



SALES RATIO GUIDELINES

2025

COMPILED BY:
PROPERTY TAX DIVISION
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SALES RATIO

Sales are vital to the appraiser in the quest for market value. The sale of a property provides the appraiser with a good indication as to the value of similar properties that have not sold. However, the sales that the appraiser considers in providing an indication of those values must fit the definition of market value.

To assure that the sales being used to establish value fit within the definition of market value, the appraiser must validate sales and make adjustments when necessary. This will ensure that the sales being used are, in fact, proxies for market value.

All transfers will be included in the statistical study unless proven that the transfer was not an arms-length sale. Statistical tests must be performed to measure the accuracy of assessments. The more sales in the ratio study, the more confidence there is in the conclusions drawn from the study.

The specific statutory citation authorizing the sales ratio is found in SDCL 10-11-54 through 10-11-60, which authorizes the Secretary of Revenue to collect data and publish the findings.

Purpose of the Sales Ratio

- To ensure UNIFORMITY in collecting and reporting all sales data on a state-wide basis
- The primary tool to measure mass appraisal performance
- To ensure accurate and equitable assessments for the fair distribution of the property tax burden within the taxing jurisdiction

An Assessment/Ratio Year is the period beginning November 1 and ending October 31.

The transfer process begins with the **PT 55 Form**. Although the paper forms are rarely used anymore, it is important to recognize that the information from this form is what makes up the electronic transfer data. (see next page)

REAL ESTATE SALES OR TRANSFER
SDCL 7-9-10

Date of Filing _____
 Doc Number _____ County _____ Year _____ RN _____
 Book _____ Sequence _____ Parcel Number _____
 Page _____ Month _____ Full Verified Selling Price _____
 Seller _____ Township/Town _____ Range _____ Acres _____

Instrument Date _____

Seller - Other:

FOR ASSESSORS USE ONLY											
U	(\SLASH PROPER	5	6	7	8	NA-Z	AG	REJ			
	BOX OR BOXES	D	D+D1	DC	DC+DC2		LAND				
R	20	21	22	23	24	25	26	27	NA-Z	NON	REJ
	A	A+A1	AC	AC+AC2	C	C+C1	CC	CC+C2		AG Land	

Purchaser

Purchaser - Other:

Assessed Value					
School Dist.	Year	Buildings	Land	Total	Ratio

Type of Deed

Other

Transfer Fee

Stated Consideration

Exemption Number

Legal Description

This sale confirmed by: Grantor Grantee Field
 Phone Personal Letter Other Cert. Of Value

Remarks

Notes:

Every month, the Register of Deeds will forward all PT55's/transfers with a Certificate of Value (COV) attached. It is the Director of Equalization's duty to number the transfers with card numbers.

DO NOT DESTROY CERTIFICATES OF VALUE OR OTHER VERIFICATION INFORMATION UNTIL THE SALE ARE OUTSIDE THE TWO-YEAR RATIO PERIOD.

All transfers must be submitted to the Department of Revenue according to the schedule in Administrative Rule 64:05:01:06.

If a sale is rejected, an adequate explanation must be provided on the transfer and verification information placed on file in the Director of Equalization's office.

Directors of Equalization are authorized to adjust the purchase price to reflect the actual consideration for real property. The most common adjustments will be to subtract for personal property included in the sale and unique financing. Any adjustments to the selling price must be explained adequately in the remarks section and verification information placed on file in the Director of Equalization's office.

INSTRUCTIONS FOR FILLING OUT THE PT 55/TRANSFER DATA TO BE COMPLETED BY REGISTER OF DEEDS

A PT55/Transfer set is to be completed for ALL real property filings including contract for deeds, quitclaim deeds, assignment of contract for deeds, etc.

ALL OF THE FOLLOWING INFORMATION IS **REQUIRED ELECTRONICALLY**. INFORMATION CAN BE PROVIDED IN COMMA SEPARATED (CSV) or MS EXCEL (XLSX) FORMAT.

All information must be in the exact field order listed below, including the spelling and format of the column header names. For each field with a reference list, the values you provide must match the allowable value as defined in the reference.

Name	Description
Sequence Number (integer)	This is the number of the real estate transfers as filed with the Register of Deeds office. On January 1 of each year, they restart the sequence number with the number one. They then number each filing consecutively throughout the year. If a sequence number is accidentally omitted, they must note this on form submitted to the Department of Revenue. <u>DO NOT USE DUPLICATE NUMBERS AND NO LETTERS (such as 101A, 101B).</u>
Year (integer)	Calendar year the instrument was filed as a four-digit value (e.g. 2022)
Mo/Yr	The month the instrument was filed as written out (e.g. July). All values provided must match the Months Reference List .
Parcel Number (Text-1000)	The parcel number(s) of the land conveyed (as listed in the assessor's database).
County (Text-50)	The county where the transfer is filed (written out, e.g. Hyde)
Book (Text-50)	Register of deeds book number.
Page (Text-50)	Register of deeds page number.
Seller First Name (Text-500)	First name of the seller (grantor)
Seller Last Name (Text-500)	Last name of the seller (grantor)
Sellers – Other (Text-500)	Additional seller (grantor) information
Seller Address 1 (Text-200)	Mailing address of seller (grantor)
Seller Address 2 (Text-250)	Mailing address line 2 of seller (grantor)
Seller City (Text-50)	Mailing address city of seller (grantor)
Seller State (Text-5)	Mailing address state of seller (grantor)

Seller Zip (Text-10)	Mailing address zip of seller (grantor)
Purchaser First Name (Text-500)	First name of the purchaser (grantee)
Purchaser Last Name (Text-500)	Last name of the purchaser (grantee)
Purchasers – Other (Text-500)	Additional purchaser (grantee) information
Purchaser Address 1 (Text-200)	Mailing address of purchaser (grantee)
Purchaser Address 2 (Text-250)	Mailing address line 2 of purchaser (grantee)
Purchaser City (Text-50)	Mailing address city of purchaser (grantee)
Purchaser State (Text-5)	Mailing address state of purchaser (grantee)
Purchaser Zip (Text-10)	Mailing address zip of purchaser (grantee)
Legal Description (Text-500)	Reasonably identifies the property being transferred.
Date of Filing (MM/DD/YYYY)	Date instrument was filed at the Register of Deeds Office.
Instrument Date (MM/DD/YYYY)	Date of the instrument.
Type of Deed (Integer)	Type of instrument (deed) transferred). All values provided must match the Type of Deed Reference List .
Other (Text-500)	Any other information that is pertinent
Transfer Fee (Decimal 18,2)	The amount of fee required to file the instrument
Exemption Number (Text-50)	Required if a filing qualifies for an exemption to the transfer fee. All values provided must match the Exemption Number Reference List . For records with multiple values, they must be separated by a vertical bar " ". For example: "1 2".
Stated Consideration (Decimal 18,2)	The amount paid in cash or trade for the property

Data Type	Allowable Characters	Sample
Text	All	This is sample text
Decimal	Numbers (0-9), decimal/period(.), and minus (-)	123.45
Integer	Numbers (0-9), minus (-)	1

*number after data type indicates maximum character count for field.

**decimal is 18-digit number with two decimal places.

After completing the above items, the original certification form is to be retained by the Register of Deeds. The transfer information must be certified and distributed at the end of every month to the following:

- a. County Auditor
- b. Director of Equalization (along with Certificate of Value)
- c. Department of Revenue

INSTRUCTIONS FOR FILLING OUT THE PT 55/TRANSFER DATA TO BE COMPLETED BY DIRECTORS OF EQUALIZATION

A PT55/Transfer set is to be completed for ALL real property filings including contract for deeds, quitclaim deeds, assignment of contract for deeds, etc.

ALL OF THE FOLLOWING INFORMATION IS **REQUIRED ELECTRONICALLY**. INFORMATION CAN BE PROVIDED IN COMMA SEPARATED (CSV) or MS EXCEL (XLSX) FORMAT.

All information must be in the exact field order listed below, including the spelling and format of the column header names. For each field with a reference list, the values you provide must match the allowable value as defined in the reference.

Name	Description
COUNTY	County identification number assigned by the DOR. Note this <u>is the same as the District ID</u> used for DOE and Levy electronic submissions. All values provided must match the County ID Reference List .
CARD_NO	All transfers are to be numbered individually. County number shall be that number assigned by the Department of Revenue. Transfer information shall be numbered using a consecutive order. <i>DO NOT USE A CARD NUMBER MORE THAN ONCE</i> . Each assessment year will cause to start renumbering from number one (0001). The last two numbers shall designate the assessment year. The numbers need to be zero-filled, for example: Roberts County "D+D1" sale with instrument date of 5-16-21, date of filing 6-1-21, Card number is 57-0120-2021 {Roberts County (57) card number (0120) Year of Instrument (21)}
YEAR	The assessment year is determined by the transfer's Instrument date, which is that period beginning November 1 and ending the following October 31.

CLASS	All transfers are to have a valid abstract type of property sold. All values provided must match the Class Reference List .
AG_NA	All transfers are to have indicated if the property is A for ag or N for non-ag. All values provided must match the Ag Indicator Reference List .
SCH_DIST	Enter the school district number. When more than one district is involved, use the school district number of where the headquarters is located or, if none, where the majority of land lies. All values provided must match the School District Deed Reference List .
TOWN_TWP	All transfers must contain proper coding showing the location of the property. For property within corporate limits, use last three digits of the zip code. For rural properties, use appropriate township and range number. If property lies in more than one township/range, use township/range of where headquarters is located. If no headquarters use township/range of where majority of land lies.
RANGE	Range NUMBER of rural property. If urban property, code "00".
LEGALDESCR	Reasonably identifies the property being transferred.
ACRES	Total acres being transferred.
INSTR_DATE	Date of transaction. Contract for Deed - list current date in the instrument date and note the original sale date in the remarks.
SELL_PRICE	Total compensation for property. If personal property was involved in the sale, deduct the consideration given for the personal property. Note the amount deducted in the REMARKS section.
TRNSFR_FEE	Amount of fee paid to the Register of Deeds at the time of filing.
BUILDING	This is the assessed value as was applicable on the previous assessment date (AS DETERMINED BY DATE OF INSTRUMENT). The assessment data is to include any exemptions and reductions due to discretionary, which have been given to structures.
LAND	This is the assessed value as was applicable on the previous assessment date (AS DETERMINED BY DATE OF INSTRUMENT). The assessment data is to include any exemptions and reductions due to discretionary.
RATIO	Reflects the level of assessment compared to the selling price. (Total Assessed Value ÷ Selling Price). Note this cannot exceed three decimal places.
SECTION	PLSS section of the parcel conveyed (not currently used)
SEQ_NO	This is a six-digit number assigned by the Register of Deeds. The first two numbers are the <u>year the deed was filed</u> in the Register of Deeds office. The last four are the sequence number assigned by the Register of Deeds. This needs to be zero-filled (EX. The first filing in 2022 should read 22-0001).

