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Overview
This manual is for the 2022 Duplicate Homestead data file submissions to the Minnesota Department of Revenue as required by statute. You can find the updated PTR schema and homestead related materials at the [Homestead location](#) on the Department of Revenue website.

These instructions cover the data to include in the real/personal (RP) Duplicate Homestead data file and manufactured home (MH) Duplicate Homestead data file. In previous years there was a separate document on instructions for data file submission. This year, that has been consolidated with this document.

The Duplicate Homestead data file submission process uses a specific virtual room for data submission. Any attempt to load a Duplicate Homestead data file into any other submission room will result in an error/failed submission. For general information on Virtual Room file submission, see [Customer Guide – File Submission Room](#). Do not confuse the Duplicate Homestead data with Property Tax Refund (PTR) Homestead data. These are very different aspects of homestead data.

**Homestead data is protected data.** Social Security Number (SSN) and Individual Tax Identification Number (ITIN) data are included in this data. Never send homestead data through e-mail or upload any kind of homestead data to any room except the designated homestead submission room.

In this document, XML elements are referred to without namespaces for readability. For example, the element `<mnr-pxt:HomesteadTypeCode>` is described here simply as `<HomesteadTypeCode>`. There are now three separate namespaces used in the homestead schemas:

<table>
<thead>
<tr>
<th>mn</th>
<th>State-level elements</th>
</tr>
</thead>
<tbody>
<tr>
<td>mnr</td>
<td>Department of Revenue elements</td>
</tr>
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<td>Property Tax Division elements</td>
</tr>
</tbody>
</table>

**General Guidelines**
The statute defining Duplicate Homestead submissions is [M.S. 273.124, Subdivisions 13a and 13b](#). Counties must send a data file to Revenue containing county homestead information. Both the RP and MH Duplicate Homestead data files are due July 31, 2022.

**Virtual Room Use**
For information on using the virtual submission room, see the [Customer Guide](#) referenced previously.

**The Homestead Team Contact Information**
- [homestead.match@state.mn.us](mailto:homestead.match@state.mn.us) (the preferred method of contact)
- Data and Analysis Unit: 651-556-3097
- Thomas Erdahl: 651-556-6106
Important Notes – Please Read

- For any questions, or to receive an invitation to join the Duplicate Homestead submission virtual room or the test submission virtual room, please e-mail the homestead team at: homestead.match@state.mn.us.
- A county can designate any staff person to submit or test Duplicate Homestead data. Contact the homestead team to have a county staff person join a submission room.
- Your county’s final Duplicate Homestead data files will not be accepted prior to June 1, 2022. Testing can be done any time once it is available. Please note the testing room is new and will be available in late May.
- **Do not submit test files to the regular production homestead submission rooms.**
  o There will be a submission testing room to test your data.
  o Any files submitted in the regular submission room will be treated as production data.
  o If you submit data to the wrong submission room, let us know as soon as possible.
- The appropriate submission virtual room must be used for data file submission.
  o Do not put the data file in the Assessor Reference room or any virtual room other than the correct submission room for Duplicate Homestead data files.
  o **Inform us immediately by e-mail or telephone if a homestead data file has gone into a wrong virtual room.**
- If you have a very large data file, **do not** break it into smaller submissions. Virtual rooms are designed to accept large data files. Each county must submit one file for each submission.
- Data files must be zipped before submission.
  o The file must be in XML format before zipping.
  o Unzipped data files are not accepted in submission rooms.
  o Do not zip data files more than once.
  o Zip the data file, not the folder that holds it.
  o Do not password-protect the zipped file.
- Assign one clear name to the data file and the zip file that encloses it. See the section regarding the new naming convention for data files, as well as other details about naming the data files.
  o The first two characters must be the county code.
  o The name should tell Revenue what the data file contains.
- Confirm your files have achieved **Complete** status in submission room.
- If you have successfully submitted a Duplicate Homestead data file and wish to replace it, contact us by e-mail as soon as possible. **Do not** re-submit until the homestead team lets you know it is OK to re-submit.
- If there are no MH homesteads in your county, you do not need to submit a MH Duplicate Homestead data file. You must inform the homestead team. If you do not inform us, we will expect both RP and MH data submissions.
- Duplicate Homestead data submitted by counties will go to the Revenue Tax Operations unit to process the Duplicate/Invalid reports that are distributed to the counties.
  o All Duplicate Homestead data files from all the counties (plus the City of St. Cloud) are needed before the reports can be generated.
  o If there are late submissions of the Duplicate Homestead data, the reports will be delayed.
  o Note that the RP and MH data files are due by the same date: July 31, 2022.
• Each homestead applicant who completes a CR-H homestead application form must report their SSN or ITIN. Also, the spouse of an applicant must report name and SSN or ITIN, even if that spouse does not occupy the homestead. See Statute 273.124.
• There is an overview of virtual rooms available on the Homestead location on the Revenue website.
• The Duplicate Homestead report is placed in each county’s Duplicate Homestead virtual room on approximately October 1. Only the County Assessor has access to this room.
• It is no longer required that a county submit a certification form for additional taxes collected as a result of the Duplicate Homestead report.
• The Duplicate Homestead contact list in the Assessor Reference virtual room is maintained by counties.

