



**CITY OF MILWAUKEE - DEPARTMENT OF NEIGHBORHOOD SERVICES**  
 841 N BROADWAY, ROOM 105, MILWAUKEE, WI 53202  
 PHONE (414) 286-5077  
[www.city.milwaukee.gov/dns](http://www.city.milwaukee.gov/dns)

**DNS USE ONLY**  
 Validation Must Appear Below

**DNS TITLE SEARCH** — Requested by \_\_\_\_\_

RE: \_\_\_\_\_ DATE: \_\_\_\_\_

TAXKEY NO \_\_\_\_\_ ( ) FILE NO \_\_\_\_\_

SELLER NAME(S) \_\_\_\_\_

A check of our records in the Department of Neighborhood Services has disclosed the following:

**PROPERTY RECORDING:**

- (X) All properties in the City of Milwaukee must record with the Department of Neighborhood Services (**EXCEPT OWNER-OCCUPIED 1- AND 2-FAMILY PROPERTIES AND CONDOS**). Failure to file an application within 15 days of property transfer will result in a double fee.
- (X) All properties require a Seller's Notification filed with the Dept of Neighborhood Services (**EXCEPT OWNER-OCCUPIED 1- AND 2-FAMILY PROPERTIES AND CONDOS**) within 15 days of property transfer. Property Recording questions? Call (414) 286-8569.

**CODE COMPLIANCE:**

- ( ) Required – ( ) **Submit application with \$75.00 fee**  
 ( ) **No fee if completed application received by \_\_\_\_\_; \$75 fee if received after this date**
- ( ) Required if the buyer **will not occupy** the property after purchase.  
 ( ) **Submit application with \$75.00 fee**  
 ( ) **No fee if completed application received by \_\_\_\_\_; \$75 fee if received after this date**
- ( ) Not Required if the buyer **will occupy** the property after purchase
- ( ) Not Required \_\_\_\_\_

**RENT WITHHOLDING AND FIRE INSPECTION:**

- ( ) The tenant is currently authorized to deposit **rent payments** into the City's escrow account. For more information, call 286-3645.
- ( ) This property is assessed an annual **fire inspection fee**, which is placed directly on the taxroll. This fee may change slightly each year. You may check the most recent property tax bill for an estimate. (The minimum fee is \$65.00; the maximum is \$390.00.)

**CODE VIOLATIONS/WORK ORDERS:**

- ( ) There is no record of pending work orders on our computer system **as of the date validated above.**
- ( ) **There are pending work orders in the following sections of this department. Call the section for more information.**

( ) Code Compliance	286-3838	( ) Residential Code Enforcement	286-3869
( ) Property Recording	286-8569	( ) Commercial Code Enforcement	286-3874
( ) Condemnation	286-2557	( ) Construction/Boiler/Hazardous	286-2513
( ) Electrical	286-2532	( ) Plumbing/Sprinkler	286-3361
( ) Environmental Nuisance	286-5771	( ) Zoning	286-2557

**SPECIAL CHARGES:**

- ( ) There is no record of pending special charges on our computer system **as of the date validated above.**
- ( ) **At this time there are pending special charges as follows:**

( ) Boardup	_____	( ) Reinspection Fees	_____
( ) Razing	_____	( ) Recording Enforcement Fees	_____
( ) Litter Nuisance	_____	( ) Code Compliance Enforcement Fee	_____
( ) Nuisance Vehicle	_____	( ) _____	_____

( ) Present owner must record property prior to sale. **Must submit Property Recording application with fee.** \_\_\_\_\_

**TOTAL AMOUNT DUE TO PAY SPECIAL CHARGES** \$ \_\_\_\_\_

(This amount will be placed on the taxroll if not paid in full. Also, if Pending Work Orders are shown above, reinspection fees and other special charges, in addition to this amount, may be assessed against this property on a future taxroll.)

To pay pending charges, please send a check, payable to **City of Milwaukee**, to the attention of the cashier at the address listed above.

Completed by DNS Employee \_\_\_\_\_