



---

# Duplicate Homestead Data Submission for 2024

Manual

3/1/2024

---

## Table of Contents

Overview.....	1
General Guidelines .....	1
Virtual Room Use and the Importance of Testing.....	1
The Homestead Team Contact Information.....	2
Important Notes – Please Read.....	2
Update for 2024 .....	3
Important Details About Duplicate Homestead Data .....	3
Homestead Status Date .....	3
RP and MH Submissions .....	3
Assessment Year .....	3
Naming Conventions for the Data Submission and One Data File Requirement.....	3
Safe at Home .....	4
The Cross-County Indicator .....	5
The Base Parcel Requirement .....	5
EMV and TMV Homestead Totals.....	5
The Requirements of Ag and Non-Ag Homesteads for RP and No Linkage .....	5
Name and Address Data .....	5
Parcels to Include or Not Include .....	5
Homesteaders to Include .....	6
Relative Homesteads.....	6
Market Values.....	6
SSN and ITIN .....	7
Application of Homestead Standards Based on the SSN and ITIN .....	7
A Note about the Duplicate/Invalid Homestead Reports to the Counties.....	7

File Organization and Structure.....	8
Cardinality.....	8
Example Header .....	8
Data Elements with Instructions .....	8
How to Submit Your Homestead Data File.....	12
Submitting Data Files.....	12
Must be a Zipped XML File .....	12
Duplicate File Submission.....	13
Once a Data File is Submitted.....	13
Watch for the Result.....	13
Seeing the Error Report .....	14
Information about Errors.....	14
Example of a Schema Error .....	15
Example of a Business Rule Error .....	15
Missing Required Element.....	16
Missing Data in Element.....	16
Wrong Schema Year .....	17
Invalid Enumerations for Elements with Defined Choices .....	17
Property Values .....	17
Non UTF-8 Characters .....	18
Escape Characters.....	18
Final Note: .....	18

# Overview

This manual is for the 2024 Duplicate Homestead data file submissions to the Minnesota Department of Revenue as required by statute. You can find the updated homestead schema and homestead related materials at the [Department of Revenue's Homestead files location](#).

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 addition, there is a section at the end regarding the data file submission process and issues.

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 a failed submission. For general information on virtual room data file submission, see [Customer Guide – File Submission Room](#). Do not confuse Duplicate Homestead with Property Tax Refund (PTR) Homestead. 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. **Never** upload homestead data to any room except the designated homestead submission room. **Never** put any SSN or ITIN data into an e-mail.

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

mn	State-level elements
mnr	Department of Revenue elements
mnr-ptx	Property Tax Division elements

## General Guidelines

The statute defining the Duplicate Homestead process is [Minnesota Statute 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, 2024**.

## Virtual Room Use and the Importance of Testing

For information on using the virtual submission room, see the [Customer Guide](#) referenced previously. It is found on the [Homestead files page](#) on the Revenue website. Other materials are also available at that location. There is both a test submission virtual room and a production submission virtual room. You are strongly encouraged to test, and we welcome and encourage all county personnel involved in the Duplicate Homestead data submission process to join. Vendor personnel are also welcomed to join the testing room. To get an invitation, please contact the homestead team. We need the name, e-mail address, and direct phone number. The contact information for the homestead team follows on the next page.

# The Homestead Team Contact Information

[homestead.match@state.mn.us](mailto:homestead.match@state.mn.us) (This e-mail is the preferred method of contact)

