



eCRV County and City for Local Governments

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Background

An electronic Certificate of Real Estate Value (eCRV) is required to complete a sale of real property. eCRVs ensure property tax laws in Minnesota are applied equitably.

A county cannot record a deed or title transfer without an eCRV.

The eCRV system keeps different versions of an eCRV to track its history and meet statutory requirements. Any changes you make while processing an eCRV will only change the County or City version of that eCRV.

Processing eCRVs

Roles

Your role determines what you can and cannot do in the application. You may have multiple roles in different counties or cities if your work requires it.

Role	Permissions
Read Only	<ul style="list-style-type: none">• View all eCRVs assigned to the agency• Cannot accept, edit, or transfer eCRVs• Cannot view or modify agency workflow settings
Default	<ul style="list-style-type: none">• View, accept, and edit eCRVs assigned to the agency• Cannot transfer eCRVs• Cannot view or modify agency workflow settings
Supervisor	<ul style="list-style-type: none">• View, accept, edit, and transfer eCRVs assigned to the agency• View and modify agency workflow settings

Accept eCRVs

To edit an eCRV, you must accept it first. eCRVs can be accepted on the Accept eCRVs page and Awaiting Initial Approval under Unaccepted eCRV Lists. To use the Accept eCRVs page, you must know the eCRV ID.

You can only accept eCRVs after the sale date. Once accepted, you should review post-dated sales with extra care.

County Search

Once an eCRV is accepted, you can find it using the application's main search engine.

There are two ways to find eCRVs for review and processing:

1. General search using the search filters
2. Search by eCRV ID

If an eCRV is not accepted, you will not be able to find it using search.

To find an eCRV transferred to the State, select State of Minnesota under the Transferred To dropdown.

View an eCRV

Once you find and open an eCRV you are looking for, you will be able to view and edit it. When you view an eCRV, you will see general information about it at the top.

- Auditor ID – Once an Auditor ID is filled out, only a supervisor can change it.
- Lock an eCRV – Notifies others that you are still working on the eCRV. Other users can still unlock and edit locked eCRVs.

Below that are a series of tabs that contain all submitter and county entered data.

- County eCRV - Summary of the County version of an eCRV.
- Buyers – Information submitter entered about the buyers, including names and contact information.
- Sellers – Information submitter entered about the sellers, including names and contact information.
- Property – Information submitter entered about the property sold, including location, legal description, parcel identification numbers, and property uses.
- Sales Agreement – Information submitter entered about the sale, including deed type and financial details.
 - Balloon Payment Calculator – Used for assumed mortgage or contract for deed, it allows you to compare entered data with other financing scenarios. If a variable interest rate is entered, the calculator treats it as a fixed interest rate.
 - *Formula:* Balloon Payment Amount = $|(CMA - \text{Payment PV}) * (1 + R)^{nper}|$
 - CMA = Contract or Mortgage Amount at Purchase
 - R = Interest Rate
 - Payment PV (Present Value) = $\text{Payment Amount} * ((1 - (1+r)^{(-\text{Number of Payments})})/r)$
 - nper = Balloon Payment Year– Sale Date Year.
Example: Balloon payment date is 12/03/2024, Sale Date is 03/08/2019.
2024-2019 = 5, therefore nper would be 5
 - r = R/payments per year
Example: For Monthly payments, r = R/12; For quarterly payments, r = R/4
- Supplementary – Responses submitter entered to the supplementary questionnaire.

County

Counties use the County tab to edit an eCRV and update the submitted data. You can update property sales details on the County tab and its four subtabs: Parcels, Property Types, Property Uses, and County Data.

You can save your work with Save or Save with County Final Validation:

- Save - Saves any changes made to the subtab displayed
- Save with County Final Validation – Verifies all required fields entered and formatted correctly for all subtabs under County

Parcels

- The Add Parcels from Property Tab button copies parcels from the Property tab.
- A Primary Property Identification number (PID) is required.

Property Types

- At least one Property Type is required.
- The information you are required to enter is dependent on the property type.

