

## Instructions for filing the Abstract of Mortgage Registrations and Fees

Form PV-RE-1 (Revised 10/2005)

### 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. \_\_\_ Enter 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. 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. **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. Tab forward.
12. \_\_\_ Enter the name of the county.
13. \_\_\_ 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.
14. \_\_\_ E-mail the abstract file as an attachment to: [Peggy\\_Huard@kdor.state.ks.us](mailto: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