PARCEL_NO	The parcel identification number used by the county. If a multi-parcel please separate each value with a bar " ".
REJECT	Denotes if the sale is a good sale or a reject transfer. <ul style="list-style-type: none"> •If FALSE, the transfer has been verified as a good, arms-length transaction. •If TRUE, the sale has been determined to be a reject. •Note in the Remarks section as to the reason for rejection. <p>All values provided must match the Reject Indicator Reference List.</p>
INST_TYPE	Instrument type conveyed. All values provided must match the Instrument Type Reference List .
REMARKS	The "remarks" section is to be used to explain reason for rejecting a sale, adjusting purchase price, for limiting value application, or any other comments unique to the sale.
REJECT_CODE	Reject reason is mandatory for all rejected sales. All values provided must match the Reject Code Reference List .

Keeping track of Card Numbers:

All sales with an instrument date in the last 5 years need to have the correct card number for that year:

- November 1, 2025 is year One
- November 1, 2024 is year Two
- November 1, 2023 is year Three
- November 1, 2022 is year Four
- November 1, 2021 is year Five

Anything prior to November 1, 2021 would be an **"Out of Ratio Period"** sale and should be noted as such in the remarks section.

REAL PROPERTY CLASSIFICATION (per Admin Rule 64:04:01:13)

Abstract Class "A" – Ag Land		*** "S" Denotes Owner Occupancy
AG - A	Land classified as agricultural without corporate limits.	
AG - SL	Land classified as agricultural without corporate limits being leased from the Commissioners of School and Public Lands.	
AG – A1	Improvements and structures on land classified as agricultural without corporate limits, less dwellings and automobile garages.	
NA – A1	Dwellings and Automobile garages on land classified as agricultural without corporate limits.	
NA – AM1	Manufactured home classified as real estate after June 30, 1999, on land classified as agricultural without corporate limits.	
AG – AC	Land classified as agricultural without corporate limits under commercial use.	
AG or NA – AC2	Improvements and structures on land classified as agricultural without corporate limits, under commercial use.	
Abstract Class "C" – Platted Land Outside City Limits		*** "S" Denotes Owner Occupancy
AG – C	Platted lots classified as agricultural without corporate limits.	
AG – C1	Improvements and structures on platted lot and acreages classified as agricultural without corporate limits, less dwellings and automobile garages.	
AG – CC	Platted lots and acreages classified as agricultural without corporate limits improved or unimproved under commercial use.	
AG – CC2	Improvements and structures on platted lots and acreages classified as agricultural without corporate limits, under commercial use.	
NA – C	Platted lots and acreages without corporate limits.	
NA – C1	Improvements and structures on platted lots and acreages without corporate limits.	
NA – CM1	Manufactured home classified as real estate after June 30, 1999, on platted lots and acreages without corporate limits.	
NA – CC	Platted lots and acreages without corporate limits improved or unimproved, under commercial use.	
NA – CC2	Improvements and structures on platted lots and acreages without corporate limits, under commercial use.	
Abstract Class "D" – Platted land in City Limits		*** "S" Denotes Owner Occupancy
AG – D	City or town lots and acreages classified as agricultural.	
AG – D1	Agricultural improvements and structures less dwellings and automobile garages on city or town lots and acreages classified as agricultural.	
AG – DC	City and town lots and acreages improved or unimproved classified as agricultural for commercial use.	
AG – DC2	Improvements and structures classified as agricultural on city or town lots and acreages under commercial use.	
NA – D	Lots and acreages in city or town.	
NA – D1	Improvements and structures on city or town lots and acreages.	
NA – DM1	Manufactured home classified as real estate after June 30, 1999 on city or town lots and acreages.	
NA – DC	City or town lots and acreages improved or unimproved under commercial use.	
NA – DC2	Improvements and structures on city or town lots and acreages under commercial use.	

COUNTY RATIO CARD NUMBERS FOR SALES RATIO PURPOSES

County	Number	County	Number
Aurora	01	Hutchinson	33
Beadle	02	Hyde	34
Bennett	03	Jackson	35
Bon Homme	04	Jerauld	36
Brookings	05	Jones	37
Brown	06	Kingsbury	38
Brule	07	Lake	39
Buffalo	08	Lawrence	40
Butte	09	Lincoln	41
Campbell	10	Lyman	42
Charles Mix	11	McCook	44
Clark	12	McPherson	45
Clay	13	Marshall	43
Codington	14	Meade	46
Corson	15	Mellette	47
Custer	16	Miner	48
Davison	17	Minnehaha	49
Day	18	Moody	50
Deuel	19	Pennington	52
Dewey	20	Perkins	53
Douglas	21	Potter	54
Edmunds	22	Roberts	55
Fall River	23	Sanborn	56
Oglala Lakota	51	Spink	57
Faulk	24	Stanley	58
Grant	25	Sully	59
Gregory	26	Todd	60
Haakon	27	Tripp	61
Hamlin	28	Turner	62
Hand	29	Union	63
Hanson	30	Walworth	64
Harding	31	Yankton	65
Hughes	32	Ziebach	66

MISCELLANEOUS BUILDING AND PROPERTY INFORMATION

This should be used to help analyze sales data. If there are any questions on this subject, please contact your field staff.

LIMITING VALUES AND EXCLUSIONS OF BUILDING VALUES

In order for the assessor to determine whether rural sales should be considered as bare land sales for ratio purposes only, he/she must remove the influence of negligible structure and improvement values, which are not considered in the market value of the property at the time of sale.

Limiting value applies only to structures or improvements which are basically obsolete or of little importance to the operating unit and consists of the entire structure or improvement value in the sale. Examples of negligible structures would be in isolated out buildings or granary or an obsolete building site.

Sales of agricultural land with buildings having a structure or improvement value equal to or less than the limiting value of \$5,000 should be considered as abstract class A for sales ratio purposes. The transfer information form should include only the land value in the assessment portion and a note in the remarks section should state the structure or improvement value and that the value was under the limiting value.

As a reminder, if a BUILDING is OCCUPIED, the sale must be used as land with improvements, regardless of the building value.

UTILITY VALUE

In order for the assessor to determine whether urban sales (land with structures or improvements) should be considered as bare land sales for sales ratio purposes only, he/she must determine the utility value of the structures and improvements located on the land.

If all the structures and improvements involved in the sale lack utility are obsolete, and it is evident that no value consideration was given to them in the sale price, then the sale should be considered as a bare land sale. The transfer information should include only the land value in the assessment value portion and a note in the remarks section should state the structure or improvement value and that no apparent consideration was given for the structures or improvements in the sale price.

As a reminder, if a STRUCTURE is OCCUPIED, the sale must be used in the land plus improvements category, regardless of the structure's utility value.

OUT OF RATIO PERIOD

Deeds filed with a date of instrument **prior to** November 1, 2021 can be considered as out of ratio period and rejected for such.

For transfers considered "out of ratio period", use the current date as Instrument date and complete the assessment fields with current assessment year values. Note the actual date of instrument in the remarks section.

Any instrument filed with an instrument date of **November 1, 2021 and after** cannot be rejected as out of ratio period. All pertinent data must be completed. Verify the transaction in the same manner as all other transfers. The assessment data must be completed with the assessment information pertaining to the year of the sale.

KEEPING VALUES ON PROPERTY RECORD CARDS

The property record card is a continuous record of the values of the property. Each year the current value needs to be recorded on the property record card for each legal description.

INUNDATED FARMLAND

On the assessed value information for the sale, use the value after making the adjustment for the inundation. In the remarks, show the value prior to making the adjustment for inundation in the remarks section.

SPLITS

The following applies for ratio study purposes only. DO NOT change assessment records on splits until the following assessment date.

If a property is "split" during the assessment year, the sales information needs to be submitted just the same as any other transfer. Do not wait until the end of the year to submit the splits.

The Director of Equalization may want the property record cards "flagged" so the new valuation can be determined for the following assessment year, but that does not need to hold up submitting the transfer information.

If a property is split for the purpose of the platting off and selling of the lots, there will not be a current assessed value for those new lots. Reject the sales for "Split/New Plat" you can then attach the parent parcel to the sale to release or leave it without a property and have your sales

auditor push thru. If you have a property split with a predetermined value it may be considered a valid sale.

PROPERTIES WITH PREDETERMINED VALUES

The information on the transfer must pertain to only the property transferred. The assessed value will be the proportionate amount being transferred based on how the original assessment was established. BUT – the assessment on the part transferring and the part not transferring must equal what the original aggregate assessment was. This is the only time a split can be used as a valid sale, assuming it would meet all other requirements.

EXAMPLE – 100 front foot city lot – assessed on front foot basis – 30 feet transferred – assessed value on the land for the ratio study purposes is 30% of the original 100 feet assessment.

EXAMPLE – 40 acres of a 160 acres tract transfers – ag land assessed on soil survey – recalculated the 40 acres and give it the value based on current productivity. The 40 acres transferred, and the 120 acres not transferred assessments must total to the original 160 acres assessment.

PARTIAL INTERESTS TRANSFERRING

This happens when more than one transfer pertains to a single property sale, such as three transfers, each showing one-third interest in the property.

The first 1/3 and the second 1/3 would be rejects. Once the third 1/3 is filed, it is a complete transfer of the property and could be a good sale (if it meets the arms-length transaction definition).

- All three will show the total selling price.
- All three will show the total assessed values.
- The “good sale” shall show the card numbers of the other “parts” of the sale showing the total interest has been transferred.
- You can comment the two rejected sequence numbers in the comments section for reference on the good sale.

FORECLOSURES

The transfer from the Owner to the Bank is always a reject sale. The owner had no choice but to give the home to the bank.

The transfer from the bank to the new owners has the potential to be a good sale. Normal “arm’s length transaction” rules apply.

MORE THAN ONE TYPE OF PROPERTY

When a property with multiple uses (e.g., a commercial building with an attached residential unit) is sold, the sale price reflects the total value of all uses. It’s often impossible to determine how much of that price is attributable to each individual class of property, especially if the buyer and seller don’t differentiate.

If one use class represents a small portion of the overall value, a corresponding small portion of the sale price can be allocated to that class and noted in the comments section. If the value of the mixed-use property is substantial for each class, the sale might be considered invalid or a reject for the ratio study.

If the selling price of the different classes can’t be verified, question the buyer and seller as to what they were looking at buying. If most of the property is commercial, it is probably a commercial sale. Ask if the residential property had any bearing on the purchase.

If both types of property had a significant effect on the sale and the selling price cannot be separated reject the sale as “Not possible to adjust sales price due to factors” and put a note indicating multi class sale in the comments section.

Ratio studies are crucial for assessing the accuracy and consistency of property assessments. Carefully handling multi-class sales is essential to avoid skewing the results of these studies.

CONTRACT FOR DEED

The initial filing of a Contract for Deed has the potential to be a “Good” sale. For unfilled contracts use the original contract date as the date of instrument, use assessed values from that year and reference the date of the deed in the remarks.

If the instrument is prior to the November 1, 2021 use the original contract date as the instrument date and reference the date of the deed in the remarks. But use current year assessed values and reject for being “out of ratio period”.

