



**eCRV**  
**User Guide**  
*for*  
**Public Users**

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## eCRV Basics

The Department of Revenue is implementing eCRV as an electronic replacement to the four-part paper CRV form. Participants in the eCRV project include the department, counties, the real estate industry and the Electronic Real Estate Recording Commission.

The eCRV form was available to submitters for use for all sales statewide as of December 1, 2011. A printout of eCRV (or a copy included in an e-recording packet) must be submitted to the county of sale until a county becomes a full use production county.

Currently Faribault County is only a “form use” county; we are making progress towards full use production in the very near future. When a county has adopted the full eCRV system using logins to accept eCRVs, submitters will be directed to save only the eCRV ID to provide with the deed.

eCRV essentially attempts to “electrify” the paper CRV process.

- Submitters fill in the online eCRV form.
- For sales in counties using the full eCRV system, submitters receive an eCRV ID number on submission. Submitters reference this eCRV ID number when presenting the deed to the county (or send a printed copy of the eCRV form if the county has not yet adopted the full system).
- Counties using the full system may view eCRV data online, verify and add additional information.
- In the future, counties using the system may download eCRV data as XML files to local systems.

Submitters can save and return to eCRVs as they enter information into the system. They can also post-date an eCRV for up to two weeks prior to the actual transaction date. It is important for submitters to remember the eCRV ID number and edit number to ensure they can return to the eCRV at a later date.

Social Security numbers are protected in eCRV. They are immediately removed and stored in a secure location in the Minnesota Department of Revenue’s servers. The county never has access to Social Security numbers. The eCRV does collect more information on each transaction than the paper version. There are also checks built into the system that requires answers that are in acceptable formats before the eCRV can be submitted.

Faribault County will implement eCRV in a process similar to how it accepts paper CRVs.

1. Our Taxpayer Service Specialists will receive the eCRV ID when a document is presented for recording. They will complete their initial checks and accept the deed and eCRV.
2. The eCRV will be prepared for the assessor’s office use.
3. The eCRV will be circulated through the assessor’s office for verification and analysis.
4. Information will be electronically submitted to the Minnesota Department of Revenue.

In the near future, the county will be able to upload and download information between its internal computer programs and eCRV.

## Frequently Asked Questions

### **How do I complete an e-Recording with eCRV?**

For a full eCRV system use county, the submitter will be instructed to save the eCRV ID created on submission, and they may simply include the eCRV ID in the e-recording packet. For all other counties after Dec. 1, 2011, a copy of the eCRV PDF must be provided in the e-recording packet to the county. E-recording companies have already adjusted their systems for the transmission of eCRV documents.

### **What are eCRVs?**

Electronic "certificates of real estate value." These are up-to-date records of the value of Minnesota real estate, and are necessary to document property sales. The counties where the sales are made and the Minnesota Department of Revenue use them to verify the terms of sales, and to ensure that we are fairly and equitably assessing the taxable value of property statewide. The eCRV is taking place of the old paper copies of CRVs that have been used in the past.

### **Do others have access to the eCRV for my property?**

Yes, submitted eCRVs that are accepted by the county become public information. There is a public search available for county accepted eCRVs. The PDF will not include Social Security numbers.

### **How long does the department keep eCRV data?**

For at least seven years once the data has been matched with a recorded deed. eCRV data can be deleted within three months of being submitted if the counties can't match them with deeds.

### **What if my deed or eCRV is rejected?**

If the county rejects the eCRV because of incorrect or missing information, whoever submitted the original information may be able to edit the existing eCRV or they can submit a new one.

### **How do the eCRV IDs work?**

The submitter must keep the eCRV number and submit it to the county along with the deed. The county will not be able to accept the deed without an eCRV number. The eCRV number is used by the county to find the submitted copy of the eCRV.

### **Are the eCRVs printable?**

Yes

### **Is participation in eCRV required?**

All counties must now accept paper copies of the eCRV form. Not all counties are able to accept electronic versions yet.

