MINNESOTA · REVENUE

Sales Listing Companion

Study Year 2016

This document describes the columns in the sales lists issued by Data & Analysis. Additional information on the study can be found in the Sales Ratio Study Criteria.

Columns with information that is reported on both eCRV and PRISM will be populated with PRISM data once the county's PRISM submission is in unless the information is filled out in eCRV. If information on the sales list is incorrect, please contact your PTCO to resolve the issue.

Counties can contact their PTCO or Data & Analysis with any questions on the sales list. Please contact Data & Analysis with any requests for additional columns of eCRV data, PRISM data, or edit flags.

Excel Column	Column Name	Description and Codes
		Study Status
A	Study Status	Describes if the sale is included in the Department's sales ratio studies. • G: Good. Included in all sales ratio studies. • I: In progress. This sale has been submitted to the state, but is awaiting final review. Considered "good" until state review is complete. • X: Reject. Not included in any sales ratio studies. These sales are only on the reject sales list. County reject reason, in column BJ, can be used to filter out those "in progress" sales that the county considered rejects.
		MCAST Fields These are the columns that automatically load into MCAST to determine trends and other statistics.
B	eCRV Number	Unique identifier of a sale, automatically generated by the eCRV application.

MINNESOTA·REVENUE

Excel Column	Column Name	Description and Codes
C	Primary Parcel ID	The primary parcel ID, as identified on the County-Parcel Tab of eCRV. A "0" or "1" in the Sequence ID field will ensure the correct parcel ID is considered primary.
D	Sale Month	The month the sale took place. Sale date is in column BE.
E	Sale Year	The year the sale took place. Sale date is in column BE.
F	Net Sale Price	The sale price after adjusting for personal property, seller paid points, special assessments, and financing adjustments (Column F = V – W – X + Y + Z)
G	2015 EMV, Adjusted for 2016 Net Improvements	Column G = AA + AB + AG. Please ensure that there are no blank or 0 EMVs for proper market condition trend calculations. Only sales between January 2016 and September 2016 are adjusted for 2016 net improvements. See the 2016 Sales Ratio Criteria for more information on adjusting for net improvements.
H	2016 EMV	Column H = AC + AD. Please ensure that there are no blank or 0 EMVs for accurate preliminary ratios.
I	2017 EMV, Adjusted for 2017 Net Improvements	Column I = AE + AF – AH. Please ensure that there are no blank or 0 EMVs for accurate final ratios. Only sales between October 2015 and December 2015 are adjusted for 2017 net improvements. See the 2016 Sales Ratio Criteria for more information on adjusting for net improvements.

MINNESOTA·REVENUE

Excel Column	Column Name	Description and Codes
J	PT Aggregation Code	PT aggregations are groups of property types combined for the purposes of calculating trends and ratios. Column AP has the description of the PT aggregation code. Any blanks in this column should be resolved with your PTCO. See the PT code column AQ for more information on missing PT aggregation codes. Note that PT 92 and PT 95 are not identified in this column but in columns AS and AT. PTs 31, 33, and 47 within PT 95 are identified with a PT aggregation code of 96.
K	Base Market Condition Region	The name of the region for which the base trend is calculated.
L	Water Status	Describes whether the sale is considered on- or off-water for the purposes of calculating trends and ratios. • W: On-water • N: Off-water
M	City/Town	The city or town the sale took place in.
N	Extreme Flag	Flags sales which the DOR considers extreme for trend and assessment statistic calculation purposes.
	Trend Info	These columns describe the trend applied to each sale, if any. Most of these columns will remain blank until DOR starts calculating preliminary trends in October. This information is also compiled by city/town and PT in the trend report issued by Data & Analysis.
O	Default Market Condition Region	The name of the region for which the default trend is calculated. If the name of the default region for on-water PT 91 sales is the same as the name of the base region, this sale defaults to a combined on-/off-water trend in that region rather than the countywide on-water trend.