The completion of a contract for deed is a “Reject” sale. Don’t use “warranty deed” as the reject reason as this is not enough. You must also include the original contract date and sequence number. You may also use the book and page number but when you do this, also notate the original sequence number as the public may wish to see the original filing of the contract for deed.

VERIFICATION PROCESS

The assessor's primary responsibility is to estimate the market value of each property. This is done through the analysis of sales data, which must be carefully collected, verified, and, when necessary, adjusted for use in ratio studies. Key sources of sales data include real estate transfer documents, sales verification questionnaires, the buyer and seller, and third-party sources.

Accurate sales data is critical. If information such as the selling price or the date of the instrument is incorrect, it compromises the reliability of the data and can lead to poor decision-making.

Sales verification questionnaires are affirmed or sworn statements regarding the property transaction. Consider having these completed in the Register of Deeds office at the time of filing. Clear instructions for completing the questionnaire should be provided or included with the form.

Use caution when interpreting the information provided. Adjustments for factors such as personal property, special financing, or crop rights can be subjective and require careful judgment.

To ensure accuracy, buyers and sellers should be contacted directly to confirm sales details. It's important to verify that both parties agree on the reported data. When disclosure documents are incomplete or unclear, third-party sources become essential. These may include title companies, lenders, leasing agents, property managers, real estate brokers, attorneys, and others with relevant knowledge.

Every county should maintain documentation outlining proper verification procedures, including how to make adjustments. If no such documentation exists, contact your assigned field representative for guidance.

For more detailed information on sales verification, refer to the IAAO's *Property Appraisal and Assessment Administration* publication or IAAO's Standard on Verification and Adjustments of Sales.

ALLOWABLE ADJUSTMENTS FOR SALES RATIO STUDY

64:05:01:02.01. Annual sales ratio audit. The director of equalization may adjust the selling price of a property for the annual sales ratio audit if the real estate sale or transfer form or the mobile home sale or transfer form is accompanied by documentation showing special and unique financing or that personal property was included in the sale.

Any adjustments made to selling price on any sale must be explained in the remarks section of the ratio card and documentation must be retained in the assessor's office until such time the sale has been audited by the Department of Revenue.

1. Personal Property – If personal property was involved in the sale and the value of the personal property can be determined, this value is to be subtracted from the selling price. Planted crops can be considered person property when crop is already planted when sale occurs. However, it must be taken into consideration the cost to plant for the seller, income of buyer for harvesting crops and the cost of harvesting.
2. Points – Normally stated as percent of mortgage/loan. When buyer pays points to the lender, no change in selling price. When seller pays points, the buyer is receiving a preferred interest rate. This is to be added to the selling price.
3. Interest Rates – If interest rate is less than the going rate of interest, the “present worth” of the difference in rates would be subtracted from the selling price. If the interest rate is more than the going rate of interest, the “present worth” of the difference would be added to the selling price. (Computation shown in the IAAO Property Appraisal and Assessment Administration book).
4. Government payments – Some land purchases are influenced by the income received by idling the land. Great care is to be taken when adjusting these sales. First, determine if the payments influenced the seller and/or buyer in any way. If so, the adjustment to be made must consider the payment and the probable income if a crop had been planted. A suggested way of adjusting these sales is (selling price – payment + income of crop most likely to be planted – costs of planting and harvesting crop).

MOST IMPORTANT!! VERIFY-VERIFY-VERIFY

Before making any adjustments to selling prices, it is essential to first verify the accuracy of the sales information. This can only be achieved through a thorough and reliable verification process. Carefully review all available documentation related to the sale—including any verification materials—to determine whether the transaction qualifies as arm's-length. Do not rely solely on Certificates of Value, as they may not provide complete or accurate details. Direct communication with the buyer and/or seller is critical to fully understand the terms and conditions of the transfer. The more complete the information, the more accurate and informed the resulting decisions and adjustments will be

REJECT REASONS

All transfers will be included in the statistical study unless proven that the transfer was not an arms-length transaction. **Any sale marked as a reject MUST have the reason for rejection in the verification.**

The following are accepted reject reasons:

- **Not on the open market** – the property was not advertised for sale publicly. Open Market means it was advertised in some manner, such as by word of mouth, for sale signs posted on the property, ads in newspapers/magazines, posted on the internet/Facebook, or listed with a realtor, etc.
 - **Can also be used:**
 - Terminating Joint Tenancy
 - Terminating a Life Estate
 - Title Transfer only
 - No money exchanged
 - Adding or removing Wife/Husband Name
 - Foreclosure/Bankruptcy/Repossession
- **Not on the open market for a reasonable length of time** - This implies that the property be exposed on the market long enough to find a buyer. Reasonable length of time will most likely be different from one type of property to another and from one location to another. It may also change due to the economic conditions.
- **Not a willing seller or buyer** - This would include forced sales such as foreclosures, in lieu of foreclosures, debt settlements, or anything that would indicate abnormal pressure to sell or to buy.
- **Not possible to adjust sales price for factors** – Certain outside factors may influence the sale price, but do not reflect the actual value of the real property. This relates to adjustments for personal property, registered mobile homes, special financing, and other non-realty items included in the selling price. The first option is to always try to make the appropriate adjustment. If unable to do so after an honest attempt, the sale should be rejected.
- **Change in use** – The change must have occurred between the legal assessment date and the date of the sale, and the change must have increased or decreased the assessed value of the property by at least ten percent. Examples of this would be a change from ag to non-ag or residential to commercial. Exempt to non-exempt or vice versa **does not** constitute a change in use. An exempt property going to non-exempt generally is rejected because there is no prior year value.

- **Major physical change** – The major physical change must have occurred between the legal assessment date and the date of the sale, and the change must have increased or decreased the assessed value of the property by at least ten percent.

The following WILL NOT BE ACCEPTED without further explanation:

- **Not an arms-length transaction** – We will need to know why it is not considered an arms-length transaction.
- **Family-Relationship** – Sale needs to be verified that it is not an arms-length transaction or an open market sale. Being related doesn't automatically make it a reject.
- **Out of Ratio Period** – This does not include any sale with an instrument on or after November 1, 2021. Will need to note in comments original book and page or sequence number if able.
- **Stating "reject" only** – will not be accepted as a comment, reason must be notated.
- **Abbreviations** – Please type out all remarks in full.

PROCEDURE FOR SUBMITTING AND AUDITING SALES DATA

Goal and purpose of the audit is to provide an accurate listing of verified arms-length transactions by agricultural and non-agricultural properties.

Register of Deeds

The duty of the Registers of Deed is to record all transactions pertaining to real property. Each transfer is to have its own sequence number for the calendar year.

At end of month, they are to certify the transfers to the Department of Revenue, stating the sequence numbers used for that particular month. Data must be electronically uploaded in the format as prescribed by the Department of Revenue. They are to also submit these transfers to the Director of Equalization.

Director of Equalization

Data must be electronically uploaded in the format as prescribed by the Department of Revenue. The system is designed to ensure the accuracy and integrity of all sales records uploaded into the portal. Each record must meet two specific criteria to be marked as "Verified". The sale must match a record within the Property Information Exchange data (assessment summary data) and match a sequence number. Only verified sales can be finalized and submitted to the state, making it essential to complete any unverified entries before submission. If manual sales validation is required, please see [Manually Verifying Sales](#) instructions. This should only be used when needing to add a property or edit missing or incorrect information from the upload. Every sale needs to be uploaded in order to be released, you cannot bypass this option.

Before submitting information, the county official should CHECK:

1. All transfers are properly numbered
2. Information is complete for ALL sales
3. All rejects are clearly noted as such & have valid reject reasons in the reject code section

According to Administrative Rule, data shall be transmitted to the Department as such*:

- November through April transfers are due June 1st
- May and June are due by August 1st
- July and August transfers are due by October 1st
- September and October are due by December 1st

**However, Monthly submissions are also accepted and preferred.*

Sales are to be verified using Certificate of Value, letter to buyer/seller, and/or phone call to buyer/seller or contact with party(s) involved in transaction. The Director of Equalization should have procedures established to do this. (It can be noted in the remarks section how the sale was verified for reference).

All verification documentation must be kept on file in the assessor's office until after the sale has been audited. (It is advised to keep three years of sales information on file before destruction).

The Director should do an internal audit of all sales data prior to the Department audit.

Department of Revenue

Each county will be contacted for any missing information after receipt of data. Transfers submitted improperly, that are incomplete or contain information that is unclear will be questioned.

Before any final audits are done, ALL sales information for the current assessment year must be received by the Department. This means anything that was filed with the Register of Deeds office from November 1 through October 31. This is done by checking sequence numbers as received from the Register of Deeds vs. sequence numbers as received from the Director of Equalization.

Once an audit is marked as complete on the Sales Ratio Portal by the Department, further changes to the sales shall not be made.

ADMINISTRATIVE RULES

Minimum of 15 sales

64:04:01:31. Establishing equalization factor. For the department to accurately establish the equalization factors, each county shall supply the following information no later than January 1 of the year the factor is to be established:

- (1) Summary of changes made to assessments for the current assessment year;
- (2) Printout of county-wide abstract reflecting changes made for the current assessment year;
- (3) Printout or electronic file of sales for the last assessment year showing current year assessment. If there are less than fifteen sales of nonagricultural property, the county shall supply this same information, for the number of years necessary to obtain the fifteen sales; and
- (4) A county-wide printout of the land inventory for assessed acres showing soil survey map units, capability rating used for each map unit, dollar values and acres for each map unit for the current assessment year.

Following IAAO Standards

64:02:01:13. Revocation of certification -- Right of appeal. Certified appraiser assessors must act in accordance with the "Code of Ethics and Standards of Professional Conduct" as adopted by the IAAO on November 15, 2015, and the "Uniform Standards of Professional Appraisal Practice" published by the Appraisal Foundation 2020-2021. The secretary may revoke the certification of any individual acting in violation of either standard.

Any person who is aggrieved by the revocation of certification or by methods used or by conditions surrounding the certification examination may appeal to the secretary and is entitled to a hearing before the secretary.

Sales to be used for determining current year level of assessment

64:05:01:08. Sales included in analysis. A director of equalization and the department may only consider sales transactions which have been filed with the register of deeds prior to the legal assessment date for the assessment year in issue.

64:04:01:09. Property cards required -- Must show full and true value. A director shall prepare and maintain a property card for each property in the director's jurisdiction. The card shall show the full and true value of the property described. All property within the county must be recorded on the property cards provided by the department. Residential property and mobile home property shall be listed on PT-24, commercial property shall be listed on PT-25, and rural property shall be listed on PT-28. Counties using a computer assisted mass appraisal (CAMA)

computer program may print that information and attach it to the corresponding property card. A computer-generated property record which includes the information required on the applicable property card is acceptable in lieu of a property card. Forms PT-24, PT-25, and PT-28 are published in Appendix A at the end of this chapter.