### **What are the benefits of signing up for eCRV?**

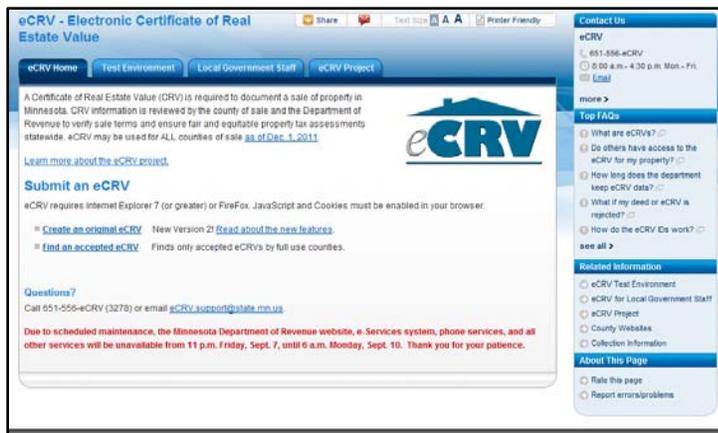
Reduced errors on getting your CRV approved, more and better information on your CRV, and less work processing the CRV, to name a few of the advantages.

## Navigating the eCRV website

Until Faribault County becomes a full-use county in production mode, all eCRV entry and processing will be in the live environment but will result in printing the eCRV PDF.

The eCRV application is at: <http://www.revenue.state.mn.us/crv/Pages/eCRV.aspx>

Be sure you are in the live (not TEST) environment and follow the above URL (web address) to get to the eCRV submit screens.



From this page, you can:

- Learn about eCRV
- Create an eCRV
- Find/Search for accepted eCRVs
- Gain access to the Government Staff area (for eCRV processing)

The other tabs available on this page include:

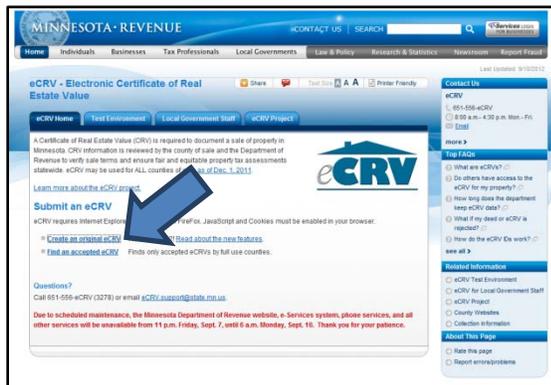
- TEST ENVIRONMENT – this is where test eCRVs will be submitted and accessed for testing purposes. This should be used if the submitter does not want to actually enter a “real” eCRV.
- Local Government Staff – this is where county staff access to the eCRV program occurs for processing eCRVs. **NOTE:** there is separate production and test log-in. Faribault County should only use the TEST log-in area until we become full use production.
- eCRV Project – this provides background information on eCRV.

Along the right side of this page, you will find consistent information no matter what page you are in within the Department of Revenue’s website for eCRV. This includes support contact information (phone and email), as well as FAQs and links to related information. These common features are only found on the department’s web pages; they are not located within the eCRV application’s web pages.

## Entering a eCRV

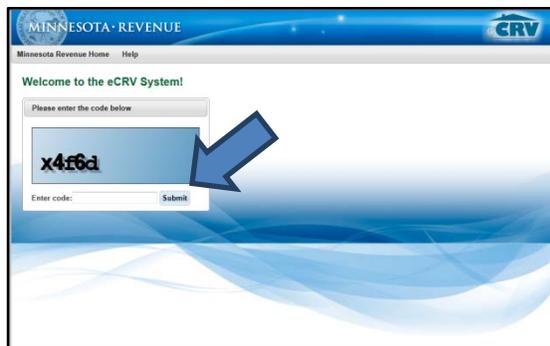
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The eCRV application is at: <http://www.revenue.state.mn.us/crv/Pages/eCRV.aspx>



### Steps for entering a eCRV:

1. Be sure you are in the “live” environment.
2. Click on “Create an original eCRV.”
3. Enter the code and click on “Submit” to acknowledge you are a human.
4. Begin entering eCRV information in the system.



