

The Department of Revenue (DOR) in conjunction with the Electronic Real-Estate Recording Committee (ERERC) has created a process of using the eCRV system to allow e-recording in advance of counties full use of the full eCRV system. The eCRV front-end is used to collect SSNs and generate an eCRV PDF containing no private data for inclusion in an e-recording packet and subsequent printing by the county. This process makes the eCRV form available to registered submitters for e-recording and keeps the private data entered on the CRV secure.

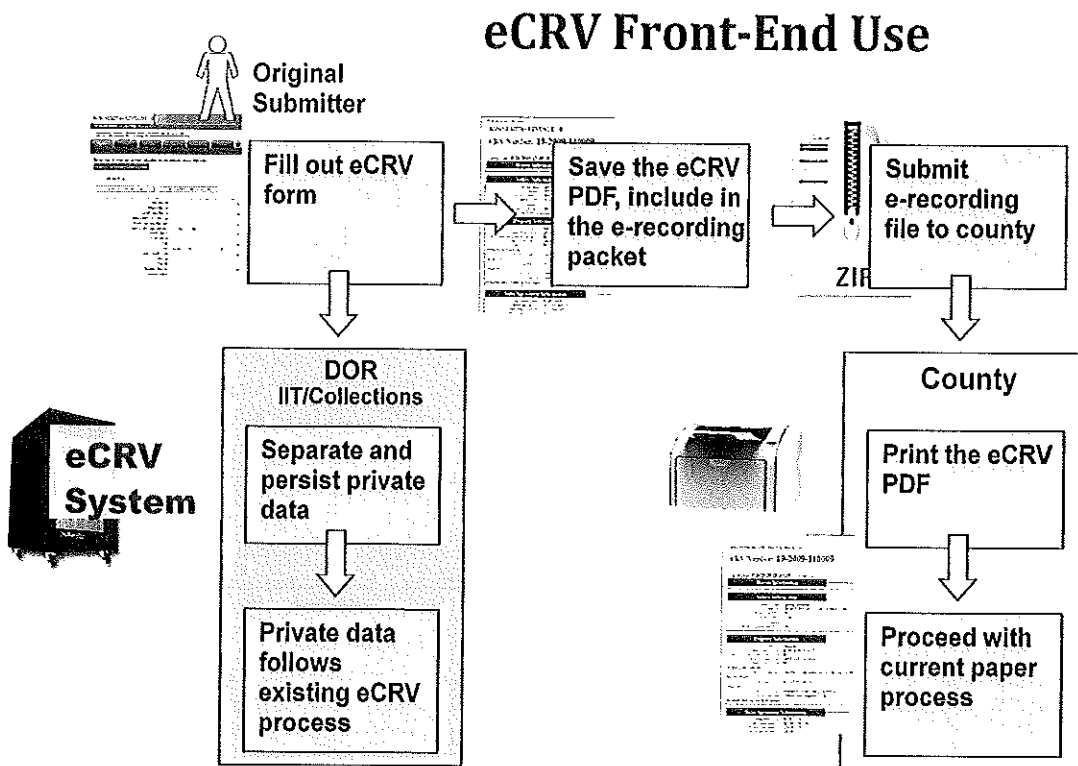
Summary

This process allows e-recording to counties not yet using the full eCRV system.

- Submitters and counties register to e-record CRVs.
- Registered submitters use the eCRV electronic form to enter a CRV and include the resulting PDF in an e-recording packet to a registered county.
- Counties receive the e-recording packet and print the eCRV to process via the current paper process.

In contrast the use of the full eCRV system by a county will look like this:

- Submitters use the eCRV electronic form to enter a CRV and reference the CRV ID on the deed or in an e-recording packet.
- Counties using the full eCRV system login to eCRV and accept and process the CRV on-line.



Conditions

1. Counties must state an ability to receive e-recording transmissions to DOR via an emailed document form to the DOR.
2. All e-recording submitters register with the DOR via an emailed document form and receive approval.

Process Description

eCRV front-end is used to collect SSNs and generate the CRV PDF containing no private data for inclusion in an e-recording packet and subsequent printing by the county.

- a. The County must state the intention of accepting e-recording transmissions to DOR via an emailed document form.
- b. An e-Recording Submitter (RS) requests DOR permission to electronically transmit CRVs via an emailed document form.
- c. DOR provides a letter of permission for electronic transmission of CRVs back to the RS.
- d. RS fills uses the DOR eCRV front-end form to enter CRV data including private data.
- e. The eCRV system validates the CRV data, and securely saves private data separately for DOR internal use.
- f. The eCRV system presents a receipt including a link to a PDF copy (with no private data) of the CRV to the submitter.
- g. The RS copies the CRV PDF for inclusion in an e-recording packet to the county.
IMPORTANT – Once a submitter has left the receipt page the eCRV CANNOT be retrieved.
- h. The RS transmits the e-recording packet to the county (with no private data).
- i. County receives and accepts (or rejects) e-recording packet.
- j. Upon acceptance of the e-recording packet, the county prints the CRV PDF.
- k. County and State processes the CRV using the existing paper process.
- l. County rejections will result in a new CRV being created and submitted via this process.

***IMPORTANT NOTE** – With the eCRV front-end form use option no server side persistence of the eCRV will take place until the full use of eCRV is implemented within the county. Neither the submitter, the state, nor the county will be able to retrieve the eCRV after the receipt page is closed.*

***ALSO NOTE** – To limit confusion for users of the full eCRV System, the eCRV System help pages do not describe the e-recording process. It is the responsibility of the registered users for e-recording to understand the process and requirements.*

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CRV ID **42-2010-92001** has been received.

