How to Submit an eCRV

Step-by-Step Instructions

Created 8/18/2014
Last Updated 8/18/2014

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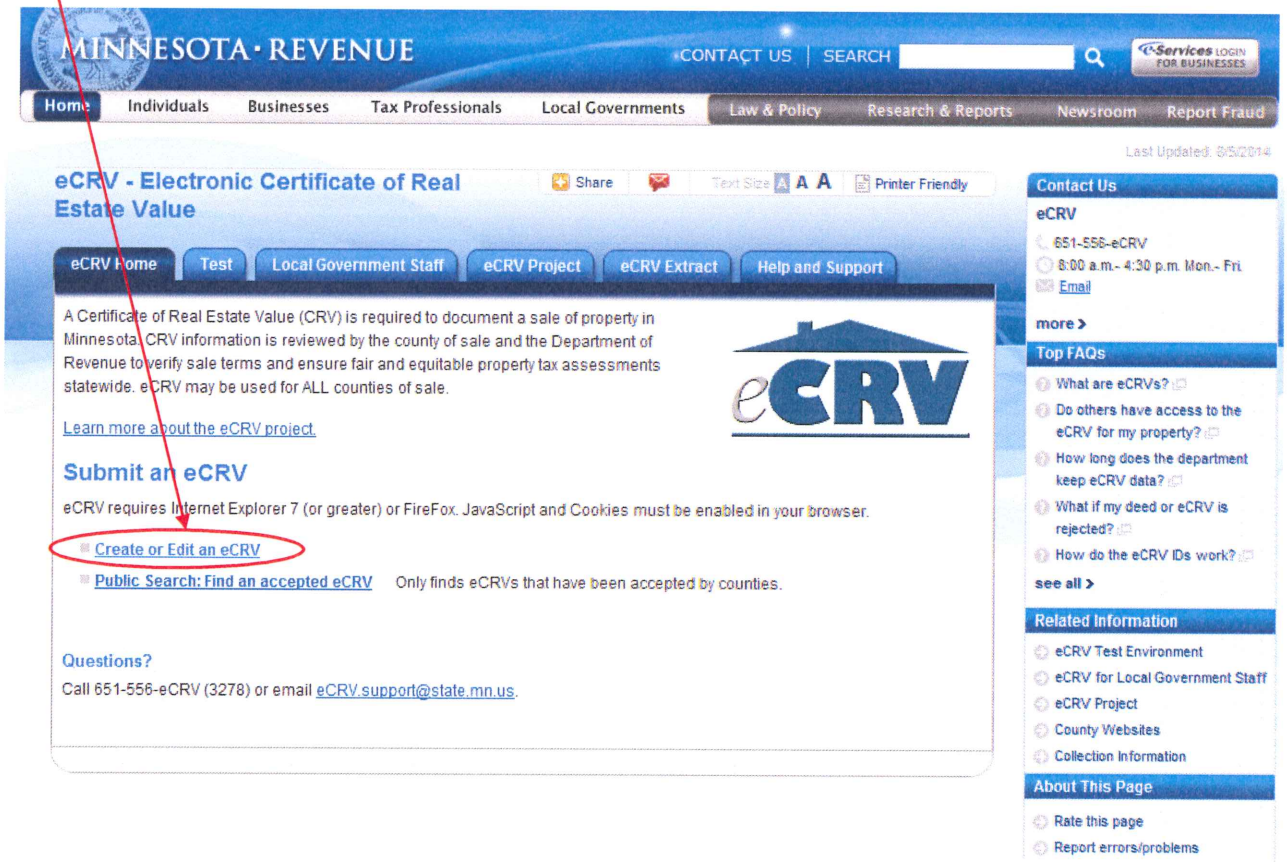
What is an eCRV?