**eCRV is continually updating versions to add enhancements.** The version number is listed at the bottom of the entry screens if you are interested or need to report issues.

**You may do a partial save** for later edit prior to submitting a completed form to the county. Prior to submitting a completed eCRV form to the county, submitters have the option of saving a partially completed eCRV for retrieval and completion at a later time. Click the Partial Save button at the bottom of the screen.



Please note that Social Security numbers (SSN) and business tax numbers are not saved or retrieved in a partial save or load for security purposes. Submitters must reenter these numbers.

When the form has been completely entered, the submitter may click the Submit button to submit to the county. A receipt page provides instructions to

either note the CRV ID or save and print the eCRV PDF to submit with the deed to the county of sale.

The county will review the information on the eCRV and the deed to determine if they are acceptable for processing. If the eCRV is not acceptable, the county notifies the submitter.

**Keep in mind that whenever you exit the eCRV system, anything not saved or submitted will be lost.**

## eCRV Submit Screens

Until Faribault County becomes a full-use county in production mode, all eCRV entry and processing will be in the live environment but will result in printing the eCRV PDF.

The eCRV application is at: <http://www.revenue.state.mn.us/crv/Pages/eCRV.aspx>

Be sure you are in the live (not TEST) environment and follow the earlier instructions to get to the eCRV submit screens.



### Buyers Tab

1. Click on “Add individual” or “Add organization” as appropriate for the transaction.
2. Complete all fields as required and as information pertains to the transaction.

Submitters can add numerous individuals and organizations as appropriate to the transaction. When adding additional individuals, submitters may select to

copy all the contact information from the previous buyer to save from repeat data entry.

### Other Notes:

- Social Security number is masked, so it requires double entry to ensure it is entered correctly. If the eCRV is saved as partially completed, the Social Security number will need to be re-entered.
- The Street Line fields are for the mailing address for the buyer – not the property transferred in the transaction (even though this could be the same if the buyer is living at the property).
- The “Court Order” question will very rarely be answered with a “yes.” When appropriate, all parties involved in the transaction will be aware of its necessity.
- The submitter can tab through most fields and use the enter key as appropriate.
- The buttons on the bottom of the page allow for progression forward and backward through the submission screens.
- Clicking on the “X” in certain areas of the submission screen will remove that portion (for example, clicking the “X” by the Individuals once they have been added will remove that individual.
- Once buyers have been added, they are listed on the screen, clicking on that buyer will display information for that buyer.

## eCRV Submit Screens

Until Faribault County becomes a full-use county in production mode, all eCRV entry and processing will be in the live environment but will result in printing the eCRV PDF.

The eCRV application is at: <http://www.revenue.state.mn.us/crv/Pages/eCRV.aspx>

Be sure you are in the live (not TEST) environment and follow the earlier instructions to get to the eCRV submit screens.



### Sellers Tab

This screen is very similar to the Buyers Tab and the same instructions apply.

1. Click on “Add individual” or “Add organization” as appropriate for the transaction.
2. Complete all fields as required and as information pertains to the transaction.

Submitters can add numerous individuals and organizations as appropriate to the transaction. When adding additional individuals, submitters may select to copy all the contact information from the previous buyer to save from repeat data entry.

