

Chippewa County Sheriff's Office

James L. Kowalczyk, Sheriff

Chad Holum, Chief Deputy

Sheriff's Sale Requirements for Third Party Purchaser

Per ACT 104, s.846.16 to s.846.16(3m), effective 12/2017

1. **Immediately following the sale, you must make a 10% down payment to the Clerk of Courts.**
2. The purchaser must provide information to the plaintiff's attorney for completion of the Electronic Transfer Return under Wis. Stat. 77.22.
3. The plaintiff's attorney will send the Deed to the Sheriff's Office for signature and notarization. This will then be forwarded by the Sheriff to the Clerk of Court.
4. The plaintiff's attorney will prepare and provide the Clerk of Court with the Electronic Transfer Return Receipt.
5. The plaintiff's attorney will schedule the Confirmation of Sale with the Court's Judicial Assistant.
6. **Within 10 days after the Confirmation of Sale the purchaser must:**
 - Pay the balance of the purchase amount to the Clerk of Court.
 - Submit the Real Estate Transfer Fee for all non-exempt sales per Wis. Stat. 77.25 in the amount of \$3/\$1000 of value transferred and the Recording Fee as indicated in the Order Confirming Sale. (Both fees are payable to the Register of Deeds)
7. Based on the Order Confirming Sale, the Clerk of Court will do one of the following:
 - Provide the Deed, Electronic Transfer Return and a copy of the Order Confirming Sale to the purchaser for recording with Register of Deeds. **The purchaser will immediately record the documents and submit the appropriate fees to the Register of Deeds.** (Room 111 on the 1st Floor of the courthouse)
 - Transfer the Deed, Electronic Transfer Return, copy of Order Confirming Sale and any provided recording fees to the Register of Deeds through inter-office mail.

32 East Spruce Street Chippewa Falls, WI 54729-2542
Phone: (715) 726-7701 FAX: (715) 723-6471

Chippewa County Sheriff's Office

James L. Kowalczyk, Sheriff

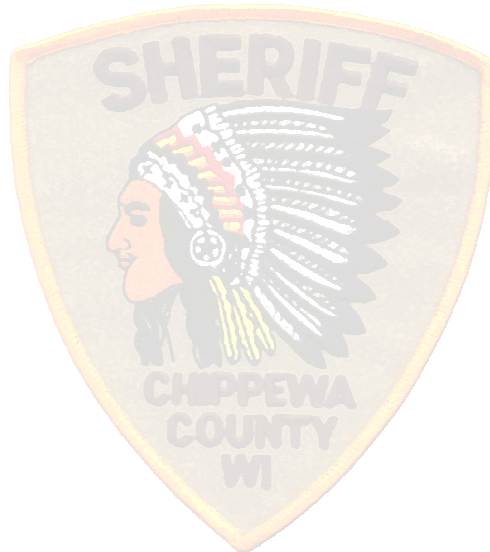
Chad Holum, Chief Deputy

- Notify the Register of Deeds that the Deed, Electronic Transfer Return, copy of Order Confirming Sale and any provided recording fees are available to be picked up.

Please note:

If the property has restricted access (locked doors, padlock, etc.), it is the purchaser's responsibility to obtain their own means to enter the property. The Sheriff's Office does not have keys for the property.

If, after the Confirmation of Sale, the homeowner/tenant has not vacated the property, a Writ of Assistance will be needed to remove the tenant(s).



32 East Spruce Street Chippewa Falls, WI 54729-2542
Phone: (715) 726-7701 FAX: (715) 723-6471