

BAYFIELD COUNTY
QUIT CLAIM DEED PROCESS
Railroad Right-of Way between Washburn and Bayfield

- 1) Sample documents and the procedure will be available on the County Web Site at www.bayfieldcounty.org
- 2) Property owners must provide photo identification with signature along with the legal description of the property in person to the County Administrator's office together with an administration fee of \$50.00. The fee covers actual expenses involved with issuing the quit claim deed(s). Checks should be made payable to the Bayfield County Treasurer.
- 3) The Real Property Lister office will verify that the property is on the railroad grade and is located between Washburn and Bayfield.
- 4) The County Administrator's office will prepare the Quit Claim Deed with property and property owner information
- 5) The documents will be forwarded to the property owner for signature, which must be notarized. The property owner will also be notified of the cost for recording the documents (determined by the number of pages). The document(s) must be returned to the County Administrator's office along with the recording fee. Checks should be made payable to the Bayfield County Register of Deeds and returned with the documents to the County Administrator's Office at 117 East Fifth Street, PO Box 878, Washburn WI 54891.
- 6) The documents will be signed by the County Clerk and County Board Chairman.
- 7) The County Administrator's office will have the documents recorded with the Register of Deeds office.
- 8) Original documents and receipt for payment will be returned to the property owner.