Sales Ratio

64:05:01:01. Definitions. Terms used in this chapter mean:

- (1) "Appraisal-assessment ratio," the ratio between an appraisal done by department personnel and the assessment on a particular piece of property;
- (2) "Assessed value," the market value;
- (3) "Assessment year" and "ratio year," the period beginning November 1 and ending October 31 of the following year;
- (4) "Department," the Department of Revenue;
- (5) "Full and true value," the market value;
- (6) "Market price," the price paid for a property regardless of pressure, motive, or intelligence;
- (7) "Market value," the most probable sale price of a property, in terms of money, which a property will bring if exposed for sale in the open market, allowing a reasonable time to find a purchaser who buys with full knowledge of all the uses to which it is adapted and for which it is capable of being used;
- (8) "Principle of substitution," the rule by which the value of a replaceable property tends to be set at the cost of acquisition of an equally desirable and valuable substitute property, assuming no costly delay is encountered in making the substitution;
- (9) "Sales ratio," an analysis showing the relationship of the full and true value to the selling price of real estate and real estate investments or the full and true value to the selling price of mobile homes;
- (10) "Significant changes in market conditions," those changes that were unforeseen at the time of the appraisal that had a negative or positive effect on the value of property on a county-wide basis;
- (11) "Typical," that which occurs most often.

64:05:01:02. Directors to record sales information. County directors shall record sales information on real estate sales cards for each real estate sale and on mobile home sales cards for each mobile home sale. Such information shall be taken from real estate transfer forms furnished monthly by the county register of deeds and the mobile home sales cards furnished by the department.

64:05:01:02.01. Annual sales ratio audit. The director of equalization may adjust the selling price of a property for the annual sales ratio audit if the real estate sale or transfer form or the mobile home sale or transfer form is accompanied by documentation showing special and unique financing or that personal property was included in the sale

64:05:01:03. Sales proven unusable to be mailed to department. Any abstracted sale proven to be unusable in the sales ratio study through the verification process for the reasons listed in SDCL [10-11-56](#) shall be mailed to the department, marked as a reject. Documentation of a rejected sale must be on file in the office of the director of equalization.

64:05:01:03.01. Exclusion from sales ratio study -- Change in use. To exclude a sale from the sales ratio study because of a change in the use of the property between the legal assessment date and the date of the sale, the change must increase or decrease the assessed value of the property by at least ten percent.

64:05:01:03.02. Exclusion from sales ratio study -- Major physical change. To exclude a sale from the sales ratio study because of a major physical change in the property between the legal assessment date and the date of the sale, the change must increase or decrease the assessed value of the property by at least ten percent.

64:05:01:05. Real estate sales cards and mobile home sales cards to show assessed value. Real estate sales cards must show the assessed value of that property based on the assessment of the property for the assessment year in which the sale took place. Mobile home sales cards must show the assessed value of the mobile home based on the current year assessment prior to adjustments for late listing penalties or proration.

For sales with instrument date of more than five years, and with verified selling price of more than one dollar and stated consideration of more than one dollar, the current year assessed value may be used, with the one dollar sale or current assessed value noted on the sales card information.

64:05:01:06. Time for filing. The director of equalization of each county shall verify real estate transfers and transmit the data to the department as follows:

Transfers Filed in Register of Deeds During Month of	Submit to Department of Revenue on or before
November, December, January, February, March, April	June 1
May, June	August 1
July, August	October 1
September, October	December 1

SALES RATIO STATUTES

SDCL 7-9-10. Monthly report to tax officials of real estate transfers.

It shall be the duty of the Register of Deeds in each county to keep in his office and to enter therein the name of the grantor and the grantee and a sufficient description of the real estate in each transfer to perfectly identify the same and, on the last working day of each calendar month, he shall certify to the Secretary of Revenue, County Auditor, and Director of Equalization a list of transfers for the current month.

10-11-55. Annual studies by department of assessment to sales ratios.

The secretary of revenue annually shall prepare and publish comprehensive assessment to sales ratio studies of the average level of assessment, the degree of assessment uniformity, and the overall compliance with assessment requirements for each class of property in each county in the state.

10-11-56. Arms-length transactions included in departmental studies.

Any sale which has been verified to be an arms-length transaction shall be included in the annual study. For purposes of this section, the term, arms-length transaction, means the transfer of property offered on the open market for a reasonable period of time between a willing seller and a willing buyer with no coercion or advantage taken by either party. The director of equalization shall analyze each sale to eliminate factors related to the sale which affect the sale price but which do not reflect the actual value of the real property.

10-11-58. Computation of median level of assessment in each county.

In order to determine the average level of assessment in each county the secretary of revenue shall compute the median ratio. The median ratio is the middle value in the array of ratios of assessed valuations to sales, from the highest to the lowest for the current year and one year preceding the assessment year. If there are fewer than ten sales, medians may, in the case of agricultural land, be determined by bridging sales information from adjoining counties or in the case of nonagricultural land from other municipalities.

10-11-59. Computation of coefficient of dispersion for each county.

In order to determine the degree of assessment uniformity and compliance in the assessment of property within each county, the secretary of revenue shall compute the coefficient of dispersion. The coefficient of dispersion is the percentage which the average of the deviation of the assessment ratio of individual sale properties bears to their median ratio.

10-11-60. Publication of findings from assessment to sales ratio studies.

The secretary of revenue shall publish annually the findings of the assessment to sales ratio study along with whatever additional information he shall determine necessary to equalize and evaluate assessment of property in South Dakota.

10-11-65. Appeal from assessment to sales ratio studies.

Any person, firm, corporation, public or private, taxing district, or state department interested, may appeal from the assessment to sales ratio studies prepared by the Department of Revenue pursuant to § 10-11-55 to the Office of Hearing Examiners in the manner prescribed in chapter 10-11 for taking appeals from decisions of the county board of equalization.

Inundated Farm Land

10-6-125. Assessed value of inundated farmlands--Classification.

If an application is submitted pursuant to § 10-6-126, the director shall take into consideration and make adjustments in setting the assessed value for agricultural land which has been inundated by floods and is not farmable during the past three growing seasons. The director shall use the marshland soils rating classification pursuant to § 10-6-130 to determine the assessed value of the acreage inundated and not farmable.

10-6-126. Request for special assessment for inundated farmland--Time limit--Description of land.

If agricultural land has been inundated by floods and was not farmable during the past three growing seasons, any landowner or the landowner's agent or attorney may request the director to specially assess the land for the purpose of taxation by submitting an application before November first. The landowner or the landowner's agent or attorney shall describe on the application the portion of the agricultural land that has been inundated by floods and was not farmable during the past three growing seasons.

Certificate of Real Estate

7-9-7. Names, addresses, and descriptions required in recorded instruments--Certificate of value.

No register of deeds may accept for record in the office of the register of deeds:

- (1) Any deed, affidavit terminating joint tenancy or life estate interests, or oil, gas, or other mineral lease that does not include the names of the grantor and the grantee or the lessor and the lessee, the names of the joint tenant, the post office address of the grantee or lessee, and a legal description of the property conveyed or leased;
- (2) Any mortgage that does not include the names of the mortgagor and the mortgagee, the post office address of the mortgagee, a legal description of the property, and the amount of the mortgage and when it is due;
- (3) Any assignment of mortgage or oil, gas, or other mineral lease that does not include the names of the assignor and the assignee, the post office address of the assignee, and a legal description of the property;

- (4) Any deed or contract for deed dated after July 1, 1988, used in the purchase, exchange, transfer, or assignment of interest in real property that is not accompanied by a certificate of value containing the name and address of the buyer and seller, the legal description of the real property, the actual consideration exchanged for the real property, the relationship of the seller and buyer, if any, and the terms of payment if other than payment in full at the time of sale; or
- (5) A transfer on death deed, pursuant to §§ 29A-6-401 to 29A-6-435, inclusive, is exempt from completing and submitting the certificate of value as set forth in subdivision (4) of this section.

Exemptions from Transfer Fee

43-4-22. Exemptions from real estate transfer fee.

The fee imposed by § 43-4-21 does not apply to any transfer of title:

- (1) Recorded before July 1, 1968;
- (2) By or to the United States of America, this state, or any instrumentality, agency, or political subdivision of either;
- (3) Solely in order to provide for or to release security for a debt or obligation;
- (4) Which confirms or corrects a deed previously executed and recorded;
- (5) Between husband and wife, or parent and child with only nominal actual consideration therefor;
- (6) On sale for delinquent taxes or assessments, sheriffs' deeds, other deeds issued in foreclosure actions or proceedings or deeds issued in lieu of foreclosure actions or proceedings;
- (7) On partition;
- (8) Pursuant to any mergers or consolidations of corporations or limited liability companies or plans of reorganization by which substantially all of the assets of corporations or limited liability companies are transferred;
- (9) By a subsidiary corporation to its parent corporation for no consideration, nominal consideration, or in sole consideration of the cancellation or surrender of the subsidiary's stock;
- (10) Pursuant to decrees of distribution entered in any decedent's estate;
- (11) Between an individual grantor, or grantors, and a corporation, where the grantor or grantors and the owner of the majority of the capital stock of the corporation are the same person;
- (12) Between any corporation and its stockholders or creditors, or between any limited liability company and its members or creditors, if to effectuate a dissolution of the corporation or limited liability company it is necessary to transfer the title of real property from the corporate entity to the stockholders or creditors;
- (13) On cemetery lots and grave sites;
- (14) Between an individual grantor, or grantors, and a limited or general partnership if the grantor or grantors and the owner of the majority interest in the limited or general partnership are the same person;

- (15) Between a fiduciary and a beneficiary of the fiduciary or between a fiduciary and a third party, if the transfer or conveyance is to accommodate the fiduciary relationship;
- (16) Between individuals, regardless of the relationship, if the conveyance is an absolute gift without consideration of any kind in return for the conveyance;
- (17) Pursuant to a decree of divorce, annulment, or separate maintenance or pursuant to a settlement agreement approved or adopted by a decree of divorce, annulment, or separate maintenance;
- (18) For which no consideration was given;
- (19) Between any limited liability company and its members.

DEFINITIONS

Of particular importance in any sales ratio study is a clear understanding of definitions used in the analysis. This is especially true for South Dakota because of the unique nature of some of its property tax laws.

Appraisal: An opinion by a qualified appraiser of the estimated value of real property. Elements of the analysis include preliminary survey and planning; collection of data; application of cost; comparative sales, or income approaches; correlation and reconciliation of indicated values; and the final value.

Arm-length Transaction: A real estate sale between two unrelated, knowledgeable parties, neither whom is under abnormal pressure from the other and each is attempting to maximize his gains.

Assessment Level: The level of assessment after application of any fractional assessment ratio, partial exemption, or other adjustment.

Assessment Uniformity: The degree to which properties within a specific class or county are assessed at equal percentages of market value. The most common measure of uniformity is the coefficient of dispersion.

Coefficient of Dispersion (COD): The average absolute deviation of all assessment/sales ratios from the chosen measure of central tendency expressed as a percentage of the measure of central tendency. The lower the coefficient of dispersion, the more uniform the assessments are.

Coefficient of Variation (COV): The standard deviation expressed as a percentage of the mean.

Confidence Interval: The interval within which the population parameter (true median, mean, etc.) This interval varies in relation to the confidence level desired, i.e. 90%, 95%, 99%, etc.