Thomas Erdahl: 651-556-6106

Seulki Lee: 651-556-6894

Data and Analysis Unit: 651-556-3097

## 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, e-mail the homestead team at [homestead.match@state.mn.us](mailto: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. Vendors are encouraged to join the test room.
- Duplicate Homestead testing and production data files can be submitted once the 2024 schema is in place.
- **Do not submit test data files to the regular production submission room.**
  - There is a test submission room to test your data.
  - Any data files submitted in the regular submission room will be treated as production data.
  - If you submit data to the wrong submission room, inform the homestead team by e-mail.
- **The appropriate submission virtual room must be used for data file submission.**
  - **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.
  - **Inform us immediately by e-mail and telephone if a data file has gone some where it should not be.**
- If you have a very large data file, **do not** break it into smaller submissions. This virtual submission room is designed to accept large data files.
- These standards about data files must be observed:
  - The data file must be in XML format before zipping.
  - Unzipped data files will not be accepted in submission rooms.
  - Do not zip data files more than once.
  - Zip the data file, not the folder that holds it.
  - Do not password protect the zipped file.
  - Assign one clear name to the data file and the zip file that encloses it. The name should tell Revenue what the data file contains. See the section below about the naming convention for data files.
  - The first two characters must be the county code.
- Confirm your files have achieved “Complete” status in the data submission room.
- If you have successfully submitted a production data file and wish to replace it, contact the homestead team by e-mail. **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 the MH Duplicate Homestead data file. You must inform the homestead team by e-mail that there are no MH homesteads in your county to report. If you do not inform us, we will expect one RP data file and one MH data file separately.
- Duplicate Homestead data submitted by counties will go to the Revenue Tax Operations unit to create the Duplicate/Invalid reports that are distributed to the counties in early October.
  - All Duplicate Homestead data files from **all** counties (plus the City of St. Cloud) are needed before the reports can be generated.
  - If there are late submissions of the Duplicate Homestead data, the reports will be delayed.
  - Note that the RP and MH data files are due by the same date: July 31, 2024.

- 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 [Minnesota Statute 273.124 subdivision 13](#).
- There is an overview of virtual rooms available on the [Homestead files page](#) on the Revenue website.
- The Duplicate/Invalid Homestead reports are placed in each county's Duplicate Homestead virtual room in early October. Only the County Assessor has access to this room.
- Counties no longer need to submit a certification form for additional taxes collected because of the report.
- The Duplicate Homestead Contact List in the Assessor Reference virtual room is maintained by counties.

## Update for 2024

The big change is the introduction of the ITIN as the basis for a homestead. Previously, a valid SSN was needed for a homestead.

## Important Details About Duplicate Homestead Data

### Homestead Status Date

The homestead data should reflect ownership as of January 2 of the assessment year 2024. In other words, January 2, 2024. No mid-year 2024 homesteads should be included, nor any homestead-to-homestead sales that occur after January 2, 2024.

### 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 `<HomesteadTypeCode>` are non-agricultural, agricultural, or actively-farming.
- If the `<HomesteadDocumentTypeCode>` is duplicate-homestead-manufactured-home, the only acceptable value for `<HomesteadTypeCode>` is manufactured-home.

### Assessment Year

Duplicate Homestead data files contain homesteader data for assessment year 2024. 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. Duplicate Homestead is defined by the current year/assessment year.

### Naming Conventions for the Data Submission and One Data File Requirement

These are requirements:

- The first two characters in a data file name must be the two-digit county code. For example, "01" as opposed to "1". The data submission will be rejected if this guideline is not followed.
- Only one RP Duplicate Homestead data file will be accepted, and only one MH Duplicate Homestead data file will be accepted.

The name of the data file and the zip must be the same and descriptive. If your records system produces output with a generic name, such as "Homesteader Export", please re-name. Do not use special characters or spaces in the name. Here is an example of a good data file name: 98\_RP\_Duplicate\_AY2024. A person should be able to tell what the data is by the name of the data file.

## Safe at Home

The [Safe at Home](#) (SAH) program is offered by the Secretary of State for those who need protection from abuse and harassment. A new data element was added last year for individuals in the SAH program. This data element **must** be part of the homestead record when the SAH program is involved. Beyond that, it is up to the county as to the extent it is used in the Duplicate Homestead data file. 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 for with the correct namespace, along with the two possible data values, is as follows:

```
<mnr-ptx:SafeAtHomeIndicator>true</mnr-ptx:SafeAtHomeIndicator>  
<mnr-ptx:SafeAtHomeIndicator>>false</mnr-ptx: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 and true, 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.

What follows is an example of the correct way of expressing the record for the SAH participant. The relevant parts of a county record are shown. Note the SSN data field in this example uses Xs, but it must have the valid SSN value for the homestead record. The county ID is also uses Xs but should have the accurate value. You will find it easier to convey the SAH name and address using the full-text alternatives for these data elements. The data elements affected by SAH are highlighted:

```
<CountyHomesteadRecord>  
  <mnr-ptx:PropertyTaxAssessmentYear>2024</mnr-ptx: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-ptx:SafeAtHomeIndicator>true</mnr-ptx:SafeAtHomeIndicator>  
  <mnr-ptx:HomesteadTypeCode>non-agricultural</mnr-ptx:HomesteadTypeCode>  
  .....  
  <HomesteadParcels>  
    <HomesteadParcel>  
      <mn:ParcelID>999999999</mn:ParcelID>  
      <UniqueTaxingArea>  
        <mnr-ptx:MNCCountyID>XX</mnr-ptx:MNCCountyID>
```

```
<mnr-ptx:MNCityTownID>9999</mnr-ptx:MNCityTownID>  
<mnr-ptx:MNSchoolDistrictID>9999</mnr-ptx:MNSchoolDistrictID>  
<mnr-ptx:UniqueTaxingAreaSubID>99</mnr-ptx:UniqueTaxingAreaSubID>  
</UniqueTaxingArea>
```

Finally, note that the <MNParcelAddresses> data elements are optional, but if included for the SAH participant, these have the same guidelines as the <ContactAddress> data elements shown here.

## 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 within the reporting county only, this will be 'false' in the great majority of 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 submitting 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 Duplicate Homestead data.

## The Base Parcel Requirement

The Duplicate data file should only have base parcels only. Unlike PTR data, the only acceptable value for the base parcel indicator in the Duplicate Homestead data is 'true'. If the homestead is a cross-county, and the base parcel is not in your county, then it should not be in your data submission:

```
<ParcelHomesteadBaseIndicator>>true</ParcelHomesteadBaseIndicator>
```

## EMV and TMV Homestead Totals

The EMV/TMV totals at the end of each homestead record should have the value of all the parcels and all the classifications in that homestead. For homesteads linked across counties, this total includes current assessment year value of all classifications in all parcels in all counties linked to the homestead:

```
<HomesteadTotalEstimatedMarketValueAmount>...</HomesteadTotalEstimatedMarketValueAmount>  
<HomesteadTotalTaxableMarketValueAmount>.....</HomesteadTotalTaxableMarketValueAmount>
```

## The Requirements of Ag and Non-Ag Homesteads for RP and No Linkage

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.

## Parcels to Include or 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 reporting county.

## 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 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 any 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:

<Homestead100PercentRelativeIndicator>true</Homestead100PercentRelativeIndicator>  
<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. No tax data is in the Duplicate Homestead data.

## SSN and ITIN

Homesteads may now be based on valid ITINs. Unlike PTR Homestead data, Duplicate Homestead data has base parcels only. Counties are expected to know the SSN or ITIN values for homesteads with the base parcel within its borders.

- 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 or 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 the circumstance of a religious-exception homestead where there is a religious prohibition against accepting an SSN or ITIN. 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 complex agricultural 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 not be common.
  - 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 ITIN, or it is unknown to the county. Note that any 2-person homestead must have at least one valid SSN or ITIN.

### Application of Homestead Standards Based on the SSN and ITIN

An individual must have a valid SSN or ITIN 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. Note also this chart has been updated from previous years:

Spouse 1	Spouse 2	Homestead
SSN	SSN	100%
ITIN	ITIN	100%
ITIN	SSN	100%
SSN/ITIN	Nothing	50%
Nothing	Nothing	Non-Homestead

### A Note about the Duplicate/Invalid Homestead Reports to the Counties

Suppose an SSN or ITIN value appears on your Duplicate Homestead report in October as having a duplicate occurrence in another county or even in the same county. This is not necessarily a bad situation for the county or the taxpayer. It is drawing the county’s attention to a situation that needs the county’s attention. If the reason is understood as to why the SSN or ITIN value appears on the Duplicate Report, such as a complex ag homestead, then all is well. The use of the ‘111111111’ dummy to avoid an appearance on the report is available for the right circumstance.

Another point about the Duplicate/Invalid reports is that these have decreased in size considerably because of the schema and business rules improvement over the past two years. An example is that ITINs are no longer reported as invalid SSNs.

# File Organization and Structure

## 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.

## Example Header

Here is an example of a header, with separate lines for each element for clarity:

```
<?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-ptx = "http://proptax.mdor.state.mn.us"
xmlns:xsi = "http://www.w3.org/2001/XMLSchema-instance">
```

## Data Elements with Instructions

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

### Homestead File <HomesteadRecordsDocument>

See the example of a header provided previously.

### Meta Data <MetaData>

Set of elements describing contents of the file or document, defined by the next 4 elements.

### Homestead Schema Version <HomesteadSchemaVersionText>

Identifies the version of the schema. 2024 submissions must use '2024a'.

### Homestead Schema Correction <HomesteadSchemaCorrectionText>

OPTIONAL: An optional element used only as directed in the event of incorrect schemas.

### Homestead Document Type <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 all manufactured home homestead records

### County Code ID <MNCountyID>

Two-digit numeric identifier of a Minnesota county, or the City of St. Cloud.

### **Homestead Record** <CountyHomesteadRecord>

Cardinality: One-to-many

Homesteader and associated property data for each homestead is presented. Each record in the file will describe a homestead, not a specific parcel or person. One or two homesteaders may be associated with a homestead and its base parcel, but the unit of each record is homestead.

### **Assessment Year** <PropertyTaxAssessmentYear>

This value is always 2024 for Duplicate Homestead. This refers to the year the value of a property is established. Unlike RP PTR data, both the RP and MH Duplicate Homestead data files 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>

An 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> The complete name

### **Social Security Number (SSN) / Individual Tax Identification Number (ITIN)**

Homesteaders are identified by SSN or ITIN. Report SSN values in the SSN field, and 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** <HomesteadNonOccupyingSpouseIndicator>

This was discussed previously.

Counties must report non-occupying spouses as individual homesteaders in Duplicate Homestead data.

**Contact Address** <ContactAddress>

Address for a person granted homestead. 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** <SafeAtHomeIndicator>

See the previous section for discussion of SAH.

**Homestead Type** <HomesteadTypeCode>

Specifies type of homestead but note ‘manufactured-home’ is only used in MH Duplicate data. Valid type codes:

- actively-farming
- agricultural
- non-agricultural
- manufactured-home

**100% Relative Homestead Indicator** <Homestead100PercentRelativeIndicator>

A ‘true’ value 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 which has one or more parcels in another county.

**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 Revenue. A leading zero is added to the ID provided by the Minnesota Department of Education for independent school districts.

**Subcode ID** <UniqueTaxingAreaSubID>

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

**Parcel Address Data** <MNParcelAddresses> OPTIONAL

**Address of Property** <MNParcelAddress>

**Specific MN Address** <MNAddress>

- **Street Address** <StreetFullText>
- **City Name** <LocationCityName>
- **Zip Code** <LocationPostalCodeID>

This data element is entirely optional. A parcel may not have an address. Note the full-text address alternative is not available for this data element.

**Base Parcel Indicator** <ParcelHomesteadBaseIndicator>

Indicates the parcel is a base parcel for the homestead record. The 'false' value should not appear in Duplicate Homestead data. One occurrence of a 'false' value will lead to a data file rejection.