### Other Notes:

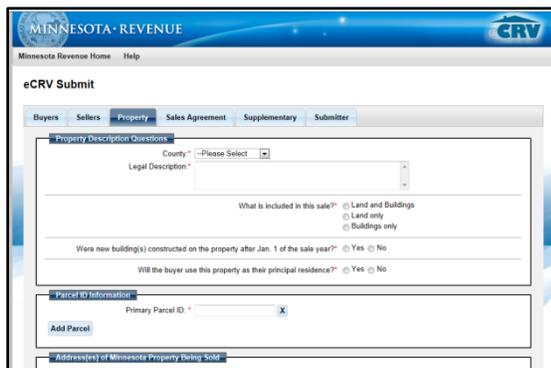
- Social Security number is masked, so it requires double entry to ensure it is entered correctly. If the eCRV is saved as partially completed, the Social Security number will need to be re-entered.
- The Street Line fields are for the mailing address for the seller – not the property transferred in the transaction (even though this could be the same if the seller is living at the property).
- The “Court Order” question will very rarely be answered with a “yes.” When appropriate, all parties involved in the transaction will be aware of its necessity.
- The submitter can tab through most fields and use the enter key as appropriate.
- The buttons on the bottom of the page allow for progression forward and backward through the submission screens.
- Clicking on the “X” in certain areas of the submission screen will remove that portion (for example, clicking the “X” by the Individuals once they have been added will remove that individual).
- Once sellers have been added, they are listed on the screen, clicking on that buyer will display information for that seller.

## eCRV Submit Screens

Until Faribault County becomes a full-use county in production mode, all eCRV entry and processing will be in the live environment but will result in printing the eCRV PDF.

The eCRV application is at: <http://www.revenue.state.mn.us/crv/Pages/eCRV.aspx>

Be sure you are in the live (not TEST) environment and follow the earlier instructions to get to the eCRV submit screens.



The screenshot shows the 'eCRV Submit' form with the 'Property' tab selected. The form includes a 'County' dropdown menu, a 'Legal Description' text field, and several radio button options for 'What is included in this sale?'. Below these are two more radio button questions: 'Were new building(s) constructed on the property after Jan. 1 of the sale year?' and 'Will the buyer use this property as their principal residence?'. At the bottom, there is a 'Parcel ID Information' section with a 'Primary Parcel ID' field and an 'Add Parcel' button.

### Property Tab

This screen is very similar to the Buyers Tab and the same instructions apply.

Complete all fields as required and as information pertains to the transaction.

Select Faribault County from the "County" drop down. Note it says "Form Use: Save & Print eCRV to give, or

eRecord, to county." When the county becomes a full use county, this message will change and you will be able to provide only the eCRV ID and will not have to print the PDF. Confirm the URL starts with "www.mndor.state..." to know you are in the right eCRV environment to submit a eCRV by printing out the PDF and including it with the deed for the time being and until the county becomes "full" use.

### Other Notes:

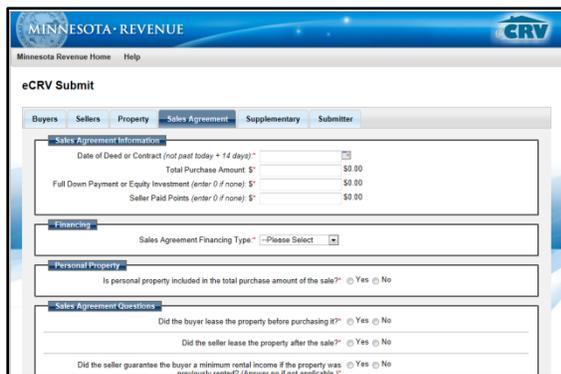
- Legal Description is a free form field; you can copy and paste text or type.
- Enter the Primary Parcel ID first (using the county's format as indicated). You can click on the "Add Parcel" button to add additional parcels, if appropriate. Clicking the "X" next to the parcel number will delete it.
- The Address section is for the property actually being transferred. Note additional addresses can be added if appropriate and addresses can be deleted by clicking the "X" next to it.
- Select the Planned Use of the Property from the drop down list. Start with the Property Type. You can add additional planned uses if appropriate and they can be deleted by clicking the "X" next to it. It is very important the property type and use are correct.
- Select the Use Before Sale in the same manner. You can also copy the planned uses by clicking the "Copy" button if there are no changes in the use before and after the sale.
- The Property Programs section allows the submitter to add information about preservation or conservation programs the property is enrolled in (CRP, CREP, WRP, SFIA, etc.)