Confidence Level: The certainty that the statistician has in his confidence interval including the true parameter (true median, mean, etc.) of the whole population, i.e. all property in the county.

Date of Sale: The data on which the real property sale was agreed to. The data of recording may be used as a proxy for the date of sale (See Transaction date).

Deed Recordation: The process of registering a real property sale with the county recorder's office.

Dispersion: The degree to which data are distributed around a measure of central tendency. Measures of dispersion include the range, average deviation, standard deviation, coefficient of dispersion, and coefficient of variation.

Dollar – Weighed Mean (DWM): The measure of central tendency weighted by the dollar value of each entry. It is calculated by dividing the sum of all the adjusted assessments by the sum of all the adjusted sale prices.

Factoring: The process by which all assessments or a group of assessments are adjusted to meet the legal level of assessment. Factoring is considered appropriate when coefficients of dispersion are relatively low. The correct factor is calculated by dividing the target level of assessment by the current level of assessment.

Intangible Property: The non-physical evidence of ownership and of property rights such as patent rights, copyrights, notes, mortgages, deeds of trust, and stock certificates.

Mann-Whitney Test: A test that seeks to determine whether the differences in values between two sets of data from population are statistically significant.

Mean: The result of adding all the values and dividing by the number of values.

Measures of Central Tendency: Those statistics which measure the tendency of ratio data to center about a typical or central value. Measures of central tendency include the median, the mean, the mode, and the dollar weighted mean.

Measure of Variability: Those statistics which measures the amount of dispersion, variability, or dissimilarities of ratio data. Some measure absolute differences, while others measure relative variability. Included as measures of variability are the range, average absolute deviation, and the standard deviation. Measures of relative variability include the coefficient of dispersion and the coefficient of variation.

Median: The middle observation of a set of numbers when ranked or arrayed according to magnitude. It is the middle number when there is an odd number in the set. It is the average of the middle two observations when there is an even number in the set.

Mode: The value in a set of numbers that occurs most often.

Normal Distribution: A symmetrical and bell-shaped frequency distribution where 66 percent of the observations occur within one standard deviation of the mean and 95 percent occur within two standard deviations.

Observation: One recording or occurrence of a sale ratio in the sample.

Parameter: An estimated numerical descriptive measure of the population such as the arithmetic mean.

Parametric: A statistic whose interpretations depends on the distribution of the data. Parametric statistics are most reliable when the data sample is normally distributed.

Population: The total number of properties in an assessment jurisdiction of a property class of interest.

Price-Related Differential: This is the mean assessment / sales ratio divided by the weighted mean assessment / sales ratio. It is an indication of the progressivity or regressivity of the property tax within a specific county and may be used within specific classes if the sample size is at least 29. As a rule of differential of less than 0.98 signals that the progressivity may be a concern.

Progressivity: The assessment of higher priced properties at a higher percentage of market value than lower-priced properties.

Property Class: An assigned category of property used in the analysis of sales in the assessment / sales ratio study.

Random Sample: A sample chosen such that each unit in the population has an equal chance of being selected.

Reappraisal: A county-wide re-valuation of all properties indicated when coefficients of variation or dispersion indicate that significant inconsistencies exist.

Real Estate: The physical parcel of land and improvements to the land.

Real Property: The sum of tangible and intangible property rights in land and improvements, the rights, interests, and benefits connected with real estate.

Regressivity: The Assessment of lower-priced properties at a higher percentage of market value than higher-priced properties.

Sale Price: The total purchase price for which real property is sold on the open market.

Sales Ratio: The ratio of an appraised value (or assessment) to the sale price of the property.

Sample: A number of properties selected from the whole population of properties. The sample is usually much smaller than the population. The sample for ratio study purposes is usually all qualified sold properties.

Standard Deviation: The statistic calculated by subtracting the mean from each value of a sample and squaring the remainders, adding these squares together, and dividing by the sample size less one, and finally taking the square root of the result.

Statistical Estimator: This estimates some characteristic of the sample drawn from the population for study. Parameters are used to estimate some characteristics about the population in general.

Statistics: Numerical descriptions calculated from a sample to estimate measures (parameters) for the population statistics include the mean, median, and the coefficient of dispersion.

Transaction Date: The date the real property transaction was agreed on. Indicating that on that date it was worth the specified value.

TYPES OF DEEDS AND PROPERTY INTEREST

GENERAL DEFINITIONS

The following are general definitions of instruments that are involved in real estate. For specific definitions, consult the county's state's attorney.

INTERESTS IN REAL ESTATE

Contract – An agreement between two or more persons which creates an obligation to do or not to do a particular thing.

Contract for Deed – An agreement by a seller to deliver the deed to a property when certain conditions have been met, such as completion of payments by purchaser.

Corporate Deed – A warranty or quit claim deed in the name of the corporation that is executed and acknowledged on behalf of the corporation. The corporate seal is evidence that the officer was duly authorized to execute the deed.

Correction Deed - A warranty or quit claim deed used to correct errors in the original deed.

Highway Use Deed - Used by governmental agencies to purchase right-of-way for roads and highways. The abutting owners may have reversionary rights upon vacating or abandonment of the property.

Patent – The instrument by which a state or government grants public lands to an individual.

Quit Claim Deed – A deed intended to pay any title, interest, or claim which the grantor may have in the premises, but not professing that such title is valid, nor containing any warranty or covenants for title.

Sheriff's Deed – A document giving ownership rights in a property to a buyer at a sheriff's sale, usually a mortgage foreclosure sale or a lien foreclosure sale.

Special Warranty Deed – A deed in which the grantor only covenants to warrant and defend the title against claims and demands of the grantor and all persons claiming. by, through and under him.

Tax Deed – A proof of ownership of land given to the purchaser by the government after the land has been taken from another person by the government and sold for failure to pay taxes.

Transfer of Death Deed – Allows an owner of real property to execute a deed that names a beneficiary who will obtain title to the property at the owner’s death without going through probate. The transfer on death deed does not apply until all the owners have died. Owner can name alternate beneficiaries as well. In the event the beneficiary refuses the property or isn’t around to receive it. The deed can be revoked at any given time by requesting a revocation form or create a new transfer on death deed that replaces the original. The deed will include any mortgages, liens, etc. If money is owed or there is a contractor lien (mechanics lien) on it, the beneficiary will inherit those responsibilities along with the property.

Trust Deed – A deed wherein legal title in real property is transferred to a trustee, which holds it as security for a loan (debt) between a borrower and lender.

Trustee’s Deed - A warranty or quit claim deed in the name of the trust that is executed and acknowledged on behalf of the trust.

Warranty Deed – The grantor guarantees that the title being transferred is fee simple title, free from all encumbrances (except those specifically set forth in the document), and the grantor will defend the title. The deed will also include any interest that is subsequently acquired by the grantor.

INVOLVING ESTATES OF DECEASED PERSONS, MINORS, OR INCOMPETENT PERSONS

Administrator’s / Administratrix’s Deed – A warranty or quit claim granted by person authorized by court to distribute and manage the estate. Administrators are now called Personal Representatives.

Executor’s / Executrix’s Deed – A court approved warranty or quit claim deed granted by the person who is appointed under a will to carry out the terms of the will. Executors are now called Personal Representatives.

Final Decree – The final closing and distribution of an estate that is accomplished by an order of the court.

Guardian’s Deed – A warranty or quitclaim deed executed by the guardian on behalf of the protected person. Guardians are appointed by the court to manage the affairs & properties of incompetents or minors.

Personal Representative’s Deed – A warranty or quitclaim granted by person authorized by court to distribute and manage the estate.

Probate – All matters and proceedings pertaining to the administration of an estate.

OTHER INSTRUMENTS OR ACTIONS

Abandonment – Usually done during a bankruptcy – the relinquishing of all rights and interest in real property with no intention to reuse or reclaim.

Condemnation – The act of the government and public utility companies to take private property for the public use and benefit, upon payment of just compensation.

Covenant – An Agreement by deed by which the parties pledge to do or not to do certain things.

Easement – An agreement by which an interest is granted in real property giving the interest holder the right to use defined portions of another's property for a specific purpose.

Foreclosure - The legal process terminating all rights of a mortgagor in the property covered by the mortgage. The property is sold to recover all or part of a loan.

Lease – An agreement by which the rights of use and occupancy are transferred by the owner to another for a specified period of time for a specified rental. SDCL 43-32

Purchase Option – A right to purchase property at an agreed to price, on or before a specified date.

Purchase Agreement – An offer to purchase a property.

Vacate – A Formal governmental process, including public notice and hearings, by which the right of the general public is given up. To put an end to, as to vacate a street.

ZIP CODES FOR INCORPORATED CITIES

COUNTY	ZIP CODE	MUNICIPALITIES
AURORA	368	PLANKINGTON
	375	STICKNEY
	383	WHITE LAKE
BEADLE	320	BROADLAND
	324	CAVOUR
	348	HITCHCOCK
	350	HURON
	353	IROQUOIS
	379	VIRGIL
	381	WESSINGTON
	384	WOLSEY
	386	YALE
BENNETT	551	MARTIN
BON HOMME	315	AVON
	059	SCOTLAND
	062	SPRINGFIELD
	063	TABOR
	066	TYNDALL
BROOKINGS	212	ARLINGTON
	002	AURORA
	006	BROOKINGS
	220	BRUCE
	276	BUSHNELL VILLIAGE
	026	ELKTON
	061	SINAI
	071	VOLGA
	276	WHITE
BROWN	401	ABERDEEN
	432	CLAREMONT
	433	COLUMBIA
	441	FREDERICK
	445	GROTON
	446	HECLA
	474	STRATFORD
	478	VERDON
	479	WARNER
	481	WESTPORT
BRULE	325	CHAMBERLAIN
	355	KIMBALL
	370	PUKWANA
BUTTE	717	BELLE FOURCHE
	742	FRUITDALE
	760	NEWELL
	762	NISLAND
CAMPBELL	437	ARTAS
	632	HERREID
	646	MOUND CITY
	648	POLLOCK

COUNTY	ZIP CODE	MUNICIPALITIES
CHARLES MIX	329	DANTE
	342	GEDDES
	356	LAKE ANDES
	367	PICKSTOWN
	369	PLATTE
	357	RAVINIA
	380	WAGNER
CLARK	217	BRADLEY BENNETT
	225	CLARK
	236	GARDEN CITY
	254	NAPLES
	258	RAYMOND
	271	VIENNA
	278	WILLOW LAKE
CLAY	037	IRENE
	069	VERMILLION
	073	WAKONDA
CODINGTON	235	FLORENCE
	243	HENRY
	245	KRANZBURG
	263	SOUTH SHORE
	272	WALLACE
	201	WATERTOWN
CORSON	641	MCINTOSH
	642	MCLAUGHLIN
	645	MORRISTOWN
CUSTER	722	BUFFALO GAP
	730	CUSTER
	738	FAIRBURN
	744	HERMOSA
	773	PRINGLE
DAVISON	334	ETHAN
	301	MITCHELL
	363	MOUNT VERNON
DAY	422	ANDOVER
	219	BRISTOL
	222	BUTLER
	239	GRENVILLE
	250	LILY
	468	PIERPONT
	261	ROSLYN
	273	WAUBAY
274	WEBSTER	

