

ECRV Submitter Instructions

Submit Form Tabs

[Buyers and Sellers](#)

[Property](#)

[Sales Agreement](#)

[Supplementary](#)

[Submitter](#)

The eCRV form is a single Web-page form with entry fields, choices and selections in multiple tabs for submitting a CRV electronically to the county of sale. The first part of this **Submit Form Tabs** help section provides general input, validation and navigation instructions. Details for each tab are covered in subsequent sections.

The eCRV Submit application opens with the following important warning message on privacy:

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

On completion of any eCRV, Social Security and Tax IDs are separated from an eCRV and cannot be seen on subsequent viewings. These numbers will remain private.

However, if you ignore these instructions and choose to enter an ID number in a comment field (or any field other than specified), your private information will now be open to the general public. Anyone who searches for your eCRV will see all information, public and private! You will be responsible for the consequences.

After reading the opening warning message, clicking first the box indicating agreement and then Accept , you will be directed to the eCRV main menu page shown below:

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.

- Click on Start a New eCRV to be directed to the **Buyers** tab for a new eCRV, shown in ["Editing an eCRV"](#) below.
- Click on Resume a Saved Partial eCRV and follow the instructions to complete a previously saved partial eCRV.
- Edit Submitted eCRV may be used to make changes to an eCRV until it is accepted by the county or up to ninety (90) days following submission, whichever comes first. In order to do this, you will need your eCRV ID and Edit PIN numbers, given to you on submission. Simply enter the information requested (below), click Load Submitted eCRV and proceed with your edits.

eCRV Submit

[Edit Submitted eCRV](#)

eCRV ID:*

Edit PIN:*

[Load Submitted eCRV](#) [Cancel](#)

~~~ Editing an eCRV ~~~

eCRV Submit

Buyers Sellers Property Sales Agreement Supplementary Submitter

Contact information is required and is used to verify the terms of the sale.

Buyers: 0 Individual(s), 0 Organization(s)

Add individual Add organization

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

Starting with this first tab, or any tab you select, please enter the requested information regarding the sale of real property. Required fields, indicated with an *, MUST be entered to allow submission to the county. In order to secure Social Security and business tax numbers (i.e., **Social Security Number**, **Organization Tax ID** and **Organization State Tax ID**), the system separates them, upon receipt, from the rest of the data on the form. These numbers, if entered in the correct fields, may be referenced only by authorized Department of Revenue staff and are never exposed externally, not even to county staff. Continue to add the information requested on each of the six tabs, clicking Next Tab, Previous Tab or any of the tabs on top for navigation purposes.

If, for some reason, you need to leave the system and plan on coming back later to complete your eCRV, you may select Save Partial eCRV on the bottom of the page and follow the instructions provided. When you return, select Resume a Saved Partial eCRV on the Main Menu and follow the instructions to complete your eCRV. The Main Menu may be reached by clicking on Return to Main Menu. Upon clicking this button, you will get the following warning message:

!!! Return To Main Menu !!!

Please note that returning to main menu WILL LOSE all changes (if any) you have made to the current eCRV.

Are you sure you want to continue?

Yes No

A **Yes** response will discard all changes and return to the Main Menu, while a **No** response will dismiss the dialog and return to editing the current eCRV. Once you have entered and verified all required fields in all tabs, select Submit eCRV at the bottom of the page for submission to the county. Selecting this button validates that the fields entered are formatted according to the data type requested (i.e., date fields are MM/DD/YYYY and numeric fields are 12345.99). Here is an example of what this process may return:

Please correct the form errors.

Buyers **1** Sellers Property Sales Agreement Supplementary Submitter

Contact information is required and is used to verify the terms of the sale.

Buyers: 1 Individual(s), 1 Organization(s)

Individual: Jim Tester 1	X
Organization: Test Company	X

Add individual Add organization

First Name:* Jim
 Middle Name:
 Last/Family Name:* Tester
 Name Suffix (e.g., Jr., Sr., II):
 Social Security Number (e.g., 123456789):* **1**
 Re-enter Social Security Number:*
 Is this a foreign address? Yes No
 Street Line 1:* 100 First Street
 Street Line 2: Suite 10
 City:* Testville
 State:* Minnesota
 Zip or Postal Code:* 55117
 Country:* US
 Email: email **1**
 Daytime Phone (e.g., 6515551212):* 6511234567

Each **1** indicates an error. In this case:

- Both the **Buyers** and **Sales Agreement** tabs have errors that need to be resolved to allow submission (note the icons in the tab labels).
- In the **Buyers** tab (already open), you can see which buyer in the list has the problem, the individual, Jim Tester, not the organization, Test Company. Clicking on the buyer in the list will display the associated details below the two buttons.
- Jim Tester's details identify the two errors on this tab. In addition to the icons, the field labels, Social Security Number (SSN) and Email, are in red text. In this example, the SSN was entered with dashes (eleven black dots are displayed, one for each digit, instead of the required nine numerical digits). Hovering over an error icon may help you determine a fix (below):

Social Security Number (123456789) – Please enter with no dashes/spaces

Please remember that, when fixing a hidden **Social Security Number** field, you must also fix the next **Re-enter Social Security Number** field. Failure to do so will result in another error icon.

- Tax IDs for organizations are hidden, while being entered, in like manner as SSNs. Be sure to enter the same number in the following **Re-enter...** field.
- Select the **Sales Agreement** tab, or any other tab containing additional errors, and repeat this process, hovering over error icons for hints if needed.

After an error has been corrected, the indicator should disappear when you click Submit eCRV again or move to another tab.

This concludes the general input, validation and navigation instructions for the eCRV Submit application. The remainder of this help page will introduce each of the Submit form tabs in detail, from **Buyers** thru **Submitter**. As you proceed to complete your eCRV, please keep the following in mind: Whenever you exit the eCRV system, anything not saved or submitted will be lost.