Excel Column	Column Name	Description and Codes
P	Trend Level Applied	Describes whether the base, default, or no trend is applied to the sale.
Q	Monthly Trend Applied	The monthly trend applied to the sale.
R	Annual Trend Applied	The annual trend applied to the sale.
S	Adjustment Months	The number of months the sale needs to be adjusted to determine the price is if it occurred in January 2017.
T	Net Sale Price Adjusted to 2017	The net sale price adjusted to January 2017. The equation for calculating this adjusted price can be found in the study criteria.
U	Preliminary or Final Ratio	Preliminary ratios are reported on the sales list until 2017 EMVs are reported in the spring. • Preliminary ratio: Column H / Column T • Final ratio: Column I / Column T
	Price Adjustments These columns are all the values used to calculate the net sale price in column F.	
V	Gross Sale Price	The raw sale price.
W	Personal Property	The value of any personal property included in the gross sale price.
X	Seller Paid Points	The value of any seller paid points in the sale.
Y	Special Assessments	The value of any special assessments on the property that were included in the consideration of the sale and the property's EMV.

Excel Column	Column Name	Description and Codes
Z	Financing Adjustment	The cash equivalency adjustment for sales with special financing.
EMV/Adjustments These columns are used to determine the total EMVs for ratio calculations, found in columns G, H, and I. These EMVs and net improvements are summed for all parcels and property types reported for the sale. Any edits in eCRV will overwrite MVP and PRISM values.		
AA	2015 Land EMV	From the 2015 Final MVP file.
AB	2015 Building EMV	From the 2015 Final MVP file.
AC	2016 Land EMV	From the 2016 Preliminary MVP file until the 2016 Adjusted Assessment PRISM submission is submitted in the fall.
AD	2016 Building EMV	From the 2016 Preliminary MVP file until the 2016 Adjusted Assessment PRISM submission is submitted in the fall.
AE	2017 Land EMV	From the 2017 Preliminary Assessment PRISM submission.
AF	2017 Building EMV	From the 2017 Preliminary Assessment PRISM submission.
AG	2016 Net Improvement	From the 2016 Preliminary MVP file until the 2016 Adjusted Assessment PRISM submission is submitted in the fall.
AH	2017 Net Improvement	From the 2017 Preliminary Assessment PRISM submission.
Property Type These columns describe the data that are used to assign the sales ratio property type and the aggregations the sale falls in.		

MINNESOTA·REVENUE

Excel Column	Column Name	Description and Codes
AI	Property Type Group	The primary Property Group as selected on the County tab of eCRV.
AJ	PRISM Property Type	The primary Property Type as selected on the County tab of eCRV or, if blank, in PRISM.
AK	Property Group Count	The number of different property groups reported on eCRV.
AL	Land/Building Indicator	Describes whether a sale was improved or bare land. • A: Land *and* buildings. Considered an improved sale. • B: Buildings only. Considered an improved sale. • L: Land only. Considered a bare land sale.
AM	Deeded Acres	Deeded acres as reported on eCRV or, if eCRV is blank, in PRISM.
AN	Total 2a Acres	The total 2a acres as reported on eCRV, or, if eCRV is blank, in PRISM.
AO	Total 2b Acres	The total 2b acres as reported on eCRV, or, if eCRV is blank, in PRISM.
AP	PT Aggregation Name	The description of the property type aggregation code in column J.
AQ	Sales Ratio PT Code	The sales ratio property type code, as determined using the information in columns AI through AO. If the PT code is blank, the eCRV is missing an important data point. See the flags in columns BZ through CF to identify the problem. The description of the property type is in column AR.
AR	Sales Ratio PT Name	The description of the sales ratio property type in column AQ.

