

MINNESOTA · REVENUE

MEMO

Date: February 4, 2014
To: All Assessors
From: Jon Klockziem, Property Tax Division
Subject: **Sale Verification Questionnaire**

Enclosed is a sale verification questionnaire that can be used as a guide when conducting and documenting sale verifications each year. Real estate sales form the backbone of the valuations for property tax, and it is critical that assessors examine and confirm the details of sales in order for assessments to be accurate. This guide can be used as a basis in forming a sale verification process that ensures sale data is consistent, documented, and reproducible. We encourage you to add additional questions or create your own form to help you analyze the market values for a property type.

Going forward, your property tax compliance officers may ask for the sale verification documentation of a particular sale or sales. Sale verification should be done on all agricultural, commercial, industrial, and apartment sales. Additionally, at a minimum, residential and seasonal residential recreational sale outliers need to be verified. You should verify sales as soon as possible after receiving them. This will guarantee you can discuss all sales with the regional representatives in a timely manner and speed up any edits on the final sales listing.

The Department of Revenue will continue to focus on sale verification as we transition from paper certificates of real estate value to all electronic certificates. With the ability to share sales data statewide, it will be critical that the sales data can be relied upon by all assessors utilizing this data. We are working towards incorporating sale verification into the electronic certificate of real estate value as a future enhancement. In the interim, sale verifications for those property types listed above should be kept on file for at least two years.

If you have additional questions please contact your property tax compliance officer, give me a call at 651-556-6108, or email questions to proptax.questions@state.mn.us.