

Wisconsin Department of Safety  
and Professional Services  
Safety and Buildings Division  
Rental Weatherization Program  
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## HOW TO SATISFY THE PROVISIONS OF A STIPULATION

A Rental Weatherization stipulation is an agreement by the buyer to have the property inspected and certified as meeting the weatherization requirements within a year after buying the property. This stipulation needs to be satisfied or it will become a cloud on the title that will prevent future recordings of ownership transfers and will subject the owner to legal action. Following are steps to satisfying a stipulation under Condition 1 or 2:

### **Condition 1 – Rental Property does not meet owner-occupancy exception for a building with four or less dwelling units:**

1. Hire a state-certified Rental Weatherization Inspector to inspect the property and determine what requirements are needed to meet the State code. Inspectors are listed under “Building Inspection” in the yellow pages of telephone books. A list of Rental Weatherization Inspectors can be found on the Internet:  
<http://dsps.wi.gov/sb/docs/SB-CredListRwi.pdf>.

Comparative shopping is recommended when contracting for inspection services since fees are based on the private inspector’s costs and market competition. However, the maximum fee for inspection and certification of a residential rental property is set by code. This fee includes an initial inspection, the Field Inspection Report, a final inspection for compliance, and the issuing of the Certificate of Compliance. The maximum fees are:

- a. 1 or 2 rental units \$250.00
  - b. 3 to 8 rental units \$250.00 plus \$50.00 for each additional unit over 2
2. The inspector will provide you a copy of a Field Inspection Report and will discuss the requirements with you.
  3. If weatherization requirements have been identified by inspection, then you should either hire a contractor or perform the work yourself to bring the building into code compliance.
  4. Upon completion of the work, you should contact the inspector and request a final inspection.
  5. The inspector will re-inspect the property, then issue a Certificate of Compliance if all requirements are satisfied.
  6. The owner will receive an original Certificate of Compliance ***which must be recorded at the County Register of Deeds, to satisfy the stipulation, along with 2 copies.*** The inspector will then send a copy of the Certificate to the Safety and Buildings Division. When Safety and Buildings receives the certificate, the stipulation will be satisfied.
  7. All **work must be completed** and the **Certificate of Compliance issued within 12 months of the original date of the stipulation** or the owner is subject to a fine in accordance with State Statute 101.122 (7)(d).

### **Condition 2 – New Buyer Will be Owner-Occupying a Building of Four or Less Dwelling Units in First Year Following Original Ownership Transfer:**

1. **Take over responsibility for the stipulation by signing the transfer section of the original or a certified copy (from the Register of Deeds) of the stipulation and forwarding a copy of it to the address above.**
2. The new transfer may be recorded at this time based on the transferred stipulation.
3. The owner should obtain and fill out the Order Form for Satisfaction Of Compliance. Attach two forms of proof of owner-occupancy, such as copies of the real estate closing documents or Real Estate Transfer Return Form; or copies of the following showing the property address as the mailing address: driver’s license, two months of telephone bills, two years of W-2’s or two years of property tax bills. Mail to DSPTS. There is no fee for this document.
4. Record the document that we mail to you at the Register of Deeds in the county where the property is located. This will satisfy the stipulation requirements.