

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

Form PV-RE-1 (Revised 8/2018)

### 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.

1. \_\_\_ Calendar year for this report is 2018 and is entered for you. This version will only be filed for 2018.
2. \_\_\_ Please notice that that there are no protected cells in the current form at the request of several registers. Click in cell after "County Number and Name" and type in the county number and name.
3. \_\_\_ Click on cell after "Telephone Number" and enter your 10 digit county telephone.
4. \_\_\_ Begin at 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. 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 mortgage registration 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. Refer to K.S.A. 79-3102 (b)
7. \_\_\_ Column 3 is the total registration fee of .05% collected on the principal debt or obligation secured by the mortgage indebtedness reported in column 2. Refer to K.S.A. 79-3102 (a) (5) as revised by 2014 HB 2643.
8. \_\_\_ Column 4 is the \$1.00 per page Heritage Trust Fund fees collected per page of recorded documents. The county will keep anything in excess of \$30,000 but report the total amount collected.
9. \_\_\_ Column 5 is the total collected per page for mortgages, deeds, and other instruments; per page for recording town plats; for release or assignment of mortgages; for certifying instruments on record, for signature acknowledgement; for IRS tax lien filing notices; for IRS/KDOR lien release notices; also the amount collected for all UCC fees. *Do not include technology fund fees, copy fees or Heritage Trust fund fees in column 5.*
10. \_\_\_ After entering the column 5, enter the certification date on the line above "Certification Date". Then type signature of the Register of Deeds on the line above "Register of Deeds (typed signature)".
11. \_\_\_ 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 number and your county name or abbreviation in the document name. Exit from the document before attaching the file to an e-mail message.
12. \_\_\_ E-mail the abstract file as an attachment to: [veronica.dean@ks.gov](mailto:veronica.dean@ks.gov)

Questions: Contact Veronica Dean (785)296-2936.

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  
300 SW 29th Street  
PO Box 3506  
Topeka, KS 66601-3506