Changes for 2022
There were no statute changes affecting homestead classifications or county obligations regarding the Duplicate Homestead data submissions. However, there are some changes regarding the data to be submitted as well as in how the data is submitted and tested. Here are the changes addressed in the following sections:

• The schema no longer uses NIEM (National Information Exchange Model).
• The addition of a new data element for the Safe at Home program.
• New naming convention for data files, as well as one data file for the entire data submission.
• The importance of the cross-county indicator.
• Base parcel requirement.
• The requirements of ag and non-ag homesteads in the RP data.
• Name and address data must be present.
• The new location and functionality of the testing room.

NIEM is Gone
This will simplify your data. The u: and c: namespaces for data elements are no longer needed. If used, these will now cause schema errors. Here is an example of a correct header:

```xml
<?xml version='1.0' encoding='UTF-8'?>
<HomesteadRecordsDocument
    xsi:noNamespaceSchemaLocation = 'homestead-dup.xsd'
    xmlns:mn = 'http://data.state.mn.us'
    xmlns:mnr = 'http://revenue.state.mn.us'
    xmlns:mnr-px = 'http://proptax.mdor.state.mn.us'
    xmlns:xsi = 'http://www.w3.org/2001/XMLSchema-instance'>

Safe at Home (SAH)
The Safe at Home program is offered by the Secretary of State for those who need protection from abuse and harassment. There is a new data element for individuals in the Safe at Home program. This new data element must be part of the homestead record when the Safe at Home program is involved. Beyond that, it is up to the county as to the extent it is used in the homestead data. This data element is true or false and can be included in every homestead record, none of the homestead records if there are no SAH participants, or only for those homestead records which have a Safe at Home participant. The full element with the correct namespace is:

```xml
<mnr-px:SafeAtHomeIndicator>true</mnr-px:SafeAtHomeIndicator>
<mnr-px:SafeAtHomeIndicator>false</mnr-px:SafeAtHomeIndicator>
```
The required format for data for individuals in the Safe at Home program is as follows:

- Name field must include the correct name and the assigned Lot #.
- SSN or ITIN data is precise and correct.
- Address is the default PO Box number address issued by the Secretary of State.
- The parcel ID, and other location data, are dummy values (for example, “9999” or similar).

While the name and SSN or ITIN are accurate, the address and parcel number must not be reported. This is in keeping with the SAH standard that location and identity information should not be combined in any county record data. For this reason, the city/township code, the school district code, and the UTA ID are also considered SAH location data and must be dummy values. However, the county code itself is not considered SAH location information and must be accurate.

This is an example of the correct way of expressing the record for an SAH participant. The relevant parts of a county record are shown. Note that the SSN data field is X’ed out, but it should have the valid SSN value for the homestead record. The county ID is also X’ed out but should have an accurate value. The data elements affected by SAH are highlighted, and note that it will be easier for a county to present the name of the SAH participant using the <PersonFullName> data field:

```
<CountyHomesteadRecord>
  <mnr-pxt:PropertyTaxAssessmentYear>2021</mnr-pxt:PropertyTaxAssessmentYear>
  <Homesteaders>
    <Homesteader>
      <PersonFullName>Mary Smith Lot# 9999</PersonFullName>
      <PersonSSN>
        <PersonSSNID>XXXXXXXXX</PersonSSNID>
      </PersonSSN>
      <ContactAddress>
        <AddressFullText>PO Box 17370, Saint Paul, MN 55117-0370</AddressFullText>
      </ContactAddress>
    </Homesteader>
  </Homesteaders>
  <mnr-pxt:SafeAtHomeIndicator>true</mnr-pxt:SafeAtHomeIndicator>
  <mnr-pxt:HomesteadTypeCode>non-agricultural</mnr-pxt:HomesteadTypeCode>
  ..........</CountyHomesteadRecord>
```

Finally, note that the <MNPastAddresses> data elements are optional, but if included for the SAH participant, these have the same guidelines as the <ContactAddress> data elements shown here.
Naming Conventions for the Data Submission, One Data File Requirement

These are new requirements this year:

- The first two characters in a data file name must be the two-digit county code, or the data submission will be rejected. For example, “01” as opposed to “1”.
- Only one RP Duplicate Homestead data file will be accepted, and only one MH Duplicate Homestead data file will be accepted.

The name of both the data file and the zip should be the same and be descriptive. If your records system produces output with a generic name, such as “Homesteader Export”, re-name. Avoid special characters or spaces in the name. Here is an example: “98_RP_Duplicate_AY2022”. Underscores are fine but avoid dashes.

The Importance of the Cross-County Indicator

This indicator is a part of every homestead record; and can be true or false:

   <HomesteadCrossCountyIndicator>true</HomesteadCrossCountyIndicator>
   <HomesteadCrossCountyIndicator>false</HomesteadCrossCountyIndicator>

The value of this indicator is not used to the extent it is used with PTR Homestead data. Since Duplicate Homestead data has base parcels only, this will be false in most cases. If this indicator has a true value, it should be included in the Duplicate Homestead data only if the base parcel is within that county. If a given homestead has a true value for this indicator, but the base parcel is within another county, the county without the base parcel should not have that homestead in its data.

The Base Parcel Requirement

The application of the Base Parcel Indicator value is different with Duplicate Homestead than with PTR. Ordinarily, there could be true or false values:

   <ParcelHomesteadBaseIndicator>true</ParcelHomesteadBaseIndicator>
   <ParcelHomesteadBaseIndicator>false</ParcelHomesteadBaseIndicator>

- If the cross-county indicator is false, there must be one base parcel only for the homestead with no other parcels.
- If the cross-county indicator is true, there must be one base parcel with no other parcels.
- The end result is that there should not be any parcels with a false value for the base indicator.

The Requirements of Ag and Non-Ag Homesteads

The RP Duplicate Homestead data file must include both agricultural and non-agricultural homesteads. This requirement does not apply to the MH Duplicate Homestead data file. Unlike the PTR data, there are no linkage requirements since only the base parcel is being reported.

Name and Address Data

The name and address data elements must have data. Blank data elements will cause a data file rejection.

The New Duplicate Homestead Testing Room

The new testing room will be located in the production area and can be seen with the other virtual rooms when you log in. This is a new virtual room; and you will need an invitation to join. All county personnel involved in
Duplicate Homestead data submission are encouraged and welcome to join. To get an invitation, please contact the homestead team. We need the name, e-mail address, and direct phone number. It is important to note this is a new virtual room; and county access to this testing room is expected late in May.

SSN and ITIN
Unlike PTR Homestead data, Duplicate Homestead data has base parcels only.

- SSNs and ITINs must be identified correctly. For example, if a field is identified as an SSN, but the leading digit is a 9, the submission will be rejected. SSNs do not start with 9. ITINs start with 9.
- SSN and ITIN values must be exactly 9 figures long and can only be constructed from the digits 0-9.
