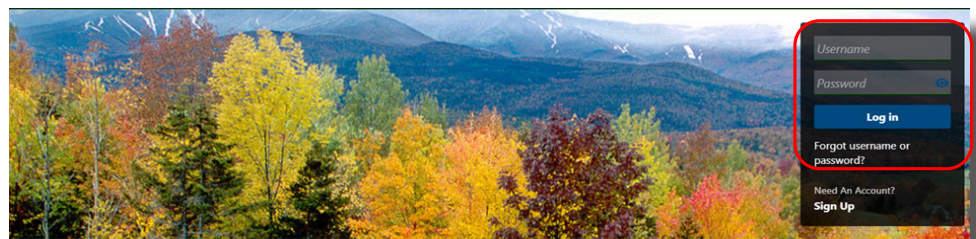


# myVTax Guide: How to Submit Lot Rent Landlord Certificates as Bulk Upload

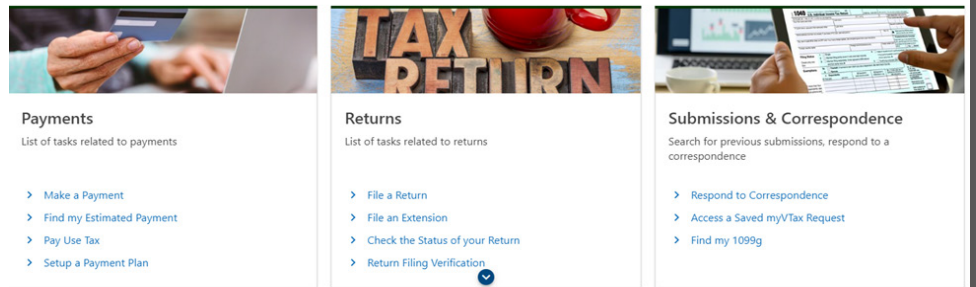
Any profit or non-profit owner of mobile lots that are rented for residential use must submit Form LRC-147, the Statement of Rent for Mobile Home Park Lot Rent, Co-ops, and Land Trusts, to each tenant and to the Vermont Department of Taxes, by January 31. If you have five or more tenants to report, you are required to file using myVTax. [Learn more about landlord certificates \(tax.vermont.gov/property/landlord-certificates\)](https://tax.vermont.gov/property/landlord-certificates). Note: the name of Form LRC-147 is shortened to “Lot Rent Certificate” in myVTax and in the following instructions.

## 1 Log In To Your myVTax Account

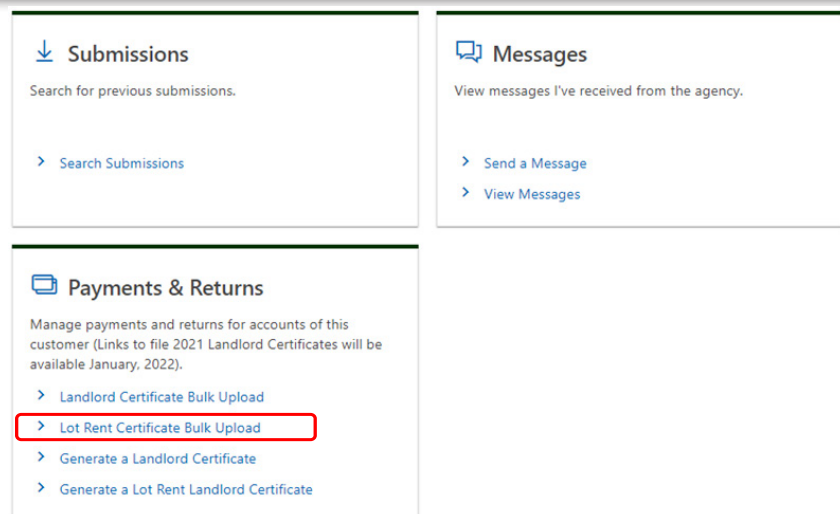
This filing method enables you to upload Lot Rent Certificates in bulk through your myVTax account. To begin, [log in to your account \(mvtax.vermont.gov\)](https://mvtax.vermont.gov).



Search our online services



Click on the Lot Rent Certificate Bulk Upload hyperlink under the Payment & Returns section.



## 2 Download the LRC-147 Bulk Upload spreadsheet

Click Import to download the LRC-147 spreadsheet template and save it to your computer.

Note: You may use your own spreadsheet. The system will accept spreadsheets in the common programs, such as Excel, Pages, Google Docs, etc. Please be sure to use headers on the spreadsheet, or if you do not use headers, leave Line 1 of your spreadsheet blank.

