# myVTax Guide: How to Complete the Lot Rent Landlord Certificate

This guide provides step-by-step instructions on completing the online version of Form LRC-147, Statement of Rent for Mobile Home Park Lot Rent, Co-ops, and Land Trusts, using <u>myVTax (https://myvtax.vermont.gov)</u>. For brevity, the name of Form LRC-147 is shortened to "Lot Rent Certificate" in myVTax and in these instructions.

Please note that when you complete and submit your Lot Rent Certificate online, the system will automatically submit it to the Department as required by Vermont law. If you complete the certificate using a paper form, you must mail a copy to the Department. Submit the completed Lot Rent Certificate to the Department and a copy to each tenant by January 31. To learn more, please <u>visit our website (https://tax.vermont.gov/property/landlord-certificates)</u>.

If you have many Lot Rent Certificates to submit, there is an option to upload in bulk. The bulk upload spreadsheet allows you to collect information for multiple units and upload the data to the Department once. The minimum record needed to upload is one, and the maximum is 999. See <u>How to Submit Lot Rent</u> <u>Landlord Certificates as Bulk Upload (https://tax.vermont.gov/property/landlord-certificates/bulk-upload)</u> for instructions. This filing method lets you file Lot Rent Certificates with or without a myVTax account.

#### Get Started

1

Go to <u>myVTax (https://myvtax.vermont.gov</u>). Either log in to your landlord account, or if you don't have an account, select **Generate a Lot Rent Certificate** in the Property Owners section.



If you have questions about this task, please email tax.individualincome@ vermont.gov or call (802) 828-2865. For more information please visit https://tax.vermont.gov. **Revised July 2024 | Publication GB -1308** 



#### 2 **Enter Landlord Information**

Enter the following information:

- Name of owner or landlord
- Landlord mailing address and phone number (in case the Tax Department needs to call you)

General Property Information Name of owner or landlord: LANCE ROBERTS				
Landlord Mailing Address				
Street				
ISS STATE ST	(m)		Cente	
Sureer 2	MONTPELIER		VERMONT ~	
Zip	Country			
056330002	USA	*	Validate Address	
Phone Number.				
(002) 123 4301				
<ul> <li>After entering each address, click Validate Address.</li> </ul>	Address Search			③ × Select this address
A popup window may offer one or more valid postal addresses matching the	Verified  Verified  I 20 STATE ST STE [Required] MONTPELIER VT 05620			Select this address
information you entered.	As Entered 120 STATE STREET MONTPELIER VT 05620	State		Select this address
Validate Address will change to Address Valid.		VERMONT		Cancel Save

### **Enter Rental Unit Information**

3

Scroll down the page to the Renter section. Create one rental unit record tab for each rented lot you are reporting.

Calendar Year defaults to the appropriate reporting year for the rentals being filed, but you can override it if needed.

Next, enter the following information:

- Street and City where the lot is located
- Unit Number—or lot number

# Rental Unit Information, continued

• SPAN—the School Property Account Number, found on your property tax bill or <u>with the SPAN</u> <u>Finder tool (https://tax.vermont.gov/span-finder)</u>. Select the first six digits of the 11-digit SPAN from the drop down under the city field then type in the last five digits to the right.

A tab with a red exclamation point indicates that necessary information is missing. Ital Unit 1 9 Rental Unit 2

If you have more lots to report, click **Add Rental Unit** to create a new entry tab. If information is substantially similar, to save time you can click **Copy Record** to duplicate information to the next tab and just change what is different: renter name, lot number. If