

How to Submit an eCRV

Step-by-Step Instructions

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What is an eCRV?

- eCRV is an electronic version of a CRV (Certificate of Real Estate Value).
- A Certificate of Real Estate Value (CRV) is required to document a sale of property in Minnesota. CRV information is reviewed by the county of sale and the Department of Revenue to verify sale terms and ensure fair and equitable property tax assessments statewide.
- **Beginning October 1, 2014, paper CRVs will no longer be accepted by counties or the MN Department of Revenue.**

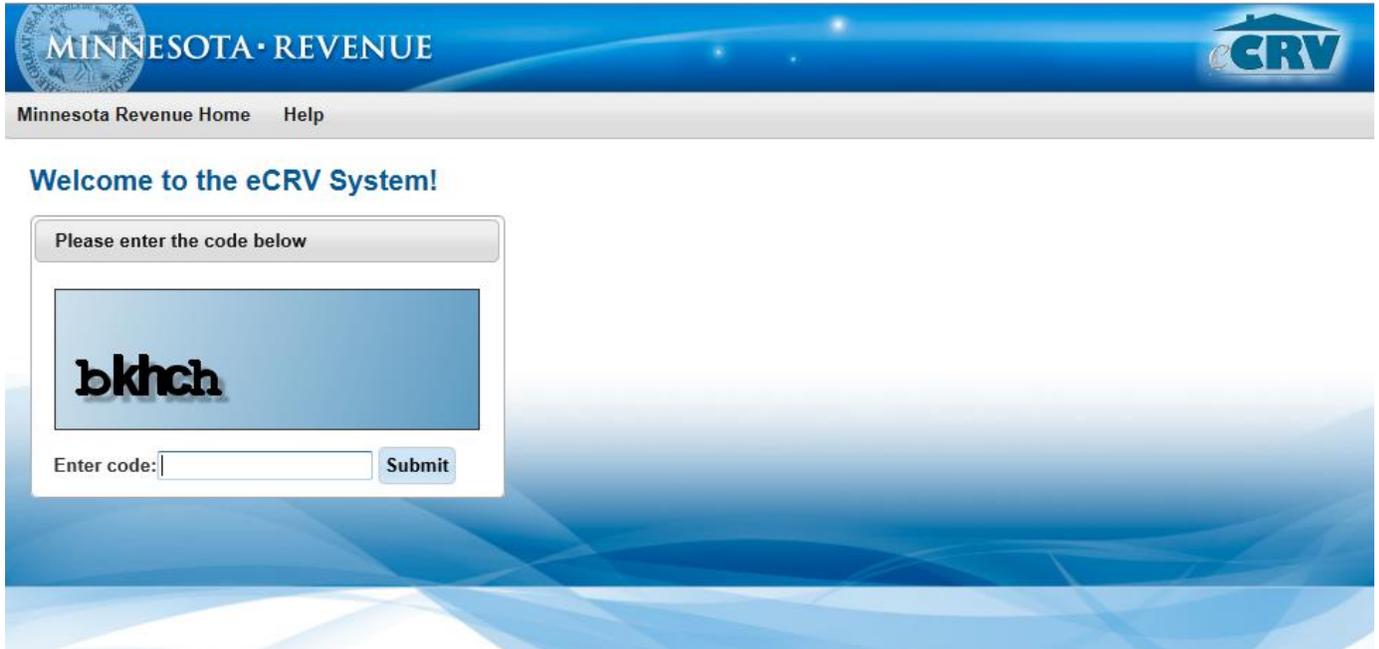
Getting Started with eCRV

Follow these steps to access the eCRV application on the Department of Revenue's website.

- Go to www.revenue.state.mn.us/CRV
- Click on **Create or Edit an eCRV.**

The screenshot shows the Minnesota Revenue Department's website for eCRV. The header includes the Minnesota Revenue logo, navigation links (Home, Individuals, Businesses, Tax Professionals, Local Governments, Law & Policy, Research & Reports, Newsroom, Report Fraud), a search bar, and a 'Services LOGIN FOR BUSINESSES' button. The main content area is titled 'eCRV - Electronic Certificate of Real Estate Value' and features a navigation bar with links: eCRV Home, Test, Local Government Staff, eCRV Project, eCRV Extract, and Help and Support. Below this, there is a paragraph explaining that a CRV is required for property sales in Minnesota and that eCRV can be used for all counties. A link 'Learn more about the eCRV project' is provided. The 'Submit an eCRV' section states that Internet Explorer 7 or greater, or Firefox, is required, and that JavaScript and Cookies must be enabled. Two links are listed: 'Create or Edit an eCRV' (circled in red) and 'Public Search: Find an accepted eCRV' (with a note that it only finds accepted eCRVs). A 'Questions?' section at the bottom provides contact information: 651-556-eCRV (3278) or email eCRV.support@state.mn.us. The right sidebar contains 'Contact Us' (651-556-eCRV, 8:00 a.m. - 4:30 p.m. Mon.-Fri., Email), 'Top FAQs' (What are eCRVs?, Do others have access to the eCRV for my property?, How long does the department keep eCRV data?, What if my deed or eCRV is rejected?, How do the eCRV IDs work?), 'Related Information' (eCRV Test Environment, eCRV for Local Government Staff, eCRV Project, County Websites, Collection Information), and 'About This Page' (Rate this page, Report errors/problems). The page is last updated on 8/5/2014.