~~~ Buyers and Sellers ~~~



Please enter all buyers and sellers involved in the property sale transaction using the **Buyers** and **Sellers** tabs shown above. There must be at least one buyer and one seller for a transaction. These may include organizations as well as individuals. All required information, indicated with an *, MUST be entered in order to allow submission. Please see general input, validation and navigation instructions at the beginning of the [Submit Form Tabs](#) help section which apply to all tabs. Counties cannot add or subtract buyers or sellers. So please verify the number of buyers and sellers before submission, or the county will have to reject your eCRV and you will need to complete a new one.

- Initially, the buyers or sellers list is empty (above) and you must click Add individual or Add organization to see the details needed for each entity.
- When adding additional individuals (not available for organizations), you will be given the following option:

- A **Yes** response will copy all fields other than name and Social Security number from the previous individual. Please edit the copied fields as needed to accurately represent the additional individual.
- If an entity has a foreign address, please change the response for **Is this a foreign address?** to **Yes** (default is **No**). The **State** field will disappear and a **Foreign State or Province Name** field will appear for entry.
- If the individual (not an organization) has a court order to keep their personal information private, please click **Yes** for the court order question (default is **No**). Please note: There **MUST** be an existing court order to keep personal information private, and it must be presented to the county before, or at the time of, deed submission. If the court order question is answered **Yes**, the individual's personal information will only be available to authorized county or state staff.

Here is an example of a completed **Buyers** tab after entering two individual and one organizational buyers:

Individual: Jane BuyerA	X
Individual: John BuyerB	X
Organization: Test Company	X

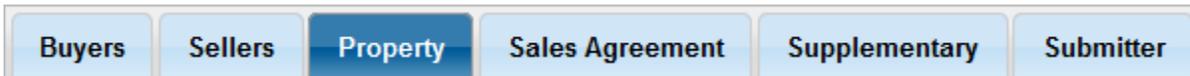
Add individual Add organization

First Name:* John
 Middle Name: Edward
 Last/Family Name:* BuyerB
 Name Suffix (e.g., Jr., Sr., II): Jr
 Social Security Number (e.g., 123456789): ●●●●●●●●
 Re-enter Social Security Number:* ●●●●●●●●
 Is this a foreign address?* Yes No
 Street Line 1:* 100 TestAve.
 Street Line 2: Apt. 230
 City:* Testville
 State:* Minnesota
 Zip or Postal Code:* 55555-1234
 Country:* US
 Email: jbuyer2@test.com
 Daytime Phone (e.g., 6515551212):* 5551234567
 Comments:

Is there a Court Order to make this person's information private?* Yes No
If yes, a copy of the Court Order must be submitted to the county referencing this Certificate of Real Estate Value in order to suppress personal information.