**Parcel Descriptors** <ParcelNoteText> OPTIONAL

Note or remark associated with a parcel to use in resolving duplicates, e.g., flag splits, combines, or any other meaningful descriptor. Another use of this data element is as an alternative method to convey the actively-farming homestead. The homestead type (<HomesteadTypeCode>) would be agricultural, but "actively-farming" would be placed in the parcel note text data field.

**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>

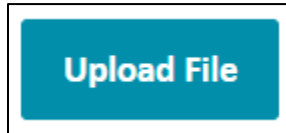
Total taxable market value of a homestead for all parcels, even though only the base parcel is in the data. For homesteads linked across counties, includes value of **all parcels in all counties linked to the homestead**.

# 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.

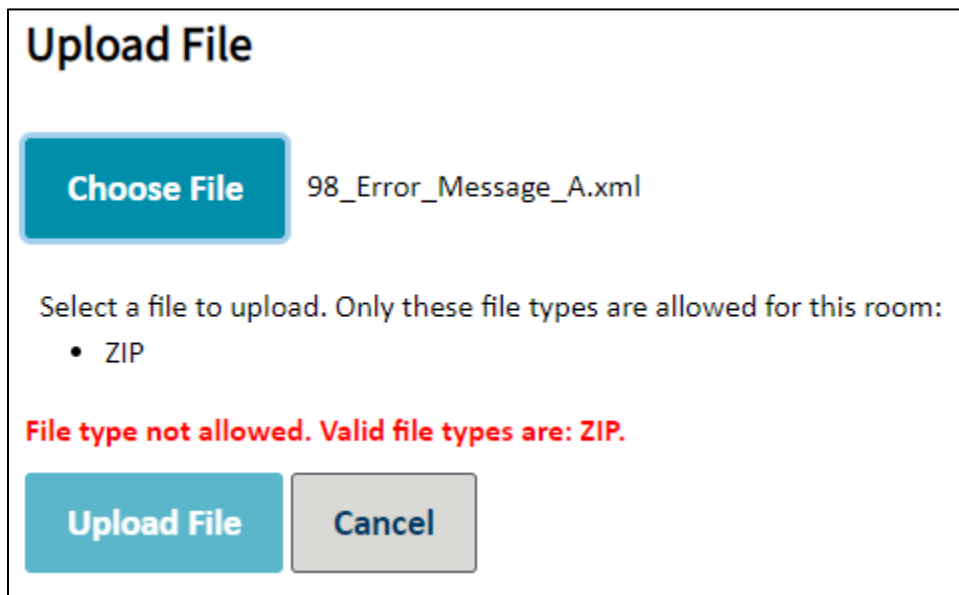
## Submitting Data Files

Whether you are using the testing room or production room, once you have entered the room, look for the upload button on the left side of the screen:



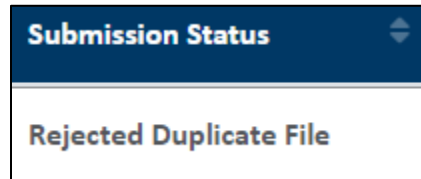
## Must be a Zipped XML File

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 because of attempting to submit an unzipped data file:



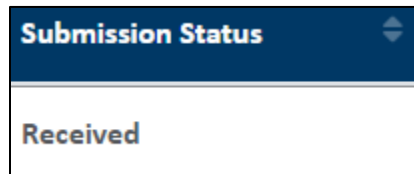
### Duplicate File Submission

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 data submissions. This simply means that a previous data file was received at some point in the past that had the same name. Including the current year in the data file will help prevent this problem. Note that the duplicate file problem discussed here is **not** referring to Duplicate Homestead data files. Also note that this problem refers to the name of the internal XML data file, not the name of the zipped file. You can see this outcome in the Submission Status column:



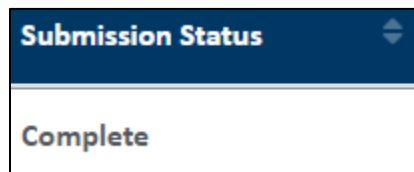
### Once a Data File is Submitted

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. One important note is the stages will **not** change in front of you. **Use the refresh button.** Depending on the data, the status may switch back to processing from the validation stage. This will be the first stage:



### Watch for the Result

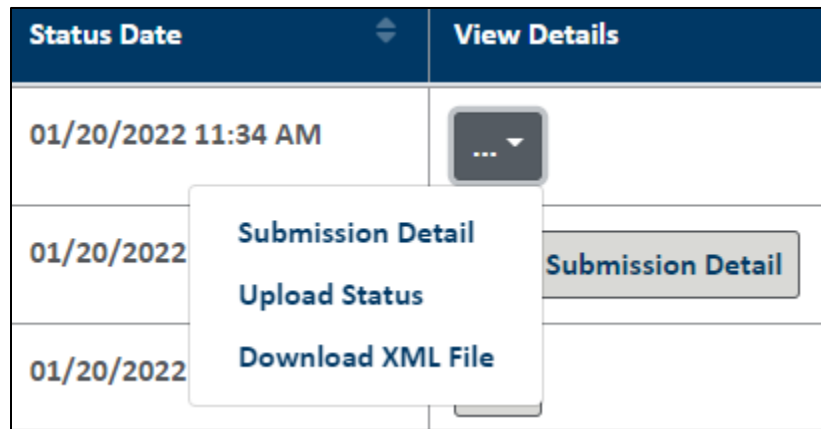
Click the refresh button until you can see the result, which be "Complete" or "Rejected". This may take 10 minutes or a few hours, especially for a larger county. If it seems to be stuck in the "Processing" stage for an hour or more, or there is an internal error message, please contact the homestead team. Remember to use the refresh button to see the stages change. There will be an automated e-mail to the submitter that will reveal the outcome. 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 the middle option or “Upload Status”. This will provide an error report in Excel format, which is user friendly. “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:



## Information about Errors

There are two levels of errors after a data file has been received: 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 the format of the 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	Error Category
SCHEMA VALIDATION	INCORRECT DATA

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.

## Example of a Schema Error

In this example, notice the `<PersonName>` data element is not completed by the closing `</PersonName>`:

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

  <PersonSSN>
```