- The next screen will prompt you to enter a code that is displayed. This is for security purposes. Enter the code and click **“Submit”**.



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Welcome to the eCRV System!

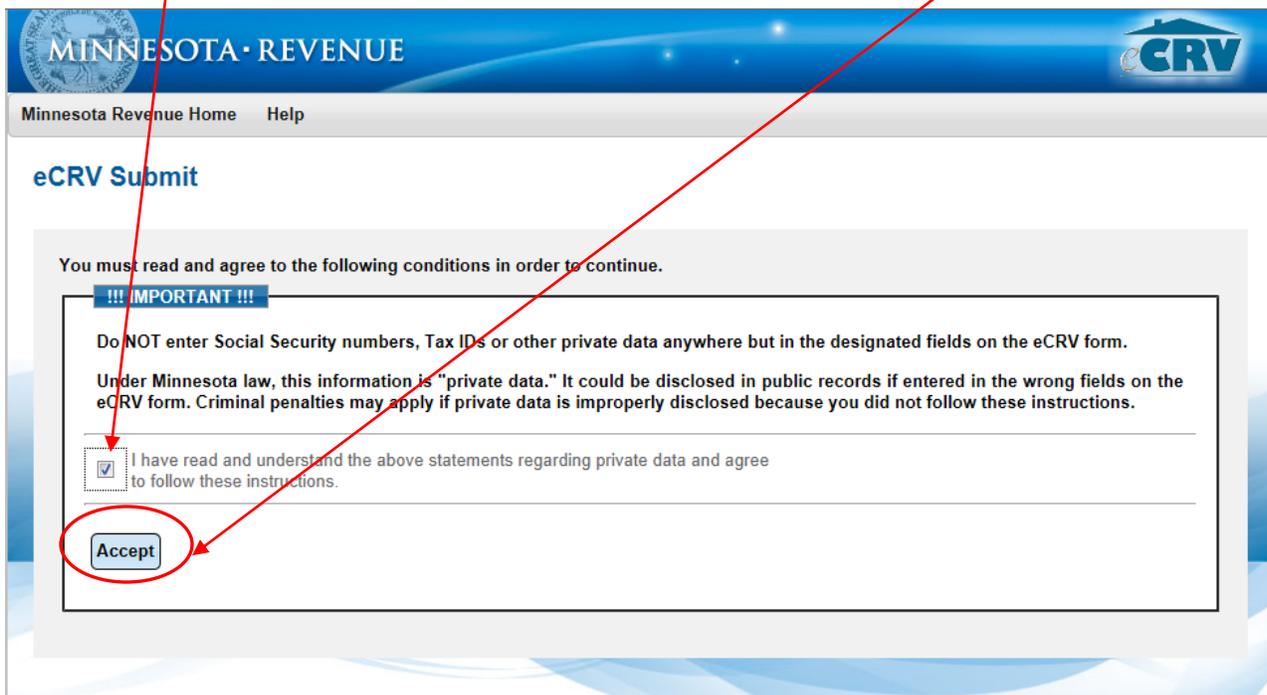
Please enter the code below

bkhch

Enter code: **Submit**

- The next screen is a reminder to only enter sensitive data in the designated fields. **Check the box** acknowledging you've read & understand the statement & **click “Accept”**.

Social Security Numbers and/or Tax IDs are encrypted and are not visible to anyone once the eCRV is submitted.



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eCRV Submit

You must read and agree to the following conditions in order to continue.

!!! IMPORTANT !!!

Do NOT enter Social Security numbers, Tax IDs or other private data anywhere but in the designated fields on the eCRV form. Under Minnesota law, this information is "private data." It could be disclosed in public records if entered in the wrong fields on the eCRV form. Criminal penalties may apply if private data is improperly disclosed because you did not follow these instructions.

I have read and understand the above statements regarding private data and agree to follow these instructions.