- To edit a buyer, simply click the row you wish to edit, and its detail fields will be displayed under Add individual Add organization. The currently selected row is the one shaded light blue (John Buyer2 in this example).
- Should you wish to remove or delete a buyer, simply click  on the right of the row to be deleted.

~~~ Property ~~~



Please enter information regarding the property being sold in the **Property** tab shown above. All required information, indicated with an *, MUST be entered in order to allow submission. Please see general input, validation and navigation instructions at the beginning of the [Submit Form Tabs](#) help section which apply to all tabs. Each of the following property tab sections are covered in detail below:

[Property Description Questions](#)

[Parcel ID Information](#)

[Address\(es\) of Minnesota Property Being Sold](#)

[Planned Use\(s\) of the Property](#)

[Use\(s\) Before Sale](#)

[Property Programs](#)

Property Description Questions

Property Description Questions

County:*

Legal Description:*

What is included in this sale?* Land and Buildings
 Land only
 Buildings only

Were new building(s) constructed on the property after Jan. 1 of the sale year?* Yes No

Will the buyer use this property as their principal residence?* Yes No

- After selecting a county of sale using the **County** drop-down arrow, the county's level of eCRV system use will be displayed on the right for your information. The final receipt page you receive upon submit will give explicit instructions based on this determination. Here are examples of the two possibilities:

County:*

County:*

- The legal description must match the description on the deed in order for the eCRV to be accepted by the county.

Parcel ID Information

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? Yes No

Primary Parcel ID: Hint: 99-999-99-99-9999

- If known, answer whether this sale/transaction will result in a single parcel being split into two or more parcels or two or more parcels being combined into a single parcel.
- Enter the parcel ID(s) of the property, if known, starting with the primary parcel first. Please note: If you receive a hint like the one shown above (sales in full-use counties only), you MUST follow the format given, as defined by your county of sale. Enter numbers WITH dashes or other characters as indicated.
- If you have multiple parcel IDs or wish to add a primary ID that has been accidentally removed, click Add Parcel to enter them.
- If no parcel IDs are known or you wish to remove a specific ID, you may click  on the right of the item to be removed.

Address(es) of Minnesota Property Being Sold

Address(es) of Minnesota Property Being Sold

Street 1:		City: --Please Select	
Street 2:		Zip:	

[Add Property Address](#)

- Enter the address of the property being sold.
- At times, a single sale may involve multiple addresses (e.g., a duplex). To add additional addresses, click Add Property Address. On doing so, you will be given the following option:

Copy City Information! 

Would you like to copy the city information from the last address?

[Yes](#)
[No](#)

- If there is no address (e.g., a sale involving undeveloped land only) or you wish to remove an address entered in error, click  on the right of the address to be removed.
- If, by chance, you have removed all addresses and realize you need to enter one, you may still click Add Property Address to display a row with new address fields for entry.

Planned Use(s) of the Property

Planned Use(s) of the Property

Property Type Code:*	--Please Select
Property Use Code:*	<div style="border: 1px solid black; padding: 2px;"> --Please Select Agricultural (2a) Apartment Commercial Industrial Other Seasonal Recreational Residential (3 or less units) Rural (2b) Managed Forest (2c) </div>

[Add a Planned Use](#)

- Enter all planned uses (uses after this sale) of the property. There must be at least one use.
- For the first planned use, select a property type (above) and property use within that type using the drop-down arrows to display lists of options. For another use, click Add a Planned Use and select its type and use. You may add as many as necessary.
- Depending on your property type or use selection, additional information may be needed. For instance, in the example below, the planned property type is Agricultural (2a). Uses of this type require three additional values regarding total acreage of the sale. Any of the input formats shown here is acceptable. The decimal is needed only to show fractional acres

Planned Use(s) of the Property

Property Type Code:* Agricultural (2a)