- 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.**

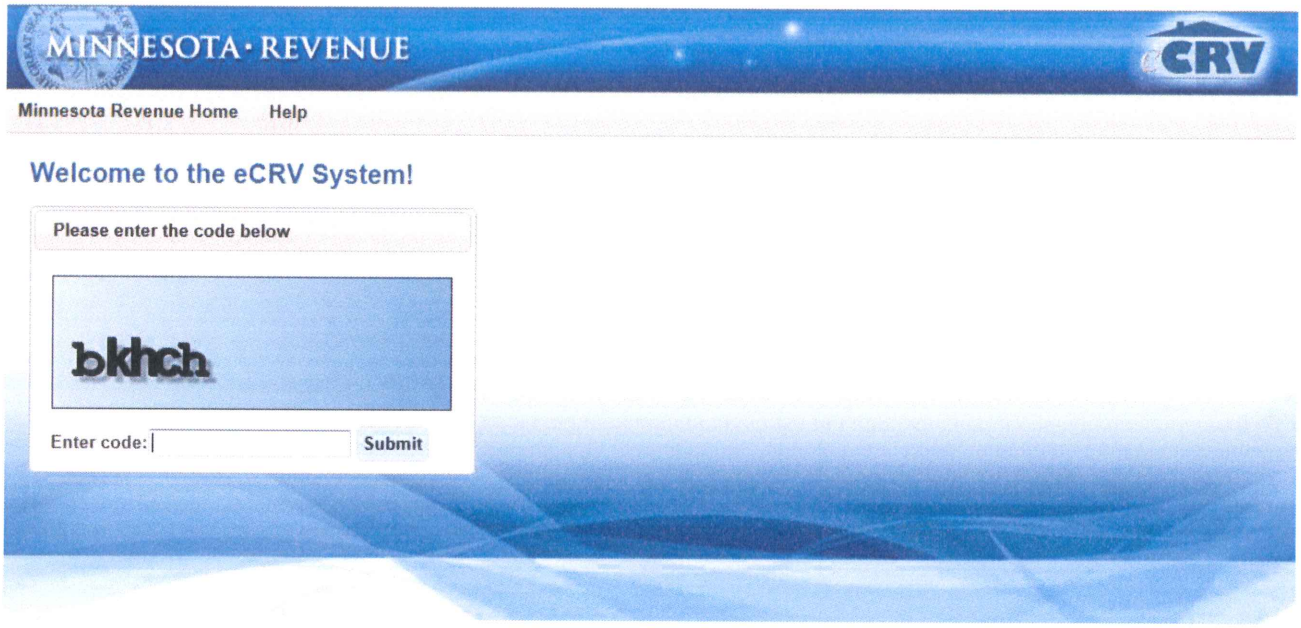
Getting Started with eCRV

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**.