Accept

- Now you may **Start a New eCRV**, **Resume a Saved Partial eCRV** or **Edit a Submitted eCRV**. Click the **appropriate button** to proceed.



eCRV Submit

Please Select One.

[Start a New eCRV](#)

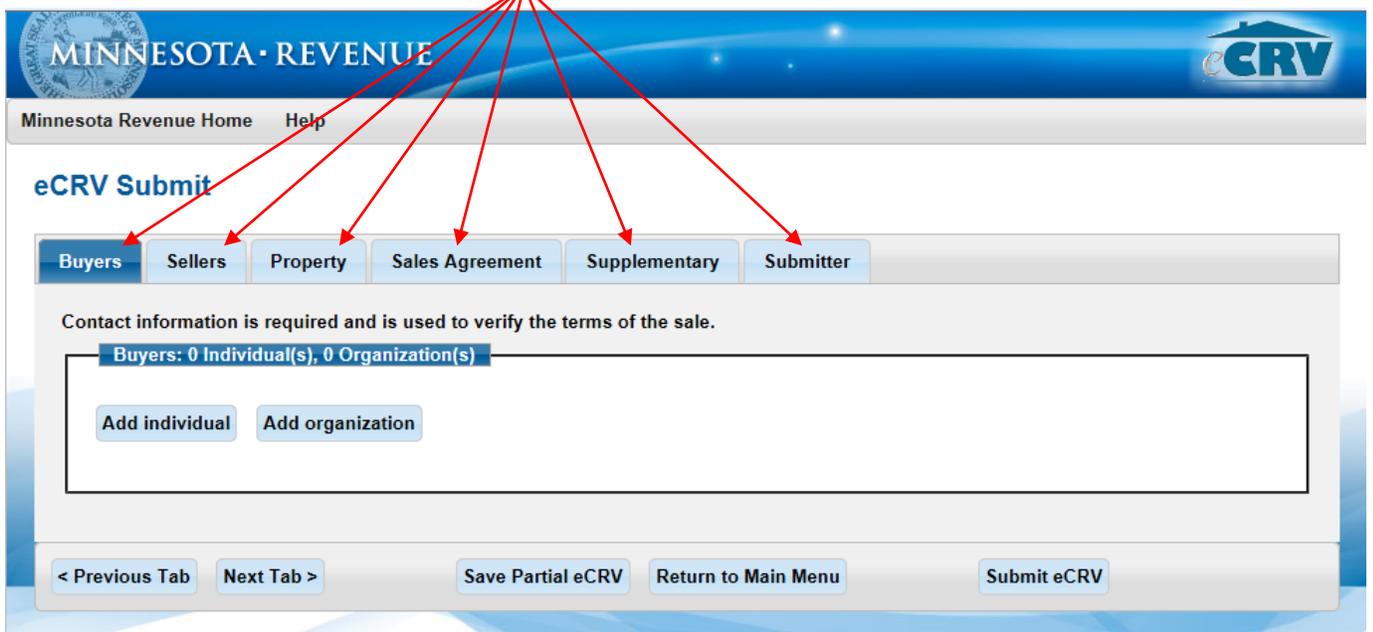
[Resume a Saved Partial eCRV](#)

Partial eCRVs have not yet been submitted to the county. A 4-digit PIN is used to resume a partial eCRV.

[Edit a Submitted eCRV](#)

Submitted eCRVs have been submitted to the county, but have either not been accepted by the county or have been accepted and later unaccepted by the county. An 8-digit PIN is used to edit a submitted eCRV.

- The eCRV information is organized by tabs.



- At any time, you may click the “Save Partial eCRV” button. If you do so, a screen like this will appear:

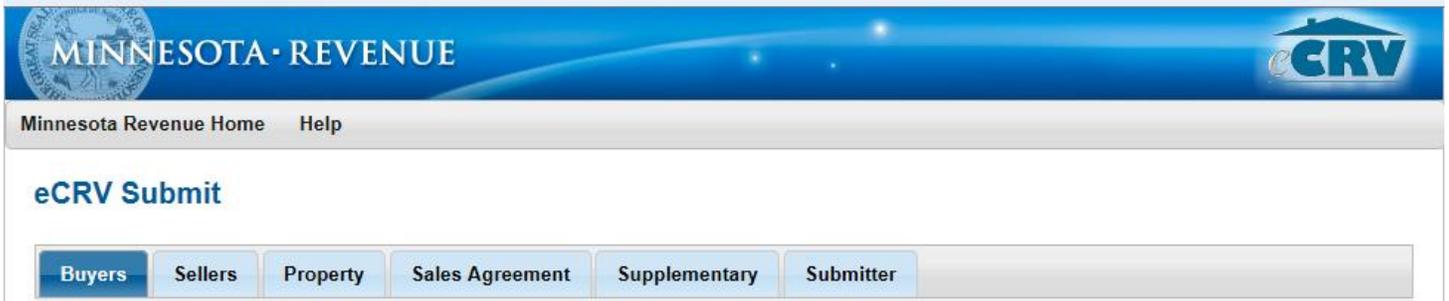
The screenshot shows the Minnesota Revenue eCRV Submit page. At the top, there is a blue header with the Minnesota Revenue logo and the text "MINNESOTA · REVENUE". To the right of the header is the eCRV logo. Below the header, there are links for "Minnesota Revenue Home" and "Help". The main content area is titled "eCRV Submit" and contains a message: "Your Partial eCRV has been saved." Below this message is a box with the following text: "**IMPORTANT** Note your ID and PIN." followed by "ID: 77163" and "PIN: 5572". Below these numbers is the text "This Partial eCRV will be available until 09/18/2014." At the bottom of the box is a button labeled "Return to Main Menu".

IMPORTANT: Print this screen or write down the **eCRV ID & PIN** numbers. You will not be able to retrieve the eCRV without them. Also note the eCRV will only be available for 30 days.

Create a New eCRV

The following is a list of information & details to complete on each tab of the eCRV.
Fields with an asterisk (“ * ”) are required.

Buyers & Sellers Tabs



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Buyers Sellers Property Sales Agreement Supplementary Submitter

IMPORTANT: Add married persons individually (do not enter as “John & Jane Doe”).

(If Adding Individual)

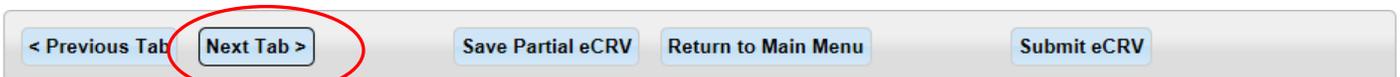
- First Name*
- Middle Name
- Last/Family Name*
- Name Suffix (e.g. “Jr.”, “Sr.”, “II”)
- Social Security Number*

(If Adding Organization)

- Organization Name:*
- Organization Tax ID:*
- Organization State Tax ID:

(All)

- Is this a foreign address?*
- Street Line 1*
- Street Line 2
- City*
- State*
- Zip or Postal Code*
- Country*
- Email
- Daytime Phone*
- Comments
- Is this person’s information private under MN Statute 5B, Minnesota Rules Chapter 8290, or a Court Order?*



< Previous Tab Next Tab > Save Partial eCRV Return to Main Menu Submit eCRV

Property Tab

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eCRV Submit

Buyers Sellers **Property** Sales Agreement Supplementary Submitter

Property Description Questions

- County*
- Legal Description*
 - You may copy & paste the legal description from another source OR attach a file containing the legal description
- Deeded Acres
- What is included in this sale?*
- Land & Buildings OR
- Land Only OR
- Buildings Only
- Were new buildings constructed on the property after January 1 of the sale year?*
- Will the buyer use this property as their principal residence?*

Parcel ID Information

- Will this sale/transaction result in a single parcel being split into two or more parcels or two or more parcels being combined into a single parcel?

Location(s) of Minnesota Property Being Sold

- Street Address OR
- City/Township
- Zip Code

Planned Use of Property

- Property Type Code* (drop-down list)
- Property Use Code* (drop-down list)

Use(s) before sale

- Property Type Code* (drop-down list)
- Property Use Code* (drop-down list)
- Property Programs – *If the property is subject to any preservation or conservation programs (e.g. CRP, RIM, SFIA, etc.)*
 - Parcel Program Code* (drop-down list)
 - Parcel Program Acres Measure

< Previous Tab **Next Tab >** Save Partial eCRV Return to Main Menu Submit eCRV

Sales Agreement Tab



eCRV Submit



Sales Agreement Information

- Date of Deed or Contract*
- Total Purchase Amount*
- Full Down Payment or Equity Investment*
- Seller Paid Amount* (e.g. points paid, closing costs)
- Special Assessments Paid by Buyer*

Financing

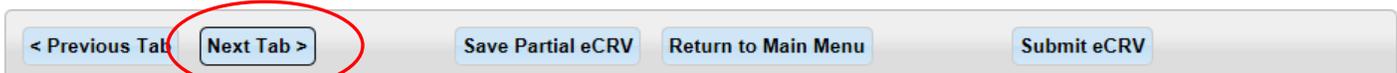
- Sales Agreement Financing Type:* (drop-down list)
 - If Contract for Deed is selected, additional fields must be completed:
 - Contract or Mortgage Amount at Purchase: \$*
 - Payment Type:*
 - Payment Amount: \$*
 - Payment For:*
 - Interest Rate Type:*
 - Interest Rate (e.g., 6.25): %*
 - Number of Payments (no comma):*