## eCRV Submit Screens

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The eCRV application is at: <http://www.revenue.state.mn.us/crv/Pages/eCRV.aspx>

Be sure you are in the live (not TEST) environment and follow the earlier instructions to get to the eCRV submit screens.



The screenshot shows the 'eCRV Submit' interface with the 'Sales Agreement' tab selected. The form includes sections for 'Sales Agreement Information' with fields for 'Date of Deed or Contract', 'Total Purchase Amount', 'Full Down Payment or Equity Investment', and 'Seller Paid Points'. It also has a 'Financing' section with a dropdown for 'Sales Agreement Financing Type'. The 'Personal Property' section has a radio button for 'Is personal property included in the total purchase amount of the sale?'. Finally, the 'Sales Agreement Questions' section contains three questions with radio button options for 'Yes' and 'No'.

### Sales Agreement Tab

Complete all fields as required and as information pertains to the transaction.

Future sales can be entered up to 14 days prior to the transaction. The county will not be able to accept these until the transaction date arrives and it will be notified that that sale was entered before the transaction date to allow for additional review.

### Other Notes:

- Select the appropriate financing type. Based on the answer, additional fields will be required. More than one financing arrangement can be added, as can more than one lump sum or balloon payment.
- If personal property is included, it must be reported and itemized to the best of the submitter's abilities. Multiple items can be added as appropriate.
- The Sales Agreement Questions may expand for additional information based on the responses provided. It is essential they are answered correctly.

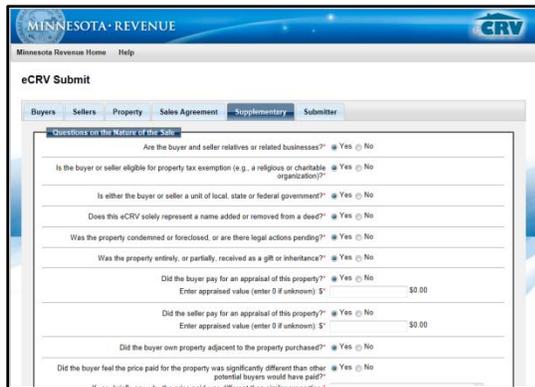
It is not appropriate to change an answer because the submitter does not want to or cannot answer a follow up question. In those instances, the eCRV should be saved in its partial completion form and additional information should be collected.

## eCRV Submit Screens

Until Faribault County becomes a full-use county in production mode, all eCRV entry and processing will be in the live environment but will result in printing the eCRV PDF.

The eCRV application is at: <http://www.revenue.state.mn.us/crv/Pages/eCRV.aspx>

Be sure you are in the live (not TEST) environment and follow the earlier instructions to get to the eCRV submit screens.



The screenshot shows the 'eCRV Submit' interface with the 'Supplementary' tab selected. The page title is 'MINNESOTA REVENUE eCRV'. The navigation tabs are 'Buyers', 'Sellers', 'Property', 'Sales Agreement', 'Supplementary', and 'Submitter'. The main content area is titled 'Questions on the Nature of the Sale' and contains several questions with radio button options for 'Yes' and 'No'. The questions are:

- Are the buyer and seller relatives or related businesses?  Yes  No
- Is the buyer or seller eligible for property tax exemption (e.g., a religious or charitable organization)?  Yes  No
- Is either the buyer or seller a unit of local, state or federal government?  Yes  No
- Does this eCRV solely represent a name added or removed from a deed?  Yes  No
- Was the property condemned or foreclosed, or are there legal actions pending?  Yes  No
- Was the property entirely, or partially, received as a gift or inheritance?  Yes  No
- Did the buyer pay for an appraisal of this property?  Yes  No  
Enter appraised value (enter 0 if unknown): \$ 0.00
- Did the seller pay for an appraisal of this property?  Yes  No  
Enter appraised value (enter 0 if unknown): \$ 0.00
- Did the buyer own property adjacent to the property purchased?  Yes  No
- Did the buyer feel the price paid for the property was significantly different than other potential buyers would have paid?  Yes  No

### Supplementary Tab

Complete all fields as required and as information pertains to the transaction.