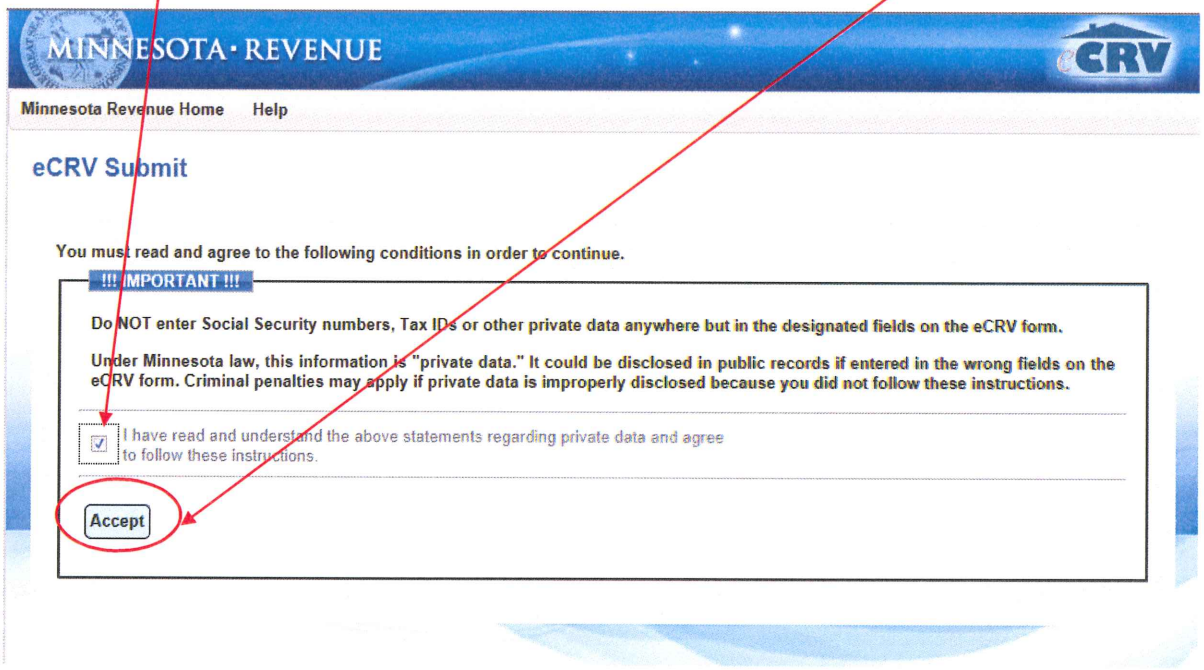


- The next screen will prompt you to enter a code that is displayed. This is for security purposes. Enter the code and click "**Submit**".