COUNTY	ZIP CODE	MUNICIPALITIES
DEUEL	211	ALTAMONT
	213	ASTORIA
	218	BRANDT
	226	CLEAR LAKE
	237	GARY
	238	GOODWIN
	268	TORONTO
DEWEY	625	EAGLE BUTTE
	633	ISABEL
	656	TIMBER LAKE
DOUGLAS	313	ARMOUR
	328	CORSICA
	330	DELMONT
EDMUNDS	428	BOWDLE
	448	HOSMER
	451	IPSWICH
	471	ROSCOE
FALL RIVER	735	EDGEMONT
	747	HOT SPRINGS
	763	OELRICHS
FAULK	465	CHELSEA
	435	CRESBARD
	438	FAULKTON
	466	ONAKA
	467	ORIENT
	470	ROCKHAM
	473	SENECA
GRANT	216	BIG STONE CITY
	246	LA BOLT
	251	MARVIN
	252	MILBANK
	259	REVILLO
	264	STOCKHOLM
	265	STRANDBURG
GREGORY	269	TWIN BROOKS
	317	BONESTEEL
	523	BURKE
	529	DALLAS
	335	FAIRFAX
HAAKON	533	GREGORY
	538	HERRICK
	552	MIDLAND
	567	PHILIP

COUNTY	ZIP CODE	MUNICIPALITIES
HAMLIN	221	BRYANT
	223	CASTLEWOOD
	234	ESTELLINE
	241	HAYTI
	242	HAZEL
HAND	248	LAKE NORDEN
	362	MILLER
	371	REE HEIGHTS
	373	ST. LAWRENCE
HANSON	381	WESSINGTON
	311	ALEXANDRIA
	332	EMERY
	336	FARMER
HARDING	340	FULTON
	720	BUFFALO
	724	CAMP CROOK
HUGHES	522	BLUNT
	536	HARROLD
	501	PIERRE
HUTCHINSON	331	DIMOCK
	029	FREEMAN
	045	MENNO
	052	OLIVET
	366	PARKSTON
	376	TRIPP
HYDE	345	HIGHMORE
	521	BELVIDERE
	728	COTTONWOOD
	750	INTERIOR
JACKSON	543	KADOKA
	312	ALPENA
	358	LANE
	382	WESSINGTON SPRINGS
JONES	531	DRAPER
	559	MURDO
KINGSBURY	212	ARLINGTON
	214	BADGER
	353	BANCROFT
	231	DE SMET
	233	ERWIN
	244	HETLAND
	353	IROQUOIS
	249	LAKE PRESTON
051	OLDHAM	

COUNTY	ZIP CODE	MUNICIPALITIES
LAKE	042	MADISON
	050	NUNDA
	054	RAMONA
	075	WENTWORTH
	016	LAKE BRANDT
LAWRENCE	727	CENTRAL CITY
	732	DEADWOOD
	754	LEAD
	783	SPEARFISH
	793	WHITEWOOD
LINCOLN	004	BERESFORD
	013	CANTON
	027	FAIRVIEW
	032	HARRISBURG
	034	HUDSON
	039	LENNOX
	101	SIOUX FALLS
	064	TEA
LYMAN	077	WORTHING
	544	KENNEBEC
	365	OACOMA
	568	PRESHO
	569	RELIANCE
MARSHALL	430	BRITTON
	232	EDEN
	247	LAKE CITY
	454	LANGFORD
	270	VEBLEN
MCCOOK	319	BRIDGEWATER
	012	CANISTOTA
	048	MONTROSE
	058	SALEM
	374	SPENCER
MCPHERSON	437	EUREKA
	447	HILLSVIEW
	456	LEOLA
	457	LONG LAKE
	482	WETONKA
MEADE	719	BOX ELDER
	626	FAITH
	769	PIEDMONT
	785	STURGIS
	718	SUMMERSET
MELLETTTE	579	WHITE RIVER
	585	WOOD

COUNTY	ZIP CODE	MUNICIPALITIES	
MINER	321	CANOVA	
	323	CARTHAGE	
	349	HOWARD	
	378	VILAS	
MINNEHAHA	003	BALTIC	
	005	BRANDON	
	018	COLTON	
	020	CROOKS	
	022	DELL RAPIDS	
	030	GARRETSON	
	033	HARTFORD	
	035	HUMBOLDT	
	060	SHERMAN	
	101	SIOUX FALLS	
MOODY	068	VALLEY SPRINGS	
	017	COLMAN	
	024	EGAN	
	028	FLANDREAU	
	065	TRENT	
OGLALA LAKOTA	074	WARD	
	716	BATESLAND	
PENNINGTON	719	BOX ELDER	
	745	HILL CITY	
	751	KEYSTONE	
	761	NEW UNDERWOOD	
	775	QUINN	
	701	RAPID CITY	
	790	WALL	
	791	WASTA	
	PERKINS	620	BISON
		638	LEMMON
POTTER	442	GETTYSBURG	
	450	HOVEN	
	455	LEBANON	
ROBERTS	475	TOLSTOY	
	224	CLAIRE CITY	
	227	CORONA	
	255	NEW EFFINGTON	
	256	ORTLEY	
	257	PEEVER	
	260	ROSHOLT	
	262	SISSETON	
266	SUMMIT		
	277	WHITE ROCK	
	279	WILMOT	

COUNTY	ZIP CODE	MUNICIPALITIES
SANBORN	314	ARTESIAN
	359	LETCHER
	385	WOONSOCKET
SPINK	424	ASHTON
	429	BRENTFORD
	434	CONDE
	436	DOLAND
	440	FRANKFORT
	461	MELLETTTE
	465	NORTHVILLE
	469	REDFIELD
	476	TULARE
	477	TURTON
STANLEY	532	FORT PIERRE
SULLY	520	AGAR
	564	ONIDA
TODD	555	MISSION
	572	ST FRANCIS
TRIPP	528	COLOME
	580	WINNER
	584	NEW WITTEN
TURNER	014	CENTERVILLE
	015	CHANCELLOR
	021	DAVIS
	319	DOLTON
	036	HURLEY
	037	IRENE
	043	MARION
	047	MONROE
	053	PARKER
	070	VIBORG
UNION	001	ALCESTER
	004	BERESFORD
	025	ELK POINT
	038	JEFFERSON
	049	NORTH SIOUX CITY

COUNTY	ZIP CODE	MUNICIPALITIES
WALWORTH	420	AKASKA
	631	GLENHAM
	452	JAVA
	458	LOWRY
	601	MOBRIDGE
	472	SELBY
	YANKTON	031
	037	IRENE
	040	LESTERVILLE
	046	MISSION HILL
	067	UTICA
	072	VOLIN
	078	YANKTON
ZIEBACH	623	DUPREE
	625	EAGLE BUTTE

Register PT-55 Reference Lists

Note that the "Report Field" in each table represents the value that DOR expects to receive for the designated attribute.

Months

Report Field
January
February
March
April
May
June
July
August
September
October
November
December

Deed Types

Report Field	Abbreviation	Description
1	A	Abandonment
2	AD	Administrator's Deed
3	CM	Condemnation
4	C	Contract
5	CD	Contract for Deed
6	CP	Corporate Deed
7	CR	Correction Deed
8	CV	Covenant
9	DD	Transfer Death Deed
10	E	Easement
11	ED	Executor's Deed
12	FD	Final Decree
13	F	Foreclosure
14	GD	Guardian's Deed
15	HD	Highway Use Deed
16	MD	Mineral Deed
17	OT	Other
18	P	Patent

19	PD	Personal Representative's Deed
20	PR	Probate
21	QD	Quitclaim Deed
22	SD	Sheriffs Deed
23	SW	Special Warranty Deed
24	TX	Tax Deed
25	TJ	Termination of Joint Tenancy
26	TR	Trust Deed
27	TD	Trustee's Deed
28	WD	Warranty Deed

Exemption Types

Report Field	Abbreviation	Description	Short
1	PR	Recorded before July 1, 1968.	Pre 1968
2	GV	By or to the United States of America, this state, or any instrumentality, agency, or political subdivision of either.	Government
3	RE	Solely in order to provide for or to release security for a debt or obligation.	Release
4	CR	Which confirms or corrects a deed previously executed and recorded.	Correction
5	FM	Between husband and wife, or parent and child with only nominal actual consideration therefor.	Family
6	FC	On sale for delinquent taxes or assessments, sheriffs' deeds, other deeds issued in foreclosure actions or proceedings or deeds issued in lieu of foreclosure actions or proceedings.	Foreclosure
7	OP	On partition.	On Partition
8	CS	Pursuant to any mergers or consolidation of corporations or limited liability companies or plans of reorganization by which substantially all of the assets of corporations or limited liability companies are transferred.	Corp Sale
9	SB	By a subsidiary corporation to its parent corporation for no consideration, nominal consideration, or in sole consideration of the cancellation or surrender of the subsidiary's stock.	Subsidiary

10	ES	Pursuant to decrees of distribution entered in any decedent's estate.	Estate
11	ST	Between an individual grantor, or grantors, and a corporation, where the grantor or grantors and the owner of the majority of the capital stock of the corporation are the same person.	Stock
12	DS	Between any corporation and its stockholders or creditors, or between any limited liability company and its members or creditors, if to effectuate a dissolution of the corporation or limited liability company it is necessary to transfer the title of real property from the corporate entity to the stockholders or creditors.	Dissolution
13	CM	On cemetery lots and grave sites.	Cemetery
14	PT	Between an individual grantor, or grantors, and a limited or general partnership if the grantor or grantors and the owner of the majority interest in the limited or general partnership are the same person.	Partnership
15	FD	Between a fiduciary and a beneficiary of the fiduciary or between a fiduciary and a third party, if the transfer or conveyance is to accommodate the fiduciary relationship.	Fiduciary
16	GT	Between individuals, regardless of the relationship, if the conveyance is an absolute gift without consideration of any kind in return for the conveyance.	Gift
17	DV	Pursuant to a decree of divorce, annulment, or separate maintenance or pursuant to a settlement agreement approved or adopted by a decree of divorce, annulment, or separate maintenance.	Divorce
18	ZR	For which no consideration was given.	Zero Consideration
19	LC	Between any limited liability company and its members.	LLC Members

DOE PT-55 Reference Lists

Note that the "Report Field" in each table represents the value that DOR expects to receive for the designated attribute.