Personal Property

- Is personal property included in the total purchase amount of the sale?*
- If "Yes", additional information is required – list items individually & their value

Sales Agreement Questions

- Did the buyer lease the property before purchasing it?*
- If Yes, Did the prior lease include an option to buy?*
- Did the seller lease the property after the sale?*
- How many months did the seller lease (no decimal)?*
- Did the seller guarantee the buyer a minimum rental income if the property was previously rented? (Answer no if not applicable.)*
- Does this eCRV represent a contract for deed payoff or was a contract for deed resold?*
- Did the buyer purchase only partial interest in the property?*
- Was the property received wholly or partially in trade?*
- Is the purchase part of a 'like-kind' exchange under section 1031 of the IRS code?*
- Was the purchase agreement signed over two years ago?*



Supplementary Tab

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eCRV Submit

Buyers Sellers Property Sales Agreement **Supplementary** Submitter

Questions on the Nature of the Sale

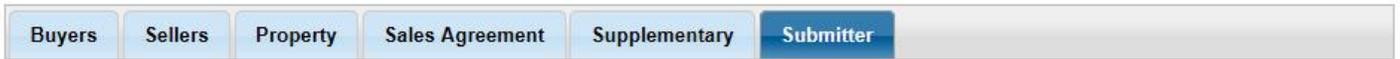
- Are the buyer and seller relatives or related businesses?*
- Is the buyer or seller eligible for property tax exemption (e.g., a religious or charitable organization)?*
- Is either the buyer or seller a unit of local, state or federal government?*
- Does this eCRV solely represent a name added or removed from a deed?*
- Was the property condemned or foreclosed, or are there legal actions pending?*
- Was the property entirely, or partially, received as a gift or inheritance?*
- Did the buyer pay for an appraisal of this property?*
 - If "Yes", Enter appraised value (enter 0 if unknown): \$*
- Did the seller pay for an appraisal of this property?*
 - If "Yes", Enter appraised value (enter 0 if unknown): \$*
- Did the buyer own property adjacent to the property purchased?*
- Did the buyer feel the price paid for the property was significantly different than other potential buyers would have paid?*
 - If yes, briefly say why the price paid was different than similar properties:*
- Was the sale announced and/or promoted through realtor listings, newspaper or other publications, advertisements, brochures, or other promotional or informational mailings?*

< Previous Tab **Next Tab >** Save Partial eCRV Return to Main Menu Submit eCRV

Submitter Tab

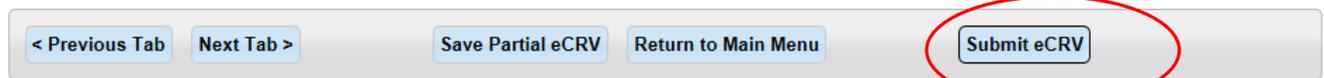


eCRV Submit



eCRV Submitter's Details

- First Name*
- Last Name*
- Organization
- Email
- Daytime Phone*
- Comments



Submit eCRV

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Buyers Sellers Property Sales Agreement Supplementary **Submitter**

Enter the information of the person completing, verifying, and submitting this eCRV.

eCRV Submitter's Details

First Name:* Oscar
Last Name:* De Grouch
Organization: Sesame Street Title
Email: oscar@sesamestreet.cor
Daytime phone (e.g., 6515551212):* 2189999999
Comments:

I declare under penalty of law that I have examined the information entered and submitted on this form, and, based on what I know and believe to be true, the information entered on this form is complete and correct.

IMPORTANT NOTICES: Anyone giving false information in order to avoid or reduce a tax obligation is subject to a fine of up to \$3,000 and/or up to a year in prison. By providing the information that is requested on this form in an electronic form, you are relieved of the responsibility of providing this information to us on paper; in return, you agree to be bound by the applicable laws to the same extent as if this were a paper document containing your signature.

< Previous Tab Next Tab > Save Partial eCRV Return to Main Menu **Submit eCRV**

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eCRV Submit

Your Partial eCRV has been saved.

IMPORTANT Note your ID and PIN.

ID: 77163 ▼
PIN: 5572

This Partial eCRV will be available until 09/18/2014.

Return to Main Menu

IMPORTANT: You **MUST** type/write the **eCRV ID Number** on the front page of the conveying document (deed) **OR** print and attach the eCRV submission confirmation page to the document.