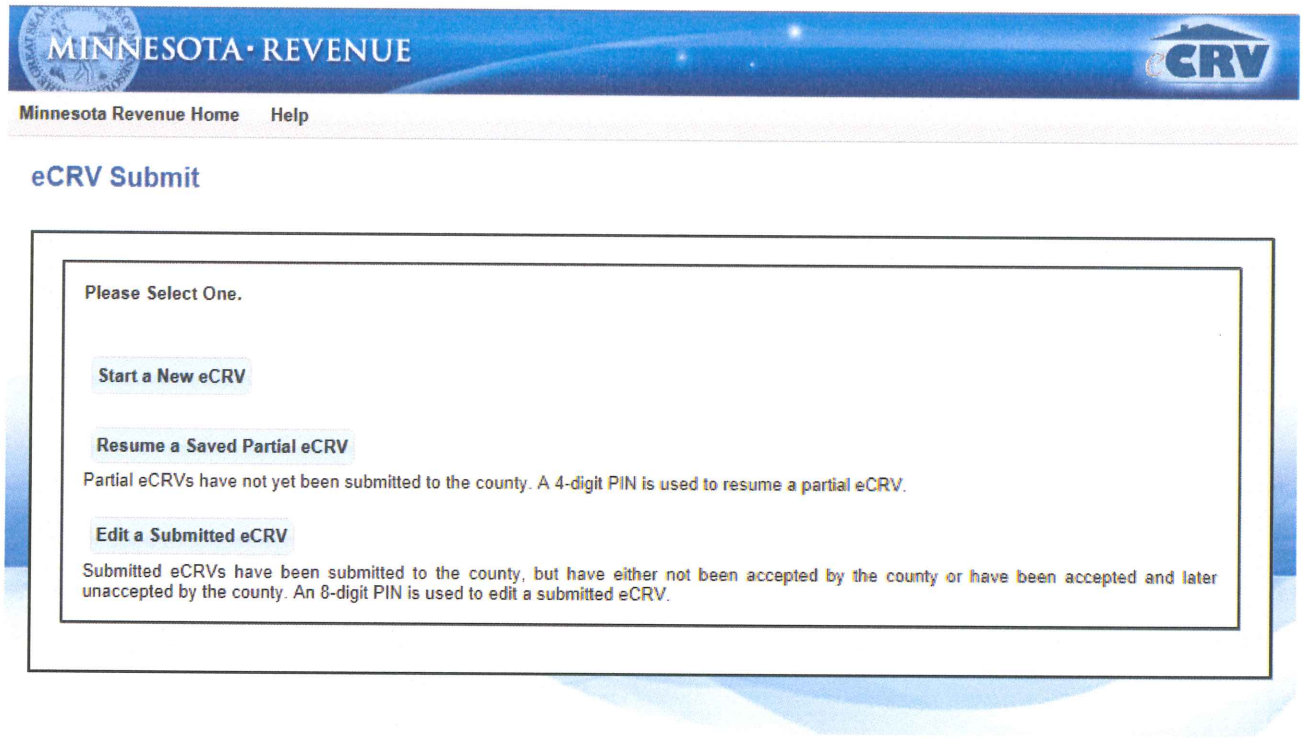


- The next screen is a reminder to only enter sensitive data in the designated fields. **Check the box** acknowledging you've read & understand the statement & **click "Accept"**.

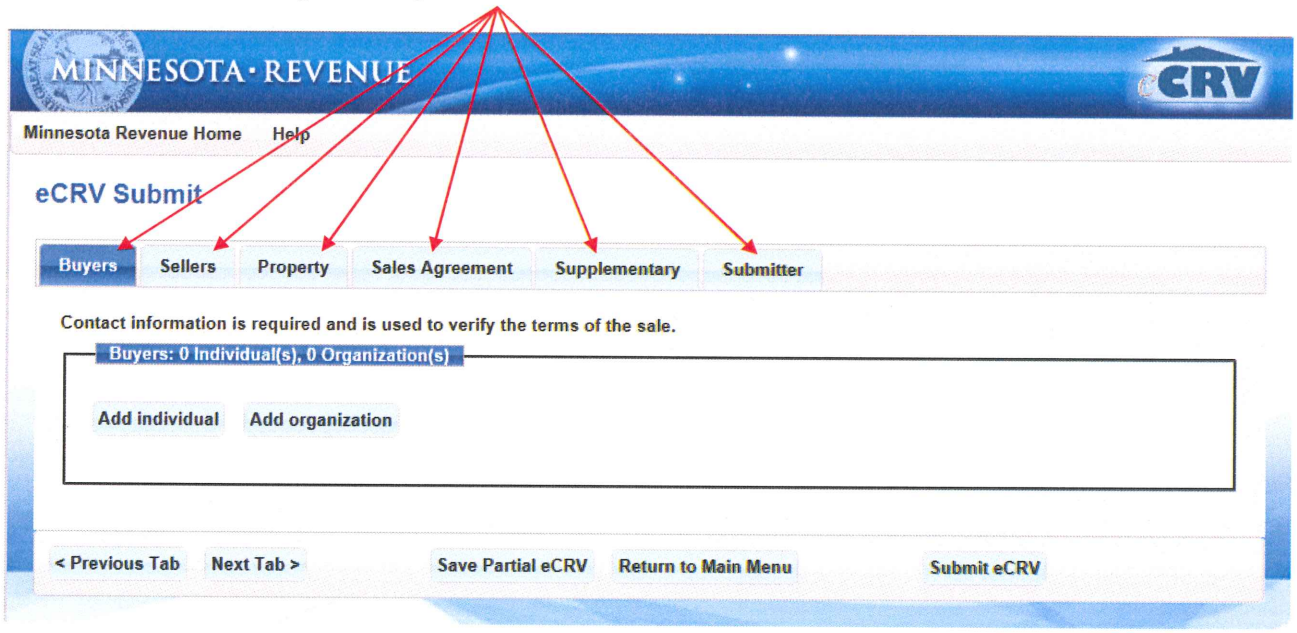
Social Security Numbers and/or Tax IDs are encrypted and are not visible to anyone once the eCRV is submitted.



