



VILLAGE OF WEST MILWAUKEE

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Property Registration Instructions

The Village of West Milwaukee adopted Chapter 14, Section 530-538 of the Municipal Code requiring all ***non-owner occupied*** and all commercial property owners to register ownership contact information to the Clerk's Office. Single, two-, and three-family properties are exempt if the owner's residence is the listed property. The contact information collected is used to notify those that have care and control of the property when there are building code violations. For additional information, please go to www.westmilwaukee.org or contact the Clerk's Office at (414) 645-1530.

The following instructions detail how to complete the Property Registration process. Please make sure that all required information has been included prior to submitting the form.

If your property is non-owner occupied and the owner lives within the State of Wisconsin and within 100 miles of the property, please complete Section 1, Section 2, and Section 5. Section 4 is optional.

If your property is non-owner occupied and the owner *does not* live within the State of Wisconsin and within 100 miles of the property, please complete Section 1, Section 2, Section 3, and Section 5. In section 3, you ***must*** designate an Authorized Contact Person. Section 4 is optional. The designated Authorized Contact Person will serve as the 24 hour primary contact, responsible for any security, maintenance, or other issues regarding the listed property. You will also have to complete and submit an Authorized Contact Person Verification form with this application. Please check the box in Section 3 that indicates it is included.

If you have the same owner registering more than one property in West Milwaukee, please complete and submit an Additional Properties Form with this application. Please also check the box in Section 1 that indicates it is included.