This screen is very similar to the Sales Agreement Tab and the same instructions and tips apply.

The questions may expand for additional information based on the responses provided. It is essential they are answered correctly. It is not appropriate to change an

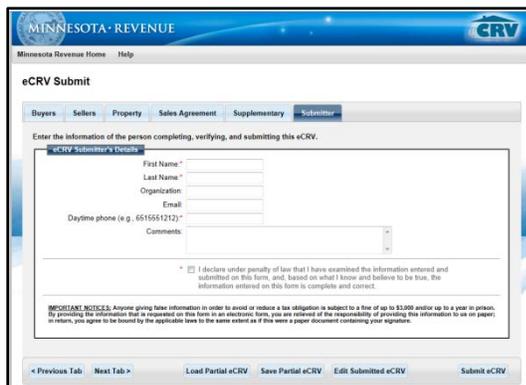
answer because the submitter does not want to or cannot answer a follow up question. In those instances, the eCRV should be saved in its partial completion form and additional information should be collected.

## eCRV Submit Screens

Until Faribault County becomes a full-use county in production mode, all eCRV entry and processing will be in the live environment but will result in printing the eCRV PDF.

The eCRV application is at: <http://www.revenue.state.mn.us/crv/Pages/eCRV.aspx>

Be sure you are in the live (not TEST) environment and follow the earlier instructions to get to the eCRV submit screens.



### Submitter Tab

Complete all fields as required and as information pertains to the transaction.

The information provided here is about the person submitting the form. This would be the person who is completing it. The information is collected in case follow up conversations are necessary to verify the data provided.

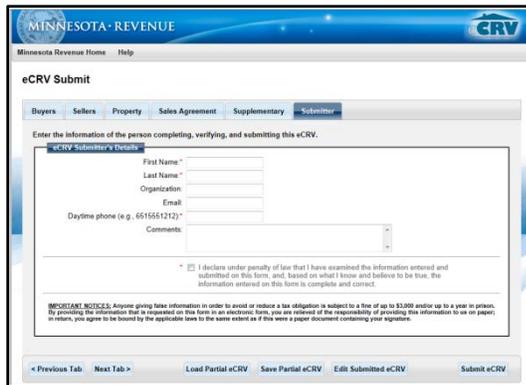
The submitter must check the box acknowledging the declaration being made that the information entered and submitted on this form is complete and correct. Please note the additional notice about the penalties for giving false information to avoid or reduce a tax obligation.

## eCRV Submit Screens

Until Faribault County becomes a full-use county in production mode, all eCRV entry and processing will be in the live environment but will result in printing the eCRV PDF.

The eCRV application is at: <http://www.revenue.state.mn.us/crv/Pages/eCRV.aspx>

Be sure you are in the live (not TEST) environment and follow the earlier instructions to get to the eCRV submit screens.



### Common Buttons at Bottom of Submit Screens

Throughout all the submit screens, there are six buttons:

- Previous Tab – navigates the submitter to the previous tab
- Next Tab – navigates the submitter to the next tab
- Three other tabs are described in detail below
- The Submit eCRV tab is discussed in the next section

Load Partial eCRV – loads an already saved partial eCRV.

- The user must have the eCRV ID and PIN.
- Enter the eCRV submit screens like you normally would, and click the “Load Partial” button. The system will prompt you that you will lose any unsaved information currently in the system.
- Social Security numbers must be re-entered.
- The submitter declaration check box must be re-checked (on the submitter tab).

Save Partial eCRV – allows the submitter to save a partially completed eCRV to return at a future date.