MINNESOTA·REVENUE

Excel Column	Column Name	Description and Codes
AS	PT 92 Flag	This column flags sales that are included in the PT 92 ratio aggregation.
AT	PT 95 Flag	This column flags sales that are included in the PT 95 ratio aggregation.
Location These columns provide additional detail on the location of the sale.		
AU	Water Type	This column describes the type of water the sale was located on.
AV	Water ID	The unique identifier for the body of water the sale was located on.
AW	Water Name	The name of the body of water the sale was located on.
AX	City Town Code	City/township code.
AY	School District Code	School district code.
AZ	School District Name	School district name.
BA	Neighborhood Code	The neighborhood code as reported on eCRV or, if blank, in PRISM.
BB	Address	The address of the sale as reported on eCRV.

Excel Column	Column Name	Description and Codes
	Miscellaneous These columns are not necessary to perform the sales ratio study but provide additional detail about the sale for additional analysis. See the appendix for more information on using these columns in MCAST.	
BC	Auditor ID	A unique identifier for the sale, as assigned by the county.
BD	Parcel Count	The number of parcels included in the sale. Filtering this column for sales with more than one parcel and ensure that the primary parcel (column C) is correct.
BE	Sale Date	The date the sale took place.
BF	Submission Date	The date the submitter sent the eCRV to the county.
BG	County Accepted Date	The date the county accepted the eCRV.
BH	County Final Date	The date the county sent the eCRV to the state.
BI	Last Edit Date	The date the eCRV was last edited. Sorting or filtering by this column will help identify those sales that have been most recently edited.
BJ	County Reject Reason	The first reason to reject the sale from the studies as indicated by the county.
BK	Buyer	The name of the first buyer reported on the eCRV.
BL	Seller	The name of the first seller reported on the eCRV.

MINNESOTA·REVENUE

Excel Column	Column Name	Description and Codes
BM	Primary Use	The primary planned use as indicated on the Property tab of eCRV.
BN	Use Count	The number of planned uses reported on the Property tab of eCRV.
BO	Property Program	The name of the first program reported on the Property tab of eCRV.
BP	Program Acreage	The amount of acreage enrolled in the first program reported on the Property tab of eCRV.
BQ	Program Count	The number of programs reported on the Property tab of eCRV.
BR	Year Built	The year built as reported on eCRV or, if blank, in PRISM.
BS	# Units	The number of units as reported on eCRV or, if blank, in PRISM.
BT	# Buildings	The number of buildings as reported on eCRV.
BU	GBA	The gross building area as reported on eCRV.
BV	Square Footage	The square footage as reported on eCRV.
BW	2a Tillable Acres	The number of 2a tillable acres as reported on eCRV.
BX	CER	The crop equivalency rating of the primary parcel as reported on eCRV.
BY	CPI	The crop production index of the primary parcel as reported on eCRV.

MINNESOTA·REVENUE

Excel Column	Column Name	Description and Codes
		Edit Flags
		These columns flag sales that may require additional information or review.
BZ	Check PT	Flags sales where the sales ratio property type (column AQ) may be wrong.
CA	Check Property Type Group	Flags agricultural (column XX) sales with 75% 2b acres (columns X and Y) and rural vacant sales with 75% 2a acres (columns X and Y). Based on the property type group (column AI) and total 2a and 2b acres (columns AN and AO).
CB	Review Financing Adjustment	Flags sales with financing adjustments (column Z) that are greater than 5% of the net sale price (column F).
CC	Check Land/Building Indicator	Flags land only sales with more that 5% building EMV and land and building sales with less than 5% building EMV. Based on the land/building indicator (column AL) and 2016 land and building EMVs (columns AC and AD).
CD	Check Deeded Acres	Flags agricultural and rural vacant sales where deeded acres (column AM) is missing.
CE	Check 2a/2b Breakdown	Flags agricultural and rural vacant sales where the 2a/2b breakdown (columns AN and AO) is missing.
CF	Split or Combo Indicator	Flags sales for further review that were indicated as a split or combo sale.