Property Use Code:* Crop production

Add a Planned Use

Total Acres Associated with Property (e.g., 1,000.5; comma/decimal optional):*

Tillable Acres Associated with Property (e.g., 1,000.5; comma/decimal optional):*

Irrigated Acres Associated with Property (e.g., 1,000.5; comma/decimal optional):*

- Two other sets of questions (below) may be asked for other property types. In this instance, we have one sale involving two property types, **Apartment** and **Managed Forest(2c)**.

Planned Use(s) of the Property

Property Type Code:* Apartment

Property Use Code:* Apartments (4 or more units)

Property Type Code:* Managed Forest (2c)

Property Use Code:* Managed Forest

Add a Planned Use

Number of Rental Buildings (e.g., 1000; no comma/decimal):*

Number of Rental Units in all Buildings (e.g., 1000; no comma/decimal):*

Timber Acres Associated with Property:*

- Apartment** types with uses that involve rental units require two entries, **Number of Rental Buildings** and **Number of Rental Units in all Buildings**, for the entire sale.
- Managed Forest** types require one entry, **Timber Acres Associated with Property**.
- To remove a planned use, click on the right of the row to be removed.

Use(s) Before Sale

Use(s) Before Sale

Property Type Code:* --Please Select

Property Use Code:* --Please Select

Add a Use Before Sale **Copy Planned Use(s)**

- all prior uses (uses before this sale) of the property. Prior use information, requested separately from the planned use information in the previous section, is required by law.
- If prior uses are the same as planned uses, simply click Copy Planned Use(s) which appeared when you entered your first planned use property type code in the **Planned Use(s) of the Property** section. Doing so will duplicate all planned use property type and property use codes. However, note that no additional sets of questions are needed for **Use(s) Before Sale**, hence not copied, in this process. After copying, you may edit either the planned or prior use information as needed.
- If prior uses are different from stated planned uses, please select a property type and property use within that type using the drop-down arrows. To add another use, click Add a Use Before Sale and select its type and use. You may add as many as necessary.

- To remove a prior use, click **X** on the right of the row to be removed. Please note: At least one prior use is required, so this option will only be available when multiple uses have been entered. See **Property Programs** help section below for an example.

Property Programs

Property Programs

Add a Property Program

If the property is subject to any Preservation or Conservation programs, click Add a Property Program button.

- Enter any special programs associated with the property. Click Add a Property Program as many times as necessary to list all programs that may apply.
- For each program, use the drop-down arrow to display a list of program choices, make your selection and enter the number of property acres applicable. If the property has a specific county program applied which is not listed, choose **Other**.
- Below is an example of an eCRV with two parcel programs:

Property Programs

Parcel Program Code:*	Native Prairie Program (NPP)	X
Parcel Program Acres Measure:	25	
Parcel Program Code:*	Wetlands Reserve Program (WRP)	X
Parcel Program Acres Measure:	15	

Add a Property Program

If the property is subject to any Preservation or Conservation programs, click Add a Property Program button.

- To remove a property program, click **X** on the right of the row to be removed (above).

Sales Agreement ~~~



Please enter the sales information regarding the property being sold in the **Sales Agreement** tab shown above. All required information, indicated with an *, MUST be entered in order to allow submission. Please see general input, validation and navigation instructions at the beginning of the [Submit Form Tabs](#) help section which apply to all tabs. Each of the following sales agreement tab sections are covered in detail below:

[Sales Agreement Information](#)

[Financing](#)

[Personal Property](#)

[Sales Agreement Questions](#)

Sales Agreement Information

Sales Agreement Information	
Date of Deed or Contract (<i>not past today + 14 days</i>):*	<input type="text"/> 
Total Purchase Amount: \$*	<input type="text"/> \$0.00
Full Down Payment or Equity Investment (<i>enter 0 if none</i>): \$*	<input type="text"/> \$0.00
Seller Paid Points (<i>enter 0 if none</i>): \$*	<input type="text"/> \$0.00
Special Assessments Paid by Buyer (<i>enter 0 if none</i>): \$*	<input type="text"/> \$0.00