- If you are reporting the base parcel within your submission, it is expected that you will have the correct SSN/ITIN values.
- No “dummy” ITINs will be accepted, but two kinds of dummy SSNs are acceptable in the right circumstances:
  1) “111111111” can be used for circumstances such as religious-exception homesteads where the SSN is needed but there is a religious prohibition against accepting an SSN. Such homesteads are fine, and it has long been an accepted policy to grant homestead status in these circumstances. It can also be used for some ag homesteads where there is more than one base parcel in different counties, and the use of the SSN might create a false duplicate homestead. These uses should be rare.
  2) “222222222” can be used for the circumstance where there is a 2-person homestead, and one of them does not have an SSN, or it is unknown to the county. Note that any 2-person homestead must have at least one valid SSN.

Application of Homestead Standards Based on the SSN and ITIN
An individual must have a valid SSN to have homestead status. To determine homestead status for couples, see the chart below. Note that a 50% or 100% homestead are not differentiated in the Duplicate Homestead data.

<table>
<thead>
<tr>
<th>Spouse 1</th>
<th>Spouse 2</th>
<th>Homestead</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITIN</td>
<td>ITIN</td>
<td>Non - homestead</td>
</tr>
<tr>
<td>ITIN</td>
<td>SSN</td>
<td>100%</td>
</tr>
<tr>
<td>SSN</td>
<td>Nothing</td>
<td>50%</td>
</tr>
</tbody>
</table>

RP and MH Submissions
These are required to be separate. Any submission with mixed data will not be accepted.

- If the <HomesteadDocumentTypeCode> is duplicate-homestead-real-personal, the only acceptable values for the <HomesteadTypeCode> are non-agricultural, agricultural, or actively-farming.
- If the <HomesteadDocumentTypeCode> is duplicate-homestead-manufactured-home, the only acceptable value for the <HomesteadTypeCode> is manufactured-home.
- The assessment year is the same for both kinds of data submission.
Duplicate Homestead Data File Details

Assessment Year
Duplicate Homestead data files contain homesteader data for assessment year 2022. This is true for both the RP and MH aspects of the data. There is no tax statement data reported for the Duplicate Homestead data submission.

Homestead Dates to Include
The homestead data should reflect ownership as of January 2 of the assessment year 2022.

Parcels to Include and Not Include
Duplicate Homestead data files report homesteads as the primary unit of each record. For each homestead, only the base parcel is reported. For homesteads that extend across counties, each county should only report if the base parcel is located within their county. If a homestead extends across counties, and the base parcel is in another county, then it should not be in the Duplicate Homestead data of the submitting county. The base parcel indicator should never have a false value.

Homesteaders to Include
The CR-H homestead application form is used in applying for homestead status with the county. This CR-H application form requires that an owner’s spouse be reported by name and SSN or ITIN, as well as requiring disclosure if a spouse is non-occupying. In the Duplicate Homestead data, the default status for a spouse is occupying. The data element to represent the non-occupying spouse is optional in the sense that it may be left off if there is not a non-occupying spouse situation with the homestead. If the county has no case of a non-occupying spouse, it need not appear at any point, or it may appear with every homestead with a false value. This is how to present the non-occupying spouse data element in the homestead data:

- The person who lives there and has a non-occupying spouse will have this value for the indicator:
  `<HomesteadNonOccupyingSpouseIndicator>false</HomesteadNonOccupyingSpouseIndicator>`

- The non-occupying spouse of this person would have this value for that indicator:
  `<HomesteadNonOccupyingSpouseIndicator>true</HomesteadNonOccupyingSpouseIndicator>`

All qualified homesteaders must be reported. Create a separate `<Homesteader>` element for each of the following as reported on the homestead application:

- Occupying owner
- Occupying spouse of an owner
- Non-occupying spouse of an owner
- Occupying qualifying relative
- Occupying spouse of a qualifying relative