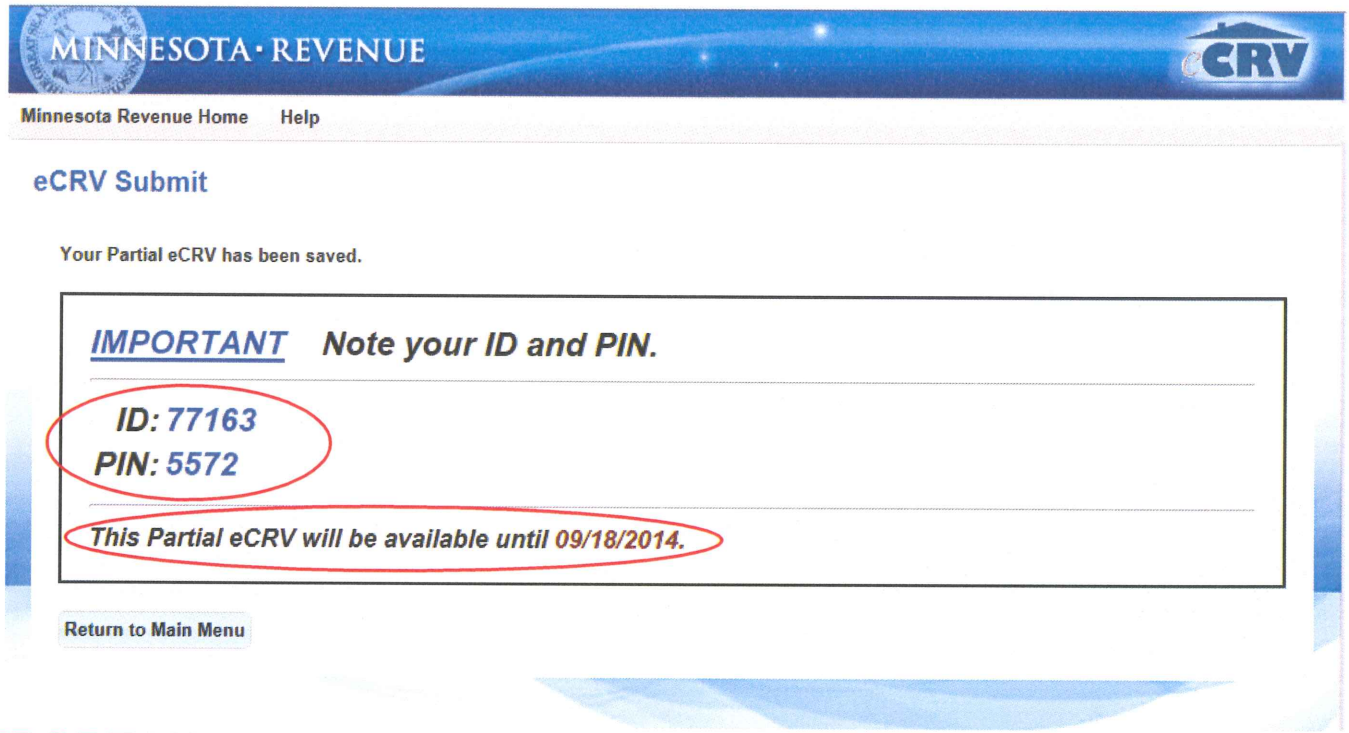
- Now you may **Start a New eCRV**, **Resume a Saved Partial eCRV** or **Edit a Submitted eCRV**. **Click the appropriate button** to proceed.



- 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:

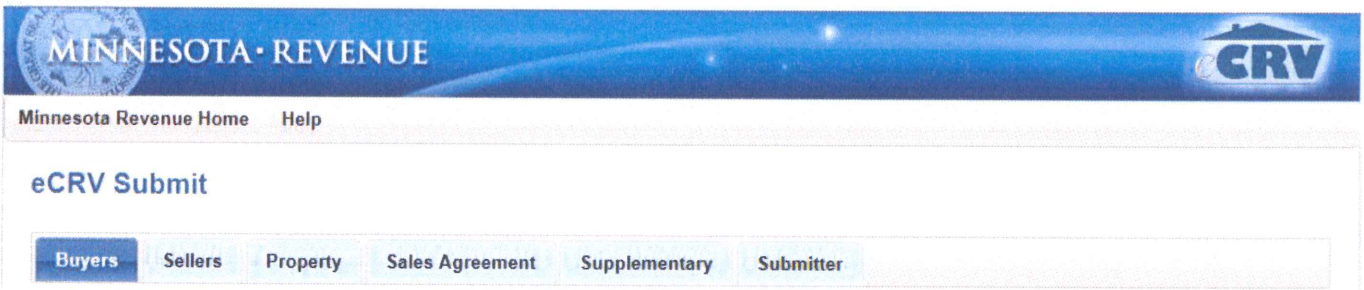


IMPORTANT: Print this screen or write down the **eCRV ID** & **PIN** numbers. You will not be able to retrieve the eCRV without them. Also note the eCRV will only be available for 30 days.

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



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

(If Adding Individual)

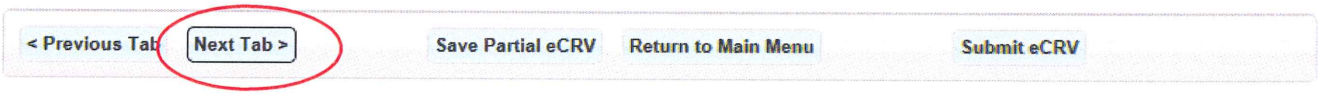
- First Name*
- Middle Name
- Last/Family Name*
- Name Suffix (e.g. "Jr.", "Sr.", "II")
- Social Security Number*

(If Adding Organization)

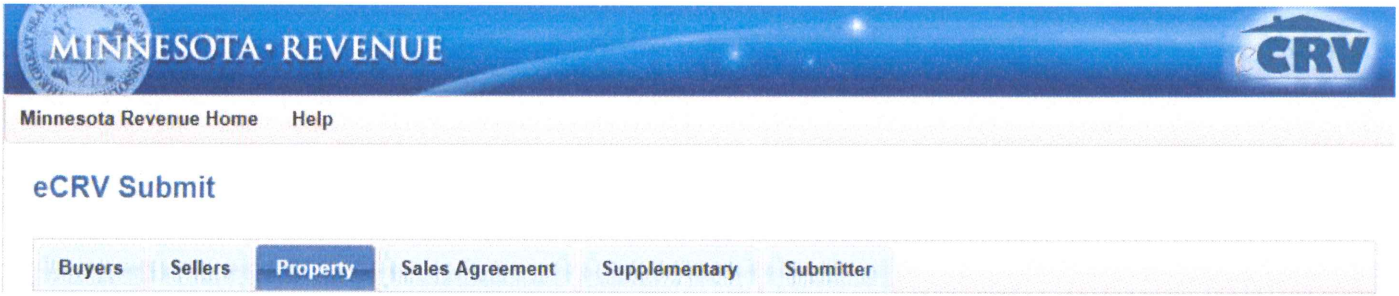
- Organization Name:*
- Organization Tax ID:*
- Organization State Tax ID:

(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?*



Property Tab



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

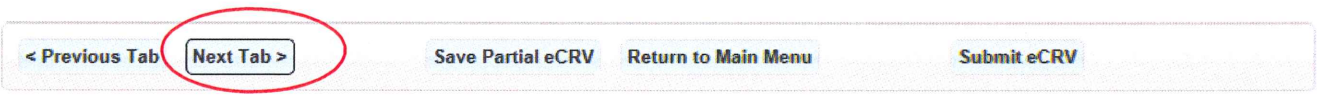
- Street Address OR
- City/Township
- Zip Code