County ID

Report Field	Description
1	Aurora
2	Beadle
3	Bennett
4	Bon Homme
5	Brookings
6	Brown
7	Brule
8	Buffalo
9	Butte
10	Campbell
11	Charles Mix
12	Clark
13	Clay
14	Codington
15	Corson
16	Custer
17	Davison
18	Day
19	Deuel
20	Dewey
21	Douglas
22	Edmunds
23	Fall River
24	Faulk
25	Grant
26	Gregory
27	Haakon
28	Hamlin
29	Hand
30	Hanson
31	Harding
32	Hughes
33	Hutchinson

Report Field	Description
34	Hyde
35	Jackson
36	Jerauld
37	Jones
38	Kingsbury
39	Lake
40	Lawrence
41	Lincoln
42	Lyman
43	Marshall
44	Mc Cook
45	Mc Pherson
46	Meade
47	Mellette
48	Miner
49	Minnehaha
50	Moody
51	Oglala Lakota
52	Pennington
53	Perkins
54	Potter
55	Roberts
56	Sanborn
57	Spink
58	Stanley
59	Sully
60	Todd
61	Tripp
62	Turner
63	Union
64	Walworth
65	Yankton
66	Ziebach

Class

Report Field	Description
20	A
21	A+A1
22	AC
23	AC2
24	C
25	C+C1
26	CC
27	CC+CC2
5	D
6	D+D1
7	DC
8	DC+DC2

Ag Indicator

Report Field	Description
A	Agricultural property
N	Non-agricultural property

School Districts

Report Field	Description
67	Aurora: Plankinton
68	Aurora: White Lake
85	Aurora: Kimball
91	Aurora: Platte - Geddes
107	Aurora: Mount Vernon
114	Aurora: Corsica - Stickney
143	Aurora: Wessington Springs
69	Beadle: Huron
70	Beadle: Iroquois
71	Beadle: Wolsey - Wessington
93	Beadle: Willow Lake
132	Beadle: Miller Area
143	Beadle: Wessington Springs
194	Beadle: Doland
196	Beadle: Hitchcock - Tulare
72	Bennett: Bennett County
73	Bon Homme: Avon
74	Bon Homme: Bon Homme
75	Bon Homme: Scotland
140	Bon Homme: Tripp - Delmont
76	Brookings: Brookings
77	Brookings: Elkton
78	Brookings: Sioux Valley
79	Brookings: Deubrook Area
130	Brookings: Estelline

Report Field	Description
138	Hutchinson: Menno
139	Hutchinson: Parkston
140	Hutchinson: Tripp - Delmont
121	Hyde: Faulkton Area Schools
132	Hyde: Miller Area
141	Hyde: Highmore - Harrold
128	Jackson: Haakon
142	Jackson: Kadoka Area
69	Jerauld: Huron
85	Jerauld: Kimball
143	Jerauld: Wessington Springs
192	Jerauld: Woonsocket
142	Jones: Kadoka Area
144	Jones: Jones County
70	Kingsbury: Iroquois
93	Kingsbury: Willow Lake
131	Kingsbury: Hamlin
145	Kingsbury: Arlington
146	Kingsbury: De Smet
147	Kingsbury: Lake Preston
151	Kingsbury: Oldham - Ramona
169	Kingsbury: Howard
2220	Kingsbury: Oldham - Ramona - Rutland
78	Lake: Sioux Valley
148	Lake: Chester Area

145	Brookings: Arlington
80	Brown: Aberdeen
81	Brown: Frederick Area
82	Brown: Warner
83	Brown: Groton Area
164	Brown: Britton - Hecla
165	Brown: Langford Area
197	Brown: Northwestern Area
68	Brule: White Lake
84	Brule: Chamberlain
85	Brule: Kimball
91	Brule: Platte - Geddes
143	Brule: Wessington Springs
84	Buffalo: Chamberlain
85	Buffalo: Kimball
132	Buffalo: Miller Area
143	Buffalo: Wessington Springs
86	Butte: Belle Fourche
87	Butte: Newell
153	Butte: Spearfish
88	Campbell: Herreid
115	Campbell: Bowdle
162	Campbell: Eureka
210	Campbell: Selby Area
211	Campbell: Mobridge - Pollock
73	Charles Mix: Avon
89	Charles Mix: Andes Central
90	Charles Mix: Wagner
91	Charles Mix: Platte - Geddes
113	Charles Mix: Armour
140	Charles Mix: Tripp - Delmont
83	Clark: Groton Area

149	Lake: Madison Central
150	Lake: Rutland
151	Lake: Oldham - Ramona
161	Lake: Mc Cook Central
178	Lake: Colman - Egan
86	Lawrence: Belle Fourche
152	Lawrence: Lead-Deadwood
153	Lawrence: Spearfish
166	Lawrence: Meade
154	Lincoln: Canton
155	Lincoln: Harrisburg
156	Lincoln: Lennox
157	Lincoln: Tea Area
174	Lincoln: Sioux Falls
202	Lincoln: Centerville
206	Lincoln: Alcester - Hudson
207	Lincoln: Beresford
84	Lyman: Chamberlain
126	Lyman: Gregory
158	Lyman: Lyman
200	Lyman: Winner
83	Marshall: Groton Area
109	Marshall: Webster Area
164	Marshall: Britton - Hecla
165	Marshall: Langford Area
188	Marshall: Sisseton Public
134	Mc Cook: Bridgewater - Emery
137	Mc Cook: Freeman
148	Mc Cook: Chester Area
149	Mc Cook: Madison Central
159	Mc Cook: Canistota
160	Mc Cook: Montrose

92	Clark: Clark
93	Clark: Willow Lake
97	Clark: Henry
109	Clark: Webster Area
131	Clark: Hamlin
146	Clark: De Smet
194	Clark: Doland
94	Clay: Vermillion
95	Clay: Irene - Wakonda
202	Clay: Centerville
205	Clay: Viborg - Hurley
207	Clay: Beresford
212	Clay: Gayville-Volin
96	Codington: Florence
97	Codington: Henry
98	Codington: Watertown
99	Codington: Waverly
109	Codington: Webster Area
129	Codington: Castlewood
131	Codington: Hamlin
100	Corson: Mc Intosh
101	Corson: Mc Laughlin
102	Corson: Smee
112	Corson: Timber Lake
185	Corson: Lemmon
103	Custer: Custer
104	Custer: Elk Mountain
119	Custer: Hot Springs
67	Davison: Plankinton
105	Davison: Ethan
106	Davison: Mitchell
107	Davison: Mount Vernon
114	Davison: Corsica - Stickney
139	Davison: Parkston

161	Mc Cook: Mc Cook Central
169	Mc Cook: Howard
176	Mc Cook: West Central
203	Mc Cook: Marion
204	Mc Cook: Parker
116	Mc Pherson: Edmunds Central
162	Mc Pherson: Eureka
163	Mc Pherson: Leola
87	Meade: Newell
166	Meade: Meade
167	Meade: Faith
179	Meade: Douglas
181	Meade: New Underwood
182	Meade: Rapid City
183	Meade: Wall
144	Mellette: Jones County
168	Mellette: White River
201	Mellette: Colome Consolidated
133	Miner: Hanson
151	Miner: Oldham - Ramona
161	Miner: Mc Cook Central
169	Miner: Howard
193	Miner: Sanborn Central
148	Minnehaha: Chester Area
154	Minnehaha: Canton
156	Minnehaha: Lennox
157	Minnehaha: Tea Area
160	Minnehaha: Montrose
170	Minnehaha: Baltic
171	Minnehaha: Brandon Valley
172	Minnehaha: Dell Rapids
173	Minnehaha: Garretson
174	Minnehaha: Sioux Falls
175	Minnehaha: Tri-Valley

193	Davison: Sanborn Central
83	Day: Groton Area
96	Day: Florence
99	Day: Waverly
108	Day: Waubay
109	Day: Webster Area
165	Day: Langford Area
79	Deuel: Deubrook Area
98	Deuel: Watertown
99	Deuel: Waverly
110	Deuel: Deuel
124	Deuel: Milbank
129	Deuel: Castlewood
130	Deuel: Estelline
111	Dewey: Eagle Butte
112	Dewey: Timber Lake
214	Dewey: Dupree
91	Douglas: Platte - Geddes
113	Douglas: Armour
114	Douglas: Corsica - Stickney
139	Douglas: Parkston
140	Douglas: Tripp - Delmont
82	Edmunds: Warner
115	Edmunds: Bowdle
116	Edmunds: Edmunds Central
117	Edmunds: Ipswich Public
187	Edmunds: Hoven
197	Edmunds: Northwestern Area
118	Fall River: Edgemont
119	Fall River: Hot Springs
120	Fall River: Oelrichs

176	Minnehaha: West Central
204	Minnehaha: Parker
76	Moody: Brookings
77	Moody: Elkton
78	Moody: Sioux Valley
148	Moody: Chester Area
150	Moody: Rutland
172	Moody: Dell Rapids
177	Moody: Flandreau
178	Moody: Colman - Egan
215	Oglala Lakota: Oglala Lakota County
103	Pennington: Custer
179	Pennington: Douglas
180	Pennington: Hill City
181	Pennington: New Underwood
182	Pennington: Rapid City
183	Pennington: Wall
167	Perkins: Faith
184	Perkins: Bison
185	Perkins: Lemmon
121	Potter: Faulkton Area Schools
186	Potter: Gettysburg
187	Potter: Hoven
108	Roberts: Waubay
122	Roberts: Big Stone
124	Roberts: Milbank
188	Roberts: Sisseton Public
189	Roberts: Rosholt
190	Roberts: Summit
191	Roberts: Wilmot
69	Sanborn: Huron

116	Faulk: Edmunds Central
117	Faulk: Ipswich Public
121	Faulk: Faulkton Area Schools
187	Faulk: Hoven
195	Faulk: Redfield
197	Faulk: Northwestern Area
96	Grant: Florence
98	Grant: Watertown
99	Grant: Waverly
108	Grant: Waubay
110	Grant: Deuel
122	Grant: Big Stone
124	Grant: Milbank
190	Grant: Summit
191	Grant: Wilmot
89	Gregory: Andes Central
125	Gregory: Burke
126	Gregory: Gregory
127	Gregory: South Central
128	Haakon: Haakon
142	Haakon: Kadoka Area
97	Hamlin: Henry
98	Hamlin: Watertown
99	Hamlin: Waverly
110	Hamlin: Deuel
129	Hamlin: Castlewood
130	Hamlin: Estelline
131	Hamlin: Hamlin
145	Hamlin: Arlington
71	Hand: Wolsey - Wessington
121	Hand: Faulkton Area Schools
132	Hand: Miller Area
195	Hand: Redfield

107	Sanborn: Mount Vernon
143	Sanborn: Wessington Springs
192	Sanborn: Woonsocket
193	Sanborn: Sanborn Central
82	Spink: Warner
83	Spink: Groton Area
92	Spink: Clark
93	Spink: Willow Lake
194	Spink: Doland
195	Spink: Redfield
196	Spink: Hitchcock - Tulare
197	Spink: Northwestern Area
198	Stanley: Stanley County
141	Sully: Highmore - Harrold
199	Sully: Agar - Blunt - Onida
216	Todd: Todd County
126	Tripp: Gregory
158	Tripp: Lyman
200	Tripp: Winner
201	Tripp: Colome Consolidated
95	Turner: Irene - Wakonda
137	Turner: Freeman
138	Turner: Menno
156	Turner: Lennox
202	Turner: Centerville
203	Turner: Marion
204	Turner: Parker
205	Turner: Viborg - Hurley
94	Union: Vermillion
206	Union: Alcester - Hudson
207	Union: Beresford
208	Union: Elk Point-Jefferson
209	Union: Dakota Valley

196	Hand: Hitchcock - Tulare
105	Hanson: Ethan
106	Hanson: Mitchell
133	Hanson: Hanson
134	Hanson: Bridgewater - Emery
139	Hanson: Parkston
169	Hanson: Howard
135	Harding: Harding County
136	Hughes: Pierre
141	Hughes: Highmore - Harrold
199	Hughes: Agar - Blunt - Onida
75	Hutchinson: Scotland
105	Hutchinson: Ethan
134	Hutchinson: Bridgewater - Emery
137	Hutchinson: Freeman

115	Walworth: Bowdle
187	Walworth: Hoven
210	Walworth: Selby Area
211	Walworth: Mobridge - Pollock
74	Yankton: Bon Homme
75	Yankton: Scotland
95	Yankton: Irene - Wakonda
138	Yankton: Menno
205	Yankton: Viborg - Hurley
212	Yankton: Gayville-Volin
213	Yankton: Yankton
111	Ziebach: Eagle Butte
112	Ziebach: Timber Lake
167	Ziebach: Faith
185	Ziebach: Lemmon
214	Ziebach: Dupree

Reject Indicator

Report Field	Description
False	Sale is arm's length and should be included.
True	Sale is not arm's length and should be excluded (reason provided in description field).

