

Instructions for filing the Abstract of Mortgage Registrations and Fees

Form PV-RE-1 (Revised 05/2009)

Annual filing due on or before February 1.

The following instructions will assist you in filing your abstract of mortgage registrations and fees to the Division of Property Valuation. Thank you for using the Excel formatted form and transmitting the completed file as an attachment to an e-mail message.

Data Entry Checklist Instructions

1. ___ Enter the calendar year of the reported collections. Tab forward to next entry cell.
2. ___ Use pull-down list to select the county number and name. Tab forward.
3. ___ Enter your 10 digit county telephone. Tab forward.
4. ___ The cursor should be located in the January, Column 1a cell. Note that Column 1a is "optional" information that includes all real estate mortgages filed for recording in your county. This number would include recordings exempt from paying a mortgage fee and recordings that require a fee. Continue using the tab key to access the data entry fields in the table. Refer to K.S.A. 79-3102(d) regarding exempt mortgage instruments.
5. ___ Column 1b is the number of mortgages filed in your county requiring a fee. When the mortgage covers property in two or more counties, only the county which first received the fee shall include the mortgage on the abstract. The indebtedness associated with these recordings is reported in Column 2.
6. ___ Column 2 is the "principal debt or obligation" associated with the recordings reported in column 1b. Do not include any finance charges or interest. For mortgages which cover property in two or more counties, only the county which first received the fee shall include the mortgage on the abstract. The county which first received the fee shall report the entire amount of the mortgage. **You may round the reported indebtedness to the nearest dollar.** Refer to K.S.A. 79-3102 (b)
7. ___ Column 3 is the total registration fee of .26% collected on the principal debt or obligation secured by the mortgage indebtedness reported in column 2. K.S.A. 79-3102 (a).
8. ___ Column 4 is the \$0.25 portion of the mortgage registration fee. K.S.A. 79-3107b.
9. ___ Column 5 is the \$0.01 portion of the mortgage registration fee paid to the state treasurer and credited to the heritage trust fund. K.S.A. 79-3107b.
10. ___ After entering the December Heritage Trust Fund fee, tab forward to enter the certification date. Tab forward.
11. ___ Type the signature of the Register of Deeds.
12. ___ When saving your abstract, click on "**File**" in the upper left hand corner of your screen and use the "Save As" option to save the abstract with your county identification in the document name. Exit from the document before attaching the file to an e-mail message.
13. ___ E-mail the abstract file as an attachment to: peggy_huard@kdor.state.ks.us

Questions: Contact Peggy Huard (785)296-6641; Vicki Lignitz (785)296-3225; or Roger Hamm (785)296-4245. We prefer an electronic transmittal of the completed abstract form, but you may mail your printed abstract form to:

Attn: Abstract Section
Department of Revenue
Division of Property Valuation
915 S.W. Harrison, 400 North
Topeka, KS 66612-1585