Planned Use of Property

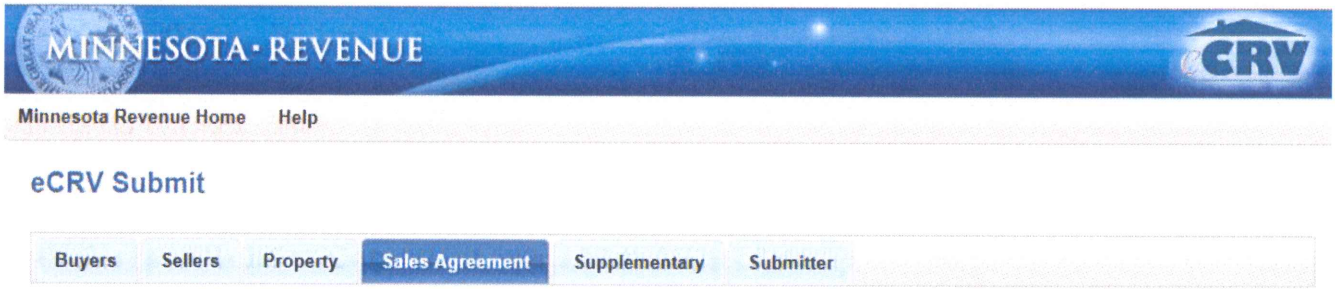
- Property Type Code* (drop-down list)
- Property Use Code* (drop-down list)

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



Sales Agreement Tab



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

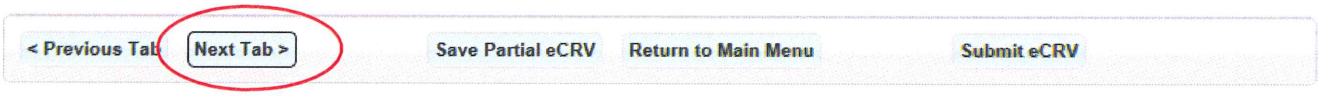
- Sales Agreement Financing Type:* (drop-down list)
  - If Contract for Deed is selected, additional fields must be completed:
    - Contract or Mortgage Amount at Purchase: $*
    - Payment Type:*
    - Payment Amount: $*
    - Payment For:*
    - Interest Rate Type:*
    - Interest Rate (e.g., 6.25):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

Personal Property

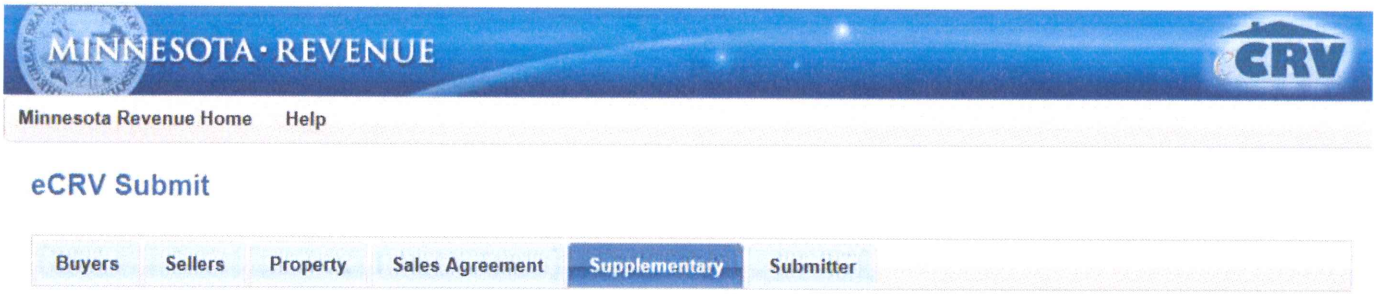
- Is personal property included in the total purchase amount of the sale?*
  - If "Yes", additional information is required – list items individually & their value