- Date fields may be entered as MM/DD/YYYY or by clicking  on the right of the entry box and selecting the date from the calendar pop-up. A date of deed or contract (aka, sale date) may not exceed fourteen (14) days from the day the eCRV is submitted.
- Commas are optional unless specified. Include a decimal if needed for cents (e.g., 19999.50).
- After entering an amount, tabbing to a new input field or striking **Enter** on your keyboard will display your amount with formatting on the right for verification. Please edit your input until correct.

Financing

Financing	
Sales Agreement Financing Type:*	<input type="text" value="--Please Select"/> 
	<ul style="list-style-type: none">--Please SelectAssumed MortgageCashContract for DeedNew Mortgage

- The **Financing** section offers four selections for a **Sales Agreement Financing Type** using the drop-down arrow.
- **Cash** and **New Mortgage** options only allow one financing arrangement and produce no additional information requests.
- **Assumed Mortgage** and **Contract for Deed** options allow multiple financing arrangements. Both types require the same additional information (Amount at Purchase, Payment Type, Payment Amount, Payment For, Interest

Rate Type, Interest Rate and Number of Payments) for each arrangement. All arrangements will be saved under one financing type, whichever type is displayed in the **Sales Agreement Financing Type** entry field on submission. Here is an example of one financing arrangement showing the additional information required (Balloon Payment Amount & Date appear on clicking Add Balloon Payment).

Financing

Sales Agreement Financing Type:*

Amount: Payment: Balloon date:

Contract or Mortgage Amount at Purchase: \$* \$0.00

Payment Type:*

Payment Amount: \$* \$0.00

Payment For:*

Interest Rate Type:*

Interest Rate (e.g., 6.25): %*

Number of Payments (no comma):*

Balloon Payment Amount: \$* \$0.00

Balloon Payment Date (future only):*

- Please review the general field input instructions covered earlier in this [Sales Agreement](#) help section, if needed, for entering the additional information requested.
- New buttons such as Add Balloon Payment, Add a Financing Arrangement and Delete Balloon Payment will appear when appropriate and should be self-explanatory. Hopefully, they will assist you in entering all of the information needed for processing your eCRV.
- **WARNING:** Once you have entered details for an Assumed Mortgage or Contract for Deed, adding a Cash or New Mortgage arrangement is not allowed. You CANNOT have both types on one eCRV. Instead, you will receive the warning message below. Proceeding will lose any seller financing arrangements already entered.

Warning: Changing Financing! ✕

You have selected a type that has no seller financing. All existing finance arrangement entries will be lost.

Do you want to proceed?

Personal Property

Personal Property

Is personal property included in the total purchase amount of the sale?* Yes No

Personal property worksheet: Enter each property description and the current value (not replacement value) agreed to with the seller and included in the total purchase amount.

Description*	Value (in purchase amount)*
<input type="text"/>	<input type="text"/>
Total	\$0.00

- The **Personal Property** section consists of a single **Yes / No** question. A **Yes** response will cause a *Personal property worksheet* to appear (above).
- Please follow the instructions, using Add a Personal Property Item to include more than one personal property item and its value.
- Once you add a line for the second item, note the **X** on the right, to be used for removing an item included in error.

Sales Agreement Questions

Sales Agreement Questions

Did the buyer lease the property before purchasing it?* Yes No

Did the prior lease include an option to buy?* Yes No

Did the seller lease the property after the sale?* Yes No

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.)* Yes No

Does this eCRV represent a contract for deed payoff or was a contract for deed resold?* Yes No

Did the buyer purchase only partial interest in the property?* Yes No

Was the property received wholly or partially in trade?* Yes No

Is the purchase part of a 'like-kind' exchange under section 1031 of the IRS code?* Yes No

[Open IRS 1031 information page in a new window](#)

Was the purchase agreement signed over two years ago?* Yes No

- The **Sales Agreement Questions** section consists mainly of **Yes / No** questions (above).
- Based on your responses, some may require further input (responses with additional questions hilited above). Please respond appropriately before proceeding.

