

## Washington County Register of Deeds Checklist for Condominium Plats and Declarations

The Condominium **Declaration and Plat must be presented together** otherwise they cannot be recorded. s.703.09 (exceptions are: Addendums and Amendments) The Condominium Reserve Account Statement should accompany the Declaration and Plat. s.703.163 The Declaration is recorded first.

### s.703.09 Condominium **Declaration**

- Name is **unique** and **exactly** the same as on the plat
- Name must include the word "condominium"
- Return name and address
- Parcel Identification Number (PIN) parent parcel condo is made from
- Address of the condominium
- Owners intent to subject property to condominium declaration
- Statement of purposes, use & restrictions for buildings & units (not required for Small Condo as per s.703.365 **Note: Small Condo is 12 units or less**)
- Legal description - **must be the same as on the plat**
- General description of each unit (unless none are planned)
- General description of common elements including limited common elements
- Percentage interest appurtenant to each unit (not required for Small Condo)
- Voting provisions (not required for Small Condo)
- Name and address of registered agent (not required for Small Condo)
- Notarized signature(s) of declarant(s)
- Drafted by statement
- Unit numbers, (including any parking & storage units) same on declaration & plat
- Legibility disclaimers on copies of plat maps if attached
- By Laws may be recorded with the Declaration
- Recording fee \$30.00 per document.

### s.703.11 Condominium **Plat**

- Name is **unique** and **exactly** the same as on the declaration
- Name of condo and the county the same on each sheet
- Recording space on first sheet
- Sheets consecutively numbered, sheet \_\_\_ of \_\_\_ sheets, if more than one sheet
- Survey & Certificate of surveyor licensed in Wisconsin
- Legal description - **same as in the declaration**
- Plans showing location of each building located or to be located on the property
- Plans showing dimensions of each unit (only outside dimensions required)
- Common elements shown to be extent feasible - only limited common elements required for Small Condo
- NOTE: Common elements may be described in a variety of way with letters, numbers and descriptive words but must include words "common elements" and/or "limited common elements"
- Legibly prepared on 14" X 22" white durable paper
- Unit numbers designated & unique throughout condo - 8 numerals or less - no Alphas
- Recording fee \$50.00 regardless the number of pages

**Washington County Register of Deeds**  
**Checklist for Condominium Plats and Declarations (Cont'd)**

Washington County has a condominium review fee of \$45.00 per Wisconsin State Statutes as Revised, Chapter 703.115(1) and County Ordinance No. 4.35(5). The Real Property Lister review shall be completed within 10 working days after submission of the condominium instrument. See [www.co.washington.wi.us/RPL](http://www.co.washington.wi.us/RPL).

s.703.163 Condominium **Statutory Reserve Account**

As of 11/1/2004 any new condo and declaration should be accompanied by a Condo Reserve Account statement unless they are "Small Condos" meaning 12 or less units (may record for fewer than 12 units if they wish)

- Record as a separate document (**cannot be part of the Declaration**)
- It is not limited to residential Condominiums. 703.01(12m)
- Recording fee \$30.00

**Addendums - modify plat**

**Amendments - modify declaration(s)**

(h:sam/Title/updated November 2014)