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?*

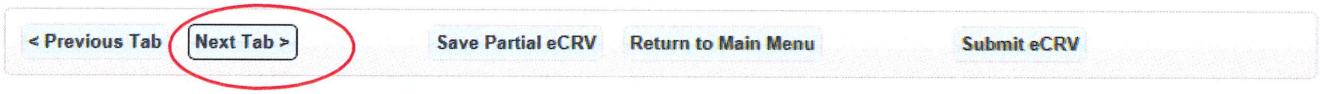


Supplementary Tab

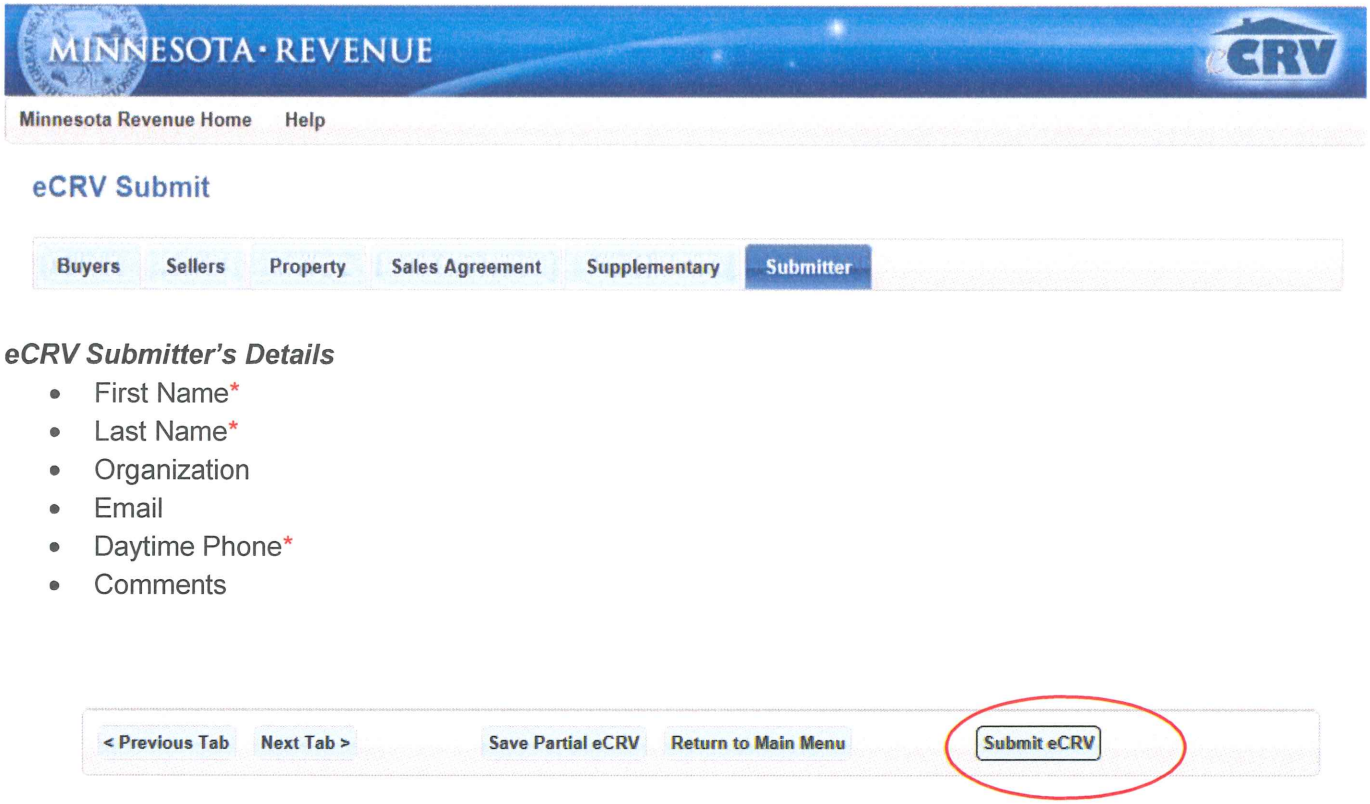


Questions on the Nature of the Sale

- 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?*



Submitter Tab



eCRV Submitter's Details

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

Submit eCRV

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eCRV Submit

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.