It will produce this on the error report:

Error Message
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. It encountered another child element that should not be there because the `<PersonName>` data element had not been completed.

## Example of a Business Rule Error

In this example, the dummy SSN value of '22222222' is intended for the `<PersonSSNID>` data element:

```
<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 only a 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. If it is a cross-county homestead where the base parcel is in another county, the homestead should not be in the data.

## 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>
```

This will be shown on the error report in the following manner:

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>
```

This will be shown on the error report in the following manner:

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 '2024a'. If this is incorrect, it will cause a schema violation and a rejection, and will appear on the error report this way:

Error Message
cvc-elt.5.2.2.2.2: The value '2023a' of element 'mnr-ptx:HomesteadSchemaVersionText' does not match the {value constraint} value '2024a'.

## Invalid Enumerations for Elements with Defined Choices

Some elements have a set list of allowable values or specific enumerations.

Example: `<HomesteadDocumentTypeCode>` has two possible acceptable values in Duplicate Homestead data:

- 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>  
<mnr-ptx:HomesteadSchemaVersionText>2024a</mnr-ptx:HomesteadSchemaVersionText>  
<mnr-ptx:HomesteadDocumentTypeCode>another-code</mnr-ptx:HomesteadDocumentTypeCode>
```

Error Message
Invalid Homestead Document Type: another-code

## Property Values

No tax data is in the Duplicate Homestead data file, but the EMV and TMV for the entire homestead are required as the last data elements for the homestead record. The Duplicate Homestead schema requires these two property values for the current assessment year. There must be data for these fields, and not left blank. Here is an example of the schema error that can result from having no data for one of these fields:

```
<mnr-ptx:HomesteadTotalEstimatedMarketValueAmount></... TotalEstimatedMarketValueAmount>  
<mnr-ptx:HomesteadTotalTaxableMarketValueAmount>220400</... TaxableMarketValueAmount>
```

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. There are three levels for your data submission to cross before reaching completion:

- 1) Being received: If the data file is not XML, is not zipped, has a duplicated name, or other problems, it will bounce. It will leave an error message, but not an error report for you to examine. We at Revenue will not be able to see the data.
- 2) Schema validation: This is to make sure the data has the data elements needed, the correct order of data elements, and formatted correctly. This kind of error means the data was received but had problems that prevented the data from being understood. There is an error report that can be examined. A missing data element is an example.
- 3) Business rules: Once the schema validation occurs, the data file can be read, but the business rules check will make sure the data makes sense and is logical. A letter in the SSN data field would be an example.