~~~ Supplementary ~~~



Please answer the **Yes / No** questions in the **Supplementary** tab shown above to further clarify the nature of the sale transaction. All required information, indicated with an \*, **MUST** be entered in order to allow submission. Please see general input, validation and navigation instructions at the beginning of the [Submit Form Tabs](#) help section which apply to all tabs.

- Questions on the Nature of the Sale**

**Questions on the Nature of the Sale**

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

---

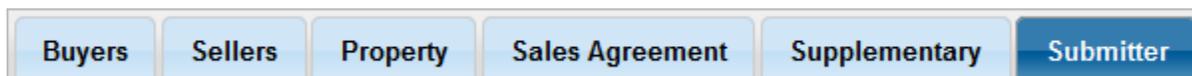
Did the buyer feel the price paid for the property was significantly different than other potential buyers would have paid?\*  Yes  No  
 If yes, briefly say why the price paid was different than similar properties:\*

---

Was the sale announced and/or promoted through realtor listings, newspaper or other publications, advertisements, brochures, or other promotional or informational mailings?\*  Yes  No  
 If no, how did the buyer learn that the property was for sale?\*

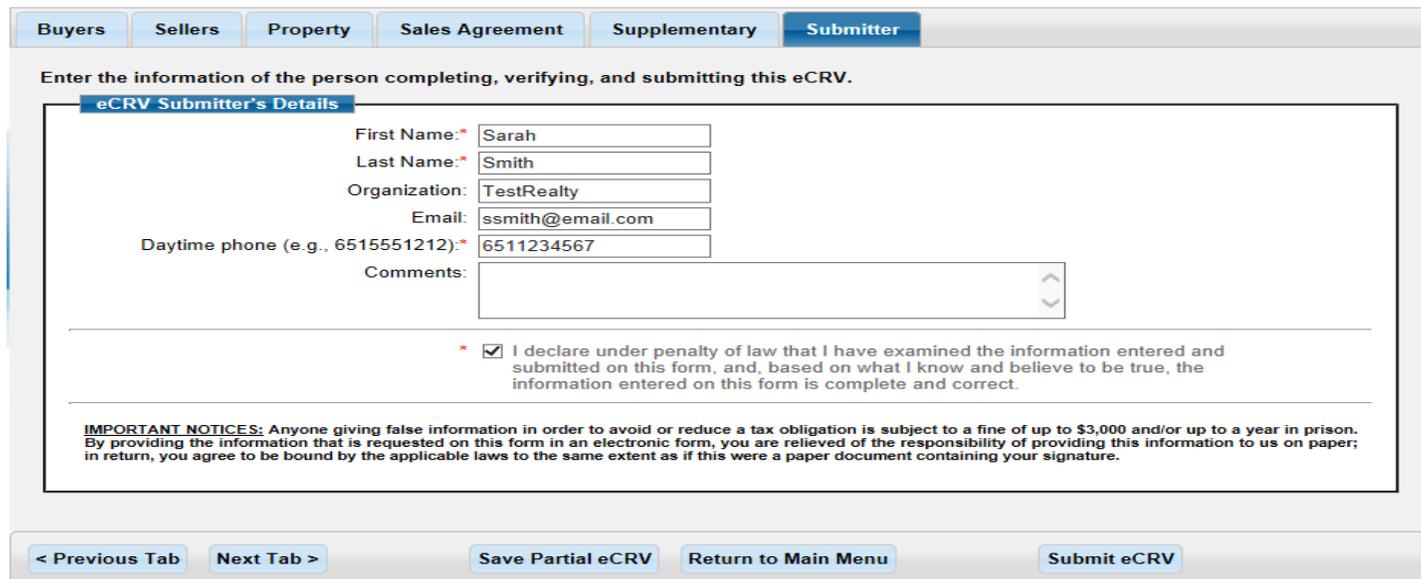
Specific responses to some questions will require further action (responses with additional questions hilited above). Please provide the information requested before proceeding to the next question. Amounts, as in the two appraisal questions, will appear formatted on the right of the entry field when you click **Enter, Tab** or anywhere outside the box.

## ~~~ Submitter ~~~



The person submitting the eCRV must enter the information requested in the **Submitter** tab and declare that all of the information being submitted is correct and complete to the best of their knowledge. All required information, indicated with an \*, MUST be entered in order to allow submission. Please see general input, validation and navigation instructions at the beginning of the [Submit Form Tabs](#) help section which apply to all tabs.

### eCRV Submit

A screenshot of the 'Submitter' tab in the eCRV system. At the top, there are navigation tabs: 'Buyers', 'Sellers', 'Property', 'Sales Agreement', 'Supplementary', and 'Submitter'. Below the tabs, the text reads: 'Enter the information of the person completing, verifying, and submitting this eCRV.' The main form area is titled 'eCRV Submitter's Details' and contains the following fields:

- First Name:\* Sarah
- Last Name:\* Smith
- Organization: TestRealty
- Email: ssmith@email.com
- Daytime phone (e.g., 6515551212):\* 6511234567
- Comments: (empty text area with up/down arrows)

Below the form fields, there is a declaration checkbox:  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. At the bottom of the form, there is a section for '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.' At the bottom of the page, there are five buttons: '< Previous Tab', 'Next Tab >', 'Save Partial eCRV', 'Return to Main Menu', and 'Submit eCRV'.

- After clicking Submit eCRV, bottom right of the page, you will see  error indicators identifying incomplete required questions (tabs), if any, resulting from system validation of your input. Select each marked tab and correct the questions in error.
- In addition, the **Submitter** tab will display a **Submit eCRV Summary** section (below), listing each tab on the eCRV form and its status.