Instrument Type

Report Field	Abbreviation	Description
1	A	Abandonment
2	AD	Administrator's Deed
3	CM	Condemnation
4	C	Contract
5	CD	Contract for Deed
6	CP	Corporate Deed
7	CR	Correction Deed
8	CV	Covenant

9	DD	Transfer Death Deed
10	E	Easement
11	ED	Executor's Deed
12	FD	Final Decree
13	F	Foreclosure
14	GD	Guardian's Deed
15	HD	Highway Use Deed
16	MD	Mineral Deed
17	OT	Other
18	P	Patent
19	PD	Personal Representative's Deed
20	PR	Probate
21	QD	Quitclaim Deed
22	SD	Sheriffs Deed
23	SW	Special Warranty Deed
24	TX	Tax Deed
25	TJ	Termination of Joint Tenancy
26	TR	Trust Deed
27	TD	Trustee's Deed
28	WD	Warranty Deed

Reject Codes

Report Field	Description
1	Not on the open market
2	Terminating Joint Tenancy
3	Terminating a Life Estate
4	Title Transfer only
5	No money exchanged
6	Adding/removing wife/husband name
7	Foreclosure/Bankruptcy/Repossession
8	Time on the market
9	Not a willing seller or buyer
10	Not possible to adjust sales price due to factors
11	Change in use- (Decreased/increased assessed value by 10% or more)
12	Major physical change (Decreased/increased assessed value by 10% or more)
13	Out of ratio period
14	Not an arms'- length transaction (will need to have place to answer- why)
15	Family-Relationship Not on Market (not arms' length transaction)
16	Split/New Plat
88	Ag Sale in Non Ag strata
99	Other from Import

Manually Verifying Sales

Introduction


The system validates that all DOE sales records that are uploaded into the system meet two requirements:

1. Matches a record within the Property Information Exchange (PIE).
2. Matches a **sequence number** from the sales list.

Records that do not meet both requirements will not be marked as "Verified". Unverified sales must be completed to be submitted to the state.

By default, the sales index page shows all sales that are Unverified. To verify a sale, select the record in the table.

Aurora / Ratios / Sales

 The dropdown below allows you to see unverified sales (your work queue) and verified sales. Switching to verified sales will allow you to release sales to DOR.

Unverified Upload Reports

Seq	Verification	Questions	Instrument Date	Sale Price	Ratio	Ratio PY	State PID
230068	99 - Other from Import	0	4/18/2023	\$0	-99.00	-99.00	
230059	Included	0	3/23/2023	\$0	-99.00	-99.00	
220228	Included	0	11/23/2022	\$0	-99.00	-99.00	
220232	Included	0	11/15/2022	\$0	-99.00	-99.00	
220229	Included	0	11/10/2022	\$0	-99.00	-99.00	
220225	Included	0	11/9/2022	\$0	-99.00	-99.00	
220226	Included	0	11/9/2022	\$0	-99.00	-99.00	
220223	Included	0	11/8/2022	\$5,000	0.00	0.00	
220224	Included	0	11/8/2022	\$0	-99.00	-99.00	
220230	Included	0	11/4/2022	\$10,000	0.00	0.00	

Showing page 1 of 2 with 19 total records. Page Size 10 First Prev 1 2 Next Last

Sales Index Screen

Once the user is on the selected sale, the applicable information is displayed. The default view of a sale is the Overview page. To begin the sales validation process, select the Properties tab.

The screenshot shows the 'Sales Screen' interface with the following sections:

- Navigation:** Sale, Properties, Attachments, Questions
- Ratio:** 0.00%
- Status:** INCOMPLETE (red), NOT RELEASED (blue), INCLUDED (green)
- ROD PT-55 Information:**
 - Sequence: 250134
 - Deed Type: Sale
 - Instrument Date: 6/6/2025
 - Recording Date: 6/6/2025
 - Buyer: [Redacted]
 - Deed Exemption Code: Exempt-Incorrect Format Given
 - Mailing Buyer: [Redacted]
 - Seller: [Redacted]
 - Mailing Seller: [Redacted]
 - Property Address: [Redacted]
 - Ag Indicator: [Redacted]
- Sales Ratio:**

Item	Deed	PIE	DOE	State
Prior Year Value		\$0	\$0	\$0
Land Value		\$0		
Improvement Value				
Current Year Value		\$0	\$0	\$0
Sale Price	\$304,000		\$304,000	\$304,000
- Stratification:**

Item	PIE	DOE	State
Verification		INCLUDED	INCLUDED
Classification	No Value Provided	No Value Provided	No Value Provided
- Comments:** Local, State, Internal State
- Properties:**

PID	Acres	Class	Legal	Current To	Land Value	Impr Value	Total Value
No matching records found							

Sales Screen

Linking a PIE Property

On the Properties page, the user can control the PIE records that are associated with the sale. The Property Information Exchange (PIE) is a compilation of county assessment data that uses information submitted by the DOE during the spring with the abstract. Each sale must be associated with at least one (1) property to be considered valid. *Note that for sales that are splits or new plats, the sale should be associated with the parent parcel that the sale originated from. Or you can leave the sale unverified as long as all other information has been completed. Your sales auditor can have these pushed thru at the end of the audit.*

The screenshot shows the 'Sales properties tab' interface with the following details:

- Navigation:** Overview, Properties, Attachments, Questions
- Properties (Buyer: TOM J. SCOTT, Seller: PATRICIA A. KNIGGE, Address:)**
- Buttons:** Add Property, Reports
- Table:**

State PID	Parcel ID	Situs	Owner	Legal	Value PY	Value
No matching records found						
- Summary:** Total PY: \$0, Total: \$0

Sales properties tab

To associate a property with the sale, the user starts by selecting the blue Add Property button. This will allow the user to search for the appropriate property record by: Address, Parcel ID, Local Parcel ID, Owner Name, and Legal Description. The user can select one or many properties from the search results and associate them with the property by selecting the green Add button.

Search Query

Address

Parcel ID Local PID Owner

Search Results (9)

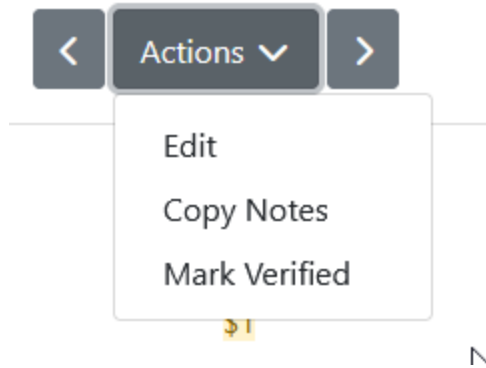
Id	Parcel ID	Local PID	County	Address	Owner
<input type="checkbox"/>	46003-956	6- 0- 8- 102-64 -2-0-00001			LOUISE B SMITH LIVING TRUST
<input checked="" type="checkbox"/>	46003-4735	33- 306- 4- - -0-0-			LOWELL H SMITH & LINDA SMITH
<input type="checkbox"/>	46003-3824	31- 103- 17- 2- -0-0-			RICKEY N SMITH & DIANNA M SMITH JOI REV LIV T
<input type="checkbox"/>	46003-3823	31- 103- 16- 2- -0-0-			RICKEY N SMITH & DIANNA M SMITH JOI REV LIV T
<input type="checkbox"/>	46003-2329	12- 0- 29- 103-66 -2-0-			FREDERICK D SMITH LIVING TRUST
<input type="checkbox"/>	46003-3786	31- 101- 7- 8- -0-0-			RICKEY N SMITH & DIANNA M SMITH JOI REV LIV T
<input type="checkbox"/>	46003-2328	12- 0- 29- 103-66 -1-0-			FREDERICK D SMITH LIVING TRUST
<input type="checkbox"/>	46003-4362	32- 206- 7- 23- -0-0-			GAYLURD GERLACH & RENAE SMITH
<input type="checkbox"/>	46003-958	6- 0- 8- 102-64 -3-0-00001			LOUISE B SMITH LIVING TRUST

PIE Search

Once the property(s) is associated with the sale record the user will be returned to the Properties tab. Note that the user can add additional properties or edit existing property links from this page.

Verification Information

Once at least (1) property has been linked to the sale, the user can enter the verification information that is necessary to complete the sale. The user can enter the verification information by selecting "Mark Verified" from the Actions button. You can also edit the sales information, a screenshot of that is below.



Action Button – Mark Verified

When the user selects the “Mark Verified” button the Verification modal window is displayed. The user must enter the Classification for the property from the allowable list. The user can also optionally:

- **Reject Code (Local):** IF THE SALE IS A REJECT, enter the reject code. If the sale is not rejected leave this value blank.
- **Comment:** Enter any additional comments regarding this sale.

Once the information has been entered, the user can select the green Verify button to complete the verification process.

 A screenshot of a 'Verify Sales Modal' form. At the top, it shows 'Ratio : -9900.00%' and three status buttons: 'INCOMPLETE' (red), 'NOT RELEASED' (blue), and 'REJECTED' (red). Below this are fields for 'Sequence : 240246', 'Recording Date : 12/27/2024', 'Reference : [redacted]', 'Grantor : [redacted]', 'Instrument Date : 12/27/2024', and 'Grantee : [redacted]'. The main part of the form is a table with three columns: 'Field', 'Assessor Value', and 'State Value'. The rows include 'Ratio', 'Sales Price', 'CY Land Value', 'CY Improvement Value', 'CY Total Value', 'Verification', 'Classification', 'Modifier', and 'Special'. At the bottom, there are 'Local Comment' and 'State Comment' text areas, and four buttons: 'Cancel' (yellow), 'Verify' (green), 'Save' (green), and 'Save and Return' (green).

Verify Sales Modal