- Non-occupying spouse of a qualifying relative
Relative Homesteads
Report relative homesteads with owner-occupied homesteads. Use this data element:

\[
\text{<Homestead100PercentRelativeIndicator>true</Homestead100PercentRelativeIndicator>}
\]
\[
\text{<Homestead100PercentRelativeIndicator>false</Homestead100PercentRelativeIndicator>}
\]

This will report a homestead occupied entirely by a relative (true) or if an owner also occupies the property and has claimed homestead with the relative (false).

Market Values
Report market values as whole dollars. Do not include dollar signs or commas.

File Organization and Cardinality
The schema defines XML tags or names of data elements included in the file. Data elements must follow the organizational pattern described by the schema. The schema also describes the cardinality of data elements. Cardinality describes the number of occurrences of a data element. Here are the different cardinalities:

- **Zero-to-one:** Minimum number of occurrences is zero but may be one
- **Zero-to-many:** Minimum number of occurrences is zero but there may be many occurrences
- **One:** One occurrence must be provided. This is the default cardinality
- **One-to-many:** One occurrence must be provided but an unlimited number of occurrences are allowed
- **One-to-two:** One occurrence must be provided but not more than two occurrences
- **Two:** Two occurrences must be provided

Data Elements with Instructions
Data elements are bold. Associated XML tags are in brackets. Brief descriptions are included.

Homestead File \(<\text{HomesteadRecordsDocument}>\)
See the example of a header provided previously.

Meta Data \(<\text{MetaData}>\)
Set of elements describing contents of the file or document, defined by the next 4 elements.

Homestead Schema Version \(<\text{HomesteadSchemaVersionText}>\)
Identifies the version of the schema. 2022 submissions must use “2022a”.

Homestead Schema Correction \(<\text{HomesteadSchemaCorrectionText}>\)
OPTIONAL: An optional element used only as directed in the event of incorrect schemas.

Homestead Document Type \(<\text{HomesteadDocumentTypeCode}>\)
Identifies the type of XML document. The value of this element should be one of the following codes:

- **duplicate-homestead-real-personal**
  Duplicate Homestead data file containing all real-personal property homestead records.
- **duplicate-homestead-manufactured-home**
  Duplicate Homestead data file containing only manufactured home records.

County Code ID \(<\text{MNCountyID}>\)
Two-digit numeric identifier of a Minnesota county, or the City of St. Cloud.
Homestead Record <CountyHomesteadRecord>
Cardinality: One-to-many
Application and associated property data for each homestead. Each record in the file will describe a homestead, not a specific parcel or person. Each homestead will have only the base parcel represented in the data.

Assessment Year <PropertyTaxAssessmentYear>
This value is always 2022 for Duplicate Homestead. This refers to the year the value of a property is established. Unlike PTR data, both the RP and MH Duplicate Homestead data aspects will have the current year as the assessment year.

All Homesteaders <Homesteaders>
Individuals are granted homestead status for property tax purposes. This defines the list of homesteaders, which is one or two people.

Each Homesteader <Homesteader>
Individual granted homestead for property tax purposes.

Names
There are two methods to list names:
- Preferred method
  - Person Name <PersonName>
  - Last Name <PersonSurName>
  - First Name <PersonGivenName>
  - Middle Name <PersonMiddleName> OPTIONAL
- Alternative method
  - Full Name <PersonFullName>

Social Security Number (SSN) / Individual Tax Identification Number (ITIN)
Homesteaders are identified by SSN or ITIN. Report social security numbers in the SSN field. Report ITINs in the ITIN field. Do not enter an SSN into the ITIN field or an ITIN into the SSN field.
- SSN method:
  - Person Social Security Number <PersonSSN>
  - Social Security Number <PersonSSNID>
    Homesteader’s SSN. Do not include dashes.
  - Social Security Trailer Digit <PersonSSNTrailerID> OPTIONAL
    Sequence number added as a suffix to a social security number to associate an individual with another person. An SSN followed by a trailer digit maybe used on a homestead application.