### Lot Rent Bulk Upload

here.' A red error message states 'At least one record is needed.' with an exclamation mark icon. At the bottom, there is a blue 'Import' button."/>

**LRC-147 Bulk Upload Template**

Use the Import button below to upload your spreadsheet. Instructions on how to upload the file are located [here](#).

**At least one record is needed.** !

**Import**

## 3 Match the Fields

Input the data into the spreadsheet using the column titles as a guide.

If you are using your own spreadsheet, make sure the spreadsheet has the same order to the fields as the downloadable version on myVTax. Each item should have its own column.

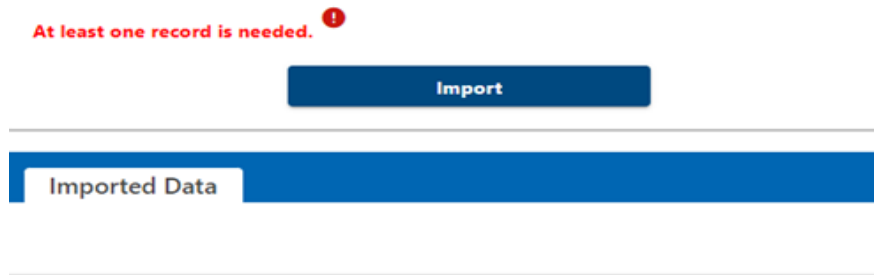
Even if a field is not needed for your tenants, you must still have all the fields in this order on your spreadsheet for Form LRC-147 to generate. Fields may be left blank, but the column must be included in the spreadsheet.

Once the spreadsheet is complete, save it to your computer.

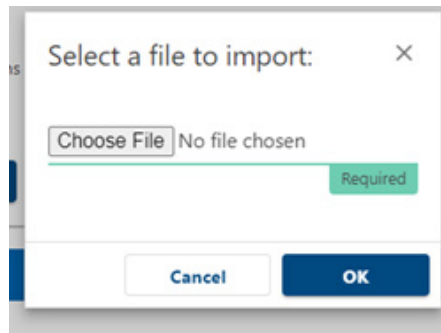
| Column | Title                    |
|--------|--------------------------|
| A      | Landlord Name/Park Owner |
| B      | Landlord Mailing Address |
| C      | Landlord City            |
| D      | Landlord State           |
| E      | Landlord Zip             |
| F      | Location of LOT          |
| G      | SPAN                     |
| H      | Location City/Town       |
| I      | Calendar Year            |
| J      | Tenants Last Name        |
| K      | Tenants First Name       |
| L      | Tenants Middle Initial   |
| M      | Profit Mobile Home Park  |
| N      | Land Trust               |
| O      | Total Lot Rent Paid      |
| P      | Land Trust Education Tax |
| Q      | Land Trust Municipal Tax |
| R      | Landlord Signature       |
| S      | Date Filed               |
| T      | Daytime Phone Number     |

## 4 Upload The File

From the Landlord Certificate Bulk Upload page, select the Import button.



Next, click on the Choose File button and select the file to be uploaded.



## 5 Correct Any Errors

Once the spreadsheet is uploaded, myVTax will display a screen with the Imported Data tab selected. This screen will show any record that has an issue or something to correct.

**If an error has been identified**, go back to your saved spreadsheet and correct the field in error. Upload the corrected file by clicking on the Import button, choosing the corrected file and uploading it. This will replace the data you previously had imported. Once all errors are corrected, you may select the Next button. You are then able to click Submit.

If logged in, the system will ask you for your password. Type in your password and click OK. You will receive a confirmation number on the next page. Keep this number for your records.

## 6 Submit Your Landlord Certificate to the Department

Select the Print button on this page to print out Form LRC-147. This will print out one copy of each submitted certificate. Provide a copy to each lot tenant by January 31. Click OK to submit the LRC-147 to the Department of Taxes.

Click 'OK' to proceed.

Print

OK

## Instructions for Non-login Lot Rent Landlord Certificates as Bulk Upload

Go to [myvtax.vermont.gov](https://myvtax.vermont.gov) and select the Lot Rent Certificate Bulk Upload link on the home page.

From here, follow the same instructions for Login Bulk Upload beginning with Step 3: Download the LRC-147 Bulk Upload Spreadsheet.



### Property Owners

List of tasks for a property owner (Links to file 2021 Landlord Certificates will be available January, 2022)

- > Generate a Landlord Certificate
- > Generate a Lot Rent Landlord Certificate
- > Landlord Certificate Bulk Upload
- > **Lot Rent Certificate Bulk Upload**
- > Commissioner's Certificate
- > Register an Account as a Landlord
- > Learn More About Real Estate Transaction Taxes



### Help & Resources

Common resources for help

- > myVTax Features
- > Third Party Access
- > FAQ
- > Request a Formal Ruling
- > Legislative Updates
- > Contact Information