**Submit eCRV Summary**

Buyers tab is **INCOMPLETE**

2 Individual(s)

1 Organization(s)

Sellers tab is **COMPLETE**

1 Individual(s)

0 Organization(s)

Property tab is **INCOMPLETE**

County of Sale: Anoka

Sales Agreement tab is **COMPLETE**

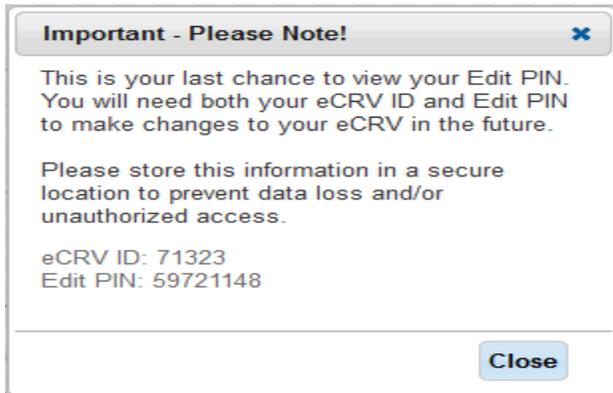
Sales Agreement Date: 2013-11-30

Total Purchase Amount: \$45,000.00

Supplementary tab is **COMPLETE**

Submitter tab is **COMPLETE**

- In this example, the **Buyers** and **Property** tabs have errors that need correcting. Simply click on the underlined tab name or the actual tab near the top of the page to return to the one that needs attention. Make your corrections and retry Submit eCRV until you successfully complete your eCRV.
- Upon submission, if your county of sale has full use of the eCRV system, you will receive a message with instructions similar to the following:



- On closing this message, or if your county of sale only has form use of the eCRV system (no message given), you will receive an eCRV receipt page (one of the two examples shown below) displaying your newly-assigned eCRV ID and final instructions for completing the process.

**1. Full-Use Counties:** Submitters need only provide the eCRV ID when presenting the deed to the county. See receipt page instructions (below).

Your eCRV information has been received and stored. Please note the following:

**eCRV ID: 71317 Hennepin County**

 [PDF File \(printer friendly\)](#)

This eCRV is valid for deed submission to Hennepin County until **03/14/2013**.

**IMPORTANT Note your eCRV ID.**

Write your eCRV ID on the original deed and your copy of the deed.  
**OR**  
Print this receipt page and attach to the deed.

**AND**

Submit the deed with the eCRV ID or eCRV receipt page to Hennepin County.

Based on the information entered, your **estimated** deed tax from the formula below is **\$17.00**.  
deed tax = (sales price - assumed mortgage value - personal property for non-residential sales) X county deed tax rate

Please keep a copy of your submitted eCRV information for your records. For security, Social Security and Tax ID numbers entered only in designated fields (i.e., **Social Security Number, Organization Tax ID and Organization State Tax ID**) have been separated from the document stored on the state system and will not be present on any copies retrieved.

[Return to eCRV Submit](#)

**2. Form-Use Counties:** Until a county has fully adopted eCRV, the submitter will need to save and print the eCRV to be presented to the county along with the deed. See receipt page instructions (below).

Your eCRV information has been received.

**eCRV ID: 71305 Anoka County**

 [PDF File \(printer friendly\)](#)

This eCRV is valid for deed submission to Anoka County until **03/14/2013**.

**IMPORTANT Save your eCRV.**

This eCRV has been successfully created.  
Please save a PDF file of your eCRV (click on the PDF file icon above, then save). Print the PDF, or include in an eRecording package, and submit to the county of sale with the deed.

You will **NOT** be able to retrieve or examine this eCRV after leaving this page.

If you have submitted information in error, please re-enter a new eCRV, and save or print the resulting PDF to give to the county of sale.

Based on the information entered, your **estimated** deed tax from the formula below is **\$77.33**.  
deed tax = (sales price - assumed mortgage value - personal property for non-residential sales) X county deed tax rate

Please keep a copy of your submitted eCRV information for your records. For security, Social Security and Tax ID numbers entered only in designated fields (i.e., **Social Security Number, Organization Tax ID and Organization State Tax ID**) have been separated from the document stored on the state system and will not be present on any copies retrieved.

[Return to eCRV Submit](#)

- Please note the following:
  - The deed tax calculation shown on your receipt page is **ONLY** an estimate. Please contact the county of sale to determine the actual deed tax for your situation.
  - eCRVs that are not accepted by the county of sale are not official documents and are subject to removal from the system after approximately 90 days.