- ITIN method:
  - Taxpayer ID <PersonTaxpayerID>
    Homesteader’s ITIN. Do not include dashes, do not use dummy value.

Non-Occupying Spouse Indicator:
Counties must report non-occupying spouses as individual homesteaders in Duplicate Homestead data.
Contact Address <ContactAddress>
Address for a person granted homestead. Note the FIPS data element is no longer an option. There are two methods to list the address:

- **Preferred method**
  - Address <Address>
  - Street Address <StreetFullText>
  - City Name <LocationCityName>
  - State <LocationStateName> The official two-letter postal code
  - Zip Code <LocationPostalCodeID>
  - County Name <LocationCountyName> OPTIONAL

- **Alternative method**
  - Address Full Text <AddressFullText> The complete address

**Safe at Home Indicator:** See the previous section for discussion of SAH.

Homestead Type <HomesteadTypeCode>
Specifies type of homestead. Manufactured-home is only used in MH Duplicate data. Valid type codes:
- actively-farming
- agricultural
- non-agricultural
- manufactured-home

100% Relative Homestead Indicator <Homestead100PercentRelativeIndicator>
Indicates a homestead is entirely a relative homestead. A homestead with partial relative must have a value of false.

Cross-County Homestead Indicator <HomesteadCrossCountyIndicator>
Indicates a homestead involving parcels in multiple counties.

All Parcels <HomesteadParcels>
For Duplicate Homestead data, this data element must be shown although only the base parcel is in the data.

Base Parcel <HomesteadParcel>
Individual base parcel of land associated with the homestead.

Parcel Identification Number <ParcelID>
Parcel identifier, referred to as a PID or PIN.

Unique Taxing Area <UniqueTaxingArea>
IDs identifying unique taxing areas (a geographic area subject to the same set of tax rates) for the parcel.

County Code ID <MNCountyID>
Two-digit numeric identifier of a county assigned in alphabetical order of Minnesota counties.

City/Town ID <MNCityTownID>
Four-digit numeric ID for townships and cities. Townships begin with two leading zeros. Cities end with two zeros.
School District ID <MNSchoolDistrictID>
Four-digit numeric ID assigned to school districts by the Department of Revenue. A leading zero is added to the ID provided by the Minnesota Department of Education for independent school districts. The following identifiers are assigned to special and common school districts and some metropolitan airports:

<table>
<thead>
<tr>
<th>ID</th>
<th>School District</th>
<th>County</th>
</tr>
</thead>
<tbody>
<tr>
<td>0950</td>
<td>MSP International Airport</td>
<td>Hennepin</td>
</tr>
<tr>
<td>0951</td>
<td>St. Paul Airport</td>
<td>Ramsey</td>
</tr>
<tr>
<td>0991</td>
<td>Minneapolis Special School District #1</td>
<td>Hennepin</td>
</tr>
<tr>
<td>0993</td>
<td>Franconia Common School District #323</td>
<td>Chisago</td>
</tr>
<tr>
<td>0996</td>
<td>South St. Paul Special School District #6</td>
<td>Dakota</td>
</tr>
<tr>
<td>0998</td>
<td>Prinsburg Common School District #815</td>
<td>Kandiyohi</td>
</tr>
</tbody>
</table>

Subcode ID <UniqueTaxingAreaSubID>
Number assigned to geographic areas that have the same county, city/township, and school district but different tax rates.

Parcel Address <MNPVisitorAddress> OPTIONAL

Address of Property <MNPVisitAddress> OPTIONAL
  • Street Address <StreetFullText>
  • City Name <LocationCityName>
  • Zip Code <LocationPostalCodeID>

Base Parcel Indicator <ParcelHomesteadBaseIndicator>
Indicates the parcel is a base parcel for the homestead record. The false value would mean the homestead has a base parcel in another county. The false value should not appear in Duplicate Homestead data.

Parcel Descriptors <ParcelNoteText> OPTIONAL
Note or remark associated with a parcel to use in resolving duplicates. For example, to flag splits or combines, or to include any other meaningful descriptor.
Total EMV <HomesteadTotalEstimatedMarketValueAmount>
Total estimated market value of a homestead for all parcels, even though only the base parcel is in the data. For homesteads linked across counties, includes value of all parcels in all counties linked to the homestead.

Total TMV <HomesteadTotalTaxableMarketValueAmount>
Total taxable market value of a homestead for all parcels, even though only the base parcel is in the data. For homesteads linked across counties, includes value of all parcels in all counties linked to the homestead.

