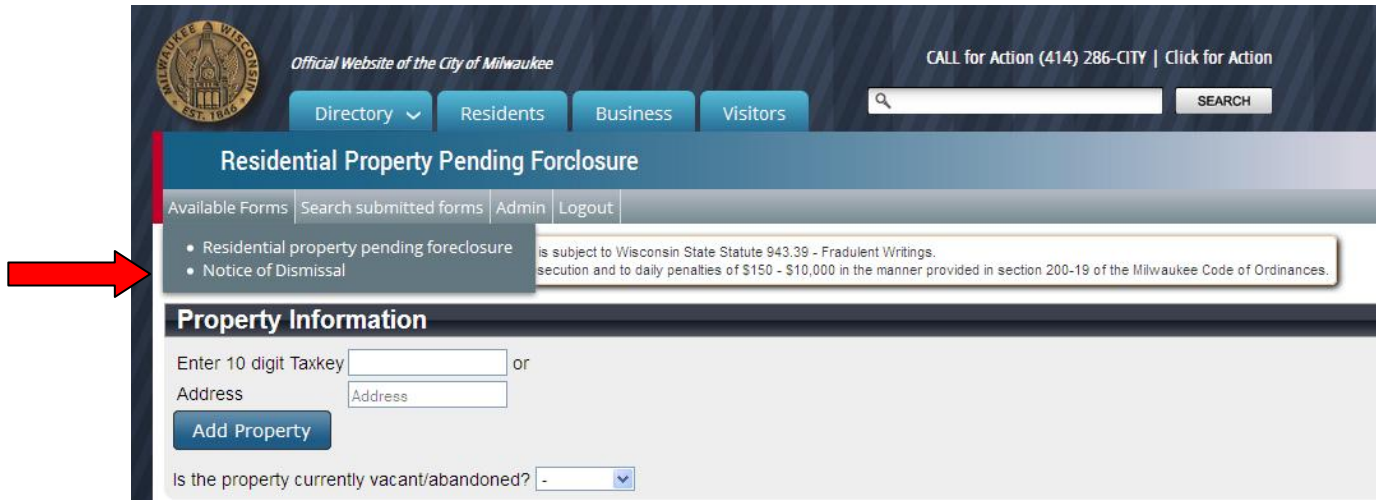
To locate a previously submitted form, select “Search Submitted Forms” from the toolbar.



There are three available search options: Form ID, Date Range, and Foreclosed Property Address. You will be able to recall any form submitted after January 25, 2016.

For forms submitted before January 25, 2016 that need to be updated, please submit a new registration. This can be done free of charge.

Notice of Dismissal



A Notice of Dismissal or Termination of Registration needs to be submitted in order for the mortgagee's duties under this ordinance to cease. Forms can be accessed on the website and submitted by mail or by email to PropertyPendingForeclosure@milwaukee.gov.