This CRV ID is valid for deed submission to the county until 10/22/2010

IMPORTANT Save your CRV.

This CRV has been submitted for inclusion in an e-recording package to the county of sale. Please save the PDF file of your CRV and include it in the e-recording package sent to the county of sale.

You will NOT be able to re-retrieve or examine the submitted CRV information from the eCRV system after leaving this page.

If you have submitted information in error, please re-enter a new CRV via the eCRV system and include the resulting PDF file of your CRV document with the e-recording package to the county.

Based on the information entered, your anticipated deed tax calculation is: \$ 1485.00

= (sales price - assumed mortgage value - personal property for non-residential sales) x county deed tax rate

[Print this receipt page](#)

Click to view or save entire eCRV



PDF file (printer friendly)

Please keep a copy of your submitted eCRV information for your records. For security, all Social Security and Tax ID numbers are separated from the document stored on the state system and are not present on any copies retrieved.

[Make another eCRV submission](#)

[Return to eCRV Home page](#)

EXAMPLE OF THE PRINTED eCRV PDF FOR COUNTY DATA ENTRY (the bottom county section of the CRV)

County Data Section			
County ID:		Deed Document ID:	
Deed Type Code:			
Sales Agreement Net Amount:			
Sale Price Adjustments			
Adjustment Amount:	Code:	Note:	
Sale Property Attributes			
Year Structure Built:		Parcel New Construction Percent:	
Parcel Water Influence:		Exempt Wetland:	Shoreline Feet:
MN Water Body ID:		Exempt Native Prairie:	
Total Farm Acres:	Tillable Acres:		Irrigated Acres:
Tillable Market Value:			
Property Attributes & Programs			
Rental buildings:	Rental units:		
Timber acres:			
Program acres:	Program:		
Property Classes			
Property Class:			
Uses:			
Primary Class:	Exempt:		Contributing Parcels:
Land Value:			
Building Value:			
Class Notes:			
Total Market Value:			
County Recommendation for State Study			
Good For Study:			
Parcels			
(Primary parcel listed first)			
Seq:	C/T:	SD:	

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CRV Submitter Request for e-Recording using the eCRV System

Complete this form if you intend to submit a Certificate of Real Estate Value for a property transaction in an e-recording package to the Minnesota county of sale. For counties that do not use the full eCRV system, you **MUST** submit a paper CRV (form PE-20 or PE-20A) to record a property transaction unless you are submitting an e-recording package.

Important information about e-Recording

To file a CRV as part of an e-recording package, you must fill out the CRV via the Minnesota Department of Revenue's online eCRV system at <https://mndor.state.mn.us/crv/>.

When your CRV is accepted, you'll receive an electronic receipt at <https://mndor.state.mn.us/crv/erecording>.

Your receipt will include a link to a PDF file containing the CRV data needed for e-recording the transaction. You **MUST** save the PDF file for your records and include a copy of the PDF in your e-recording package to the Minnesota county of sale. You will **NOT** be able to re-retrieve or examine the submitted CRV information from the eCRV system.

If you have submitted information in error, please submit a new CRV through the eCRV system and include the resulting PDF file of your CRV document with the e-recording package to the county.

For assistance, refer to *eCRV Help* at <https://mndor.state.mn.us/crv/>.

Use of information

Providing the information requested below is voluntary. The Department of Revenue will use this information to process this application and, if approved, retain the information on a list of CRV submitters approved to use the eCRV system for e-recording of property transactions. If you choose not to provide this information, your application will not be processed and you will be unable to participate in e-recording through the eCRV system.

Please provide the following information

<i>Your Name or Name of Entity requesting permission for e-recording CRV information</i>		
<i>Street Address</i>		
<i>City</i>	<i>State</i>	<i>ZIP code</i>
<i>Name of contact or representative</i>		<input type="checkbox"/> <i>Check if self</i>
<i>E-mail:</i>	<i>Phone number:</i>	

Submit your completed application to the Department of Revenue as indicated below.

Sending by mail:

Minnesota Department of Revenue
E-Recording CRV Registration
Property Tax Division
600 North Robert Street
Saint Paul, MN 55146-3340

Sending by e-mail:

ecrv.support@state.mn.us

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County Request for e-Recording

Complete this form to notify the Minnesota Department of Revenue that your county intends to accept e-recording of property transactions via the eCRV system.

Until your county is using the full eCRV system, you must print the PDF file with CRV information included with each e-recording package. Use the printed copy to proceed with your existing paper CRV process.

For more information see the department's e-Recording with eCRV web page at:

http://taxes.state.mn.us/taxes/property_tax_administrators/assessors/content/erecording.shtml

For assistance, please refer to the eCRV system web page: <https://mndor.state.mn.us/crv/>

Use of information

Providing the information requested below is voluntary. The Department of Revenue will use this information to assemble and maintain a list of Minnesota counties that accept e-recording of CRV information for property deed or title transfers. If you choose not to provide the information, this application will not be processed and your county will be unable to participate in e-recording through the eCRV System.

Please provide the following information

<i>County Name</i>		
<i>Name of contact or representative</i>		<i>Job Title</i>
<i>E-mail:</i>	<i>Phone number:</i>	
<i>Address</i>		
<i>City</i>	<i>State</i>	<i>ZIP code</i>

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