How to Submit Your Homestead Data File
This section is intended to help you with submitting Duplicate Homestead data files to the Minnesota Department of Revenue. The Homestead location on the Revenue website has a link to the virtual rooms and also the updated schema.

Submitting Data Files
Whether you are using the testing or production room, once you have joined the Duplicate Homestead data file submission room, and have logged in, look for the upload button on the left side of the screen:

![Upload File](image)

Must be a Zipped XML File
Only a zipped XML data file is accepted. Zipping a .txt file, or an unzipped data file will generate an error message. This error message came as a result of attempting to submit an unzipped data file:
Duplicate File Submission
A duplicate file submission error is when your data submission gets rejected because the name of the file has been seen before. This may occur even if you have not made a previous submission. This error can occur with either RP or MH homestead data submissions. Including the current year in the data file will help prevent this problem. You can see this outcome in the Submission Status column:

Once a Data File is Submitted
When a data file has been submitted, there are four stages for a successful submission: received, processing, validated, and complete. You can see the current stage your submission by looking at the Submission Status column. The submission stages will not change in front of you. Use the refresh button to see status changes. Depending on the data, the status may switch back to processing from the validation stage. You should also get some automated e-mails as the stages advance. This will be the first stage:

Watch for the Final Result
Click the refresh button until the status is Complete or Rejected or as seen previously, rejected as a duplicate. This may take 10 minutes or more, especially for a larger county. If it seems to be stuck in the Processing stage for a half-hour or more, or there is an internal error message, please contact the homestead team. Remember to use the refresh button to see the stages change. This is the desired result:
**Seeing the Error Report**

If you get a rejection, you can see the error report. Go to the **View Details** column and access the pull-down menu. Choose **Upload Status**. This will provide a user-friendly error report in Excel format. **Submission Detail** will simply provide information on the stages of the data file processing, as described previously. **Download XML File** will provide the error report in XML format, which will be harder to follow than the Excel document. Once you have chosen the **Upload Status** button, a downloads menu will appear in the upper right of the screen where you can open or save the error report:

![Error Report Menu]

### Information about Errors

There are two levels of errors: schema errors and business rule errors.

- The schema is about the data construction and organization. This involves issues such as the data elements that are required, the order of the data elements, and form of that data.
- Business rules are about the data values meeting requirements and making sense.

The data submission is evaluated first to see if it matches the schema and then is checked to determine compliance with business rules. You can tell the nature of the errors by looking at the **Error Category** column of the error report. The errors will be labeled this way:

![Error Category]

Evaluation of a data file submission occurs in this order: schema rules first and business rules second. The schema must be validated before the business rules are checked. As an example, if you make a submission that was rejected because of one schema violation, and it is fixed, the next submission may be rejected because of multiple business rule violations. These were not seen previously because the schema check failed. Schema and business rule errors will not appear together in the same error report. One final note is that the error report stops at 1,000 errors. If you reach this limit on an error report, there are likely many more errors that went unreported.
Example of a Schema Error
In this example, notice the `<PersonName>` data element is not completed by the closing `</PersonName>`:

```xml
<Homesteader>
    <PersonName>
        <PersonSurName>SMITH</PersonSurName>
        <PersonGivenName>JOHN</PersonGivenName>
        <PersonMiddleName>PAUL</PersonMiddleName>
    </PersonName>
    <PersonSSN/>
</Homesteader>
```

It will produce this on the error report:

```
cvc-complex-type.2.4.d: Invalid content was found starting with element 'PersonSSN'. No child element is expected at this point.
```

The problem is that all the possible child elements of `<PersonName>` were used, and it encountered another child element that should not be in that position.

Example of a Business Rule Error
```xml
<Homesteader>
    <PersonFullName>ELMER JONES</PersonFullName>
    <PersonSSN>
        <PersonSSNID>22222222</PersonSSNID>
    </PersonSSN>
    <ContactAddress>
        <AddressFullText>409 17th AVENUE, ANYTOWN, MN, 55555</AddressFullText>
    </ContactAddress>
</Homesteader>
```

This is how the error is reported on the error report:

```
Error Message

Error on line: 94: Invalid format for Social Security Number = 22222222

Error: The Homesteaders record starting on line: 81 lacks a valid SSN
```

There are two problems here. One is that the dummy SSN had 8 figures rather than 9. Also, a homestead cannot be based on only one dummy SSN of all 2s, let alone an incorrect dummy value. Line 94 has the eight figure dummy SSN, but the homesteaders record started on line 81. The two errors could be fixed by a valid SSN value, or if it is a cross-county homestead where the base parcel is in another county, this could be fixed by correcting those indicators.
**Missing Required Element**

Required elements must be included. A problem can be seen in this example where the required element `<PersonSurName>` is missing:

```
<Homesteader>
  <PersonName>
    <PersonGivenName>JOHN</PersonGivenName>
    <PersonMiddleName>PAUL</PersonMiddleName>
  </PersonName>
</Homesteader>
```

**Error Message**

cvc-complex-type.2.4.a: Invalid content was found starting with element 'PersonGivenName'. One of '{PersonSurName}' is expected.

**Missing Data in Element**

Most elements must have data included within a tag. A problem of this nature can be seen in this example where `<PersonSurName>` is present, but it is blank:

```
<Homesteader>
  <PersonName>
    <PersonSurName></PersonSurName>
    <PersonGivenName>JOHN</PersonGivenName>
    <PersonMiddleName>PAUL</PersonMiddleName>
  </PersonName>
</Homesteader>
```

**Error Message**

cvc-minLength-valid: Value "" with length = '0' is not facet-valid with respect to minLength '1' for type '#AnonType_PersonSurNamePersonNamePersonType'.
cvc-type.3.1.3: The value "" of element 'PersonSurName' is not valid.

**Wrong schema year**

Every year the schema version is updated and is reflected by using the current payable year. **This must be correct in your data submission.** This year, the correct schema version is 2022a. If this is incorrect, it will cause a schema violation and a rejection:

```
<HomesteadData>
  <SchemaVersionText>2021a</SchemaVersionText>
</HomesteadData>
```

**Error Message**

cvc-elt.5.2.2.2.2: The value '2021a' of element 'mm-px:HomesteadSchemaVersionText' does not match the {value constraint} value '2022a'.
Invalid Enumerations, or Values, for Elements with Defined Choices

Some elements have a set list of allowable values or specific enumerations.
Example: `<HomesteadDocumentTypeCode>` file type has four values acceptable values:
- property-tax-refund-manufactured-home
- property-tax-refund-real-personal
- duplicate-homestead-manufactured-home
- duplicate-homestead-real-personal

What happens some other value is used? It’s a schema error and the data submission will be rejected:

```
<MetaData>
</MetaData>
```

Error Message

INVALID HOMESTEAD DOCUMENT TYPE: another-code

Property Values and Tax

For data elements that must have a money value, data must be present. If there is truly no data, the value should be set to zero. Duplicate Homestead data is only about current assessment year values, which is very different from PTR Homestead data. Here is an example of the schema error that can result:

```
<HomesteadTotalEstimatedMarketValueAmount/>
<HomesteadTotalTaxableMarketValueAmount>220400.00</HomesteadTotalTaxableMarketValueAmount>
```

Error Message

```
cvc-datatype-valid 1.2.1: " is not a valid value for 'decimal'.
cvc-type.3.1.3. The value " of element 'mnr:ptx:HomesteadTotalEstimatedMarketValueAmount' is not valid.
```

Non UTF-8 Characters

Only 8-bit ASCII UTF characters are allowed. Non-UTF characters result in fail validation.
Examples:
- ‘‘ Smart quotes
- ¶ Paragraph marks
- □ Boxes
Escape Characters
These characters may not be included in the value of an element:
< Less than
> Greater than
' Single quote
' Double quote

Final Note:
This document cannot explain all the possible errors or things that can go wrong with your data submission. The best advice is to test your data file by making test submissions.