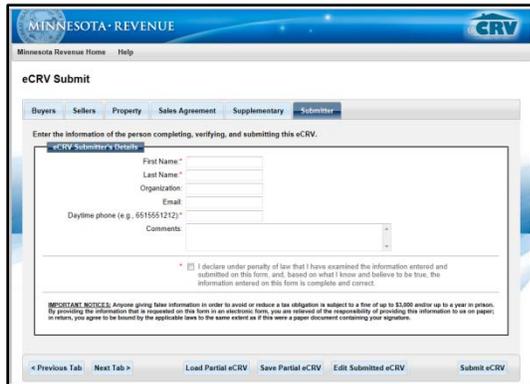
- The save can occur at any point in the data entry process.
- Be sure to record the eCRV ID and PIN and note the expiration date of the partial eCRV.
- Upon return to the saved eCRV, Social Security numbers must be re-entered.

Edit Submitted eCRV – allows the submitter to return to a completed and submitted eCRV to make changes.

- Edits can only be made if the eCRV has not been accepted by the county (or if the county has unaccepted it).
- Be sure to record the eCRV ID and PIN – it is needed to re-access the eCRV.
- Upon return to the submitted eCRV, Social Security numbers do not need to be re-entered.

**Keep in mind that whenever you exit the eCRV system, anything not saved or submitted will be lost.**

## eCRV Submit Screens



The screenshot shows the 'eCRV Submit' screen on the Minnesota Revenue website. The 'Submitter's Details' tab is active, displaying a form with fields for First Name, Last Name, Organization, Email, and Daytime phone. A 'Comments' text area is also present. Below the form is a declaration checkbox and an 'IMPORTANT NOTICE' regarding penalties for providing false information. At the bottom, there are navigation buttons: 'Previous Tab', 'Next Tab', 'Load Partial eCRV', 'Save Partial eCRV', 'Edit Submitted eCRV', and 'Submit eCRV'.

Submit eCRV – submits the eCRV to the Department of Revenue.

- The system runs the eCRV through a data check and will flag any issues with red marks and will direct you to fix them before attempting to submit again.
- If there are no issues, a screen will prompt you to write down an eCRV ID and PIN.

A screen displays with the eCRV ID and instructions for presenting the eCRV to the county. Be sure to print these instructions or at least record the eCRV ID. The instructions change based on the eCRV status of the county, so be sure to follow them closely. An estimate of the Deed Tax is also provided. A PDF file version of the submitted eCRV is also available for printing or for the submitter's records. The PDF may also be included in an eRecording package if the county is able to accept eRecording submissions.

**ONCE AN ECRV IS SUBMITTED IT CAN BE EDITED BY THE SUBMITTER AS LONG AS IT IS NOT "ACCEPTED" BY THE COUNTY IF THE ECRV ID AND PIN IS AVAILABLE.**

### Other Submit Screen Information

You may enter information to any tab in any order. Required fields are indicated with an \*, and must be entered to allow submission to the county.

You may do a partial save for later edit prior to submitting a completed form to the county. Click the Partial Save button at the bottom of the screen. When you click this button, you will receive warning that you are leaving the eCRV form. Click continue, and remember the PIN/Passcode combination you are presented with. To retrieve a partially saved eCRV, open the eCRV form and click the Load Partial button. The PIN/Passcode combination stays valid and consistent until a completed eCRV form is submitted to the county. You may pass along the PIN to anyone necessary to complete the form.

Once a Full System county is given the deed and the eCRV ID, or a Form Use county is given the deed and a copy of the printed eCRV or an electronic copy of the eCRV PDF, the county will review the information on the eCRV and the deed to determine if the eCRV and deed are acceptable for processing. If the eCRV is not acceptable, the county will notify you and you will be able to make edits if you have the eCRV ID and PIN. If not, you will need to start over.

On complete submission to the county, the system separates SSNs and BTNs upon receipt from the rest of the data on the form. These numbers may be referenced only by authorized Department of Revenue staff and are never exposed externally, not even to county staff.