Property Uses

- Use the Property Uses subtab to review submitter-entered property uses.
- Once you have verified that the property uses are correct, select the checkbox at the bottom of the page.

County Data

- All County Data sections have required fields except county study.
- The County Study indicator is optional, but requires a rejection reason if Reject is checked.

Workflow

Workflows are county and city-specific and are established by a supervisor.

Events

Events shows the entire history of an eCRV from submission through state review.

Routing & Tags

Routing & Tags send an eCRV to another worker or work group. It bookmarks an eCRV for further study in the future and records general comments.

- Route eCRV pushes eCRVs into the right workflow.
- Tags bookmark an eCRV.
- Comments record general observations without taking further action.
- Side Tasks assign a task to an eCRV that is not in the normal process.

Transfer (for Supervisors only)

Transfer allows supervisors to send an eCRV to another agency. It includes the Transfer and Unaccept sections.

The Transfer section sends an eCRV to the State of Minnesota or a city agency for processing. To send an eCRV to the State of Minnesota, all required information must be entered and all required workflows and side tasks completed. Once an eCRV is transferred to the State, it is no longer editable by the county.

The Unaccept section send the eCRV back to submitter. Users can see an unaccepted eCRV in the Accept eCRVs section. Once unaccepted, the submitter can edit the eCRV in the eCRV Submit application. Once resubmitted, the eCRV will be available for county acceptance and processing.

Unaccepted eCRV Lists

Users can find eCRVs the county or city cannot process because they are:

- Unaccepted – transferred back to the submitter for revision and resubmission
- Declined (Rejected) – transferred back to the submitter for revision and resubmission
- Awaiting Initial Approval - have not been accepted by the county

Note: Unprocessed eCRVs are deleted if more than a year old.

Settings

Each county has its own workflow steps, side tasks, tags, and auto side tasks to process eCRVs. Supervisors set up this process in the Settings tab. At least one workflow step is required for all counties, but side tasks, tags, and auto side tasks are optional.

Workflow Steps

Workflow steps are stages that an eCRV goes through. There must be at least one in each agency's workflow.

There can be multiple workflow steps, but one must be the initial step. An eCRV enters this step when accepted by a county. The system does not require you to complete the steps in any order, but an eCRV may not be in multiple steps at the same time.

- No two steps can have the same description.
- The workflow is marked as Active by default. When a step is no longer needed in the workflow, uncheck the box in the Active column.
- If the workflow is marked as mandatory, every eCRV must complete this step before being transferred to another agency.
- The Order determines the step's position in the dropdown box.
- Every workflow must have only one workflow step designated the Back Step. An eCRV enters this step when transferred back to a county.

Side Tasks

Side tasks are optional steps created to process eCRVs. They can occur at the same time as, but independently from, the eCRV workflow. If a side task is added to an eCRV and marked active, it is active in the county's workflow and must be completed before the eCRV can be transferred out of the agency.

- Side Tasks are marked Active by default. When a task is no longer needed in the workflow, uncheck the box in the Active column.
- Order determines the task's position in the dropdown box.

Tags

Tags are optional. They bookmark an eCRV outside of an agency's normal workflow.

Examples:

A county marks related eCRVs to be re-examined after the state completes its equalization process.
A county marks related eCRVs to compare sales including swimming pools in the future.

- Tags are marked as Active by default, meaning that this is a currently active tag in the county's workflow. When a tag is no longer needed, uncheck the box in the Active column.
- Order determines the tag's position in the dropdown box.

Auto Side Tasks

Auto side tasks are side tasks that are automatically added to an eCRV when a specific workflow step is reached. When you create a new auto side task, you are creating an association between a step and a side task. You must complete them before the eCRV may be transferred.

My Profile

The profile includes:

- User Profile – Displays your current user name, role, and county or city
- Search Profile – Allows you to customize your search results table by
 - Number of results displayed
 - Sort criteria and order
 - Columns displayed

Questions

For more information, you can:

- Contact eCRV Support at ecrv.support@state.mn.us
- Visit <http://www.revenue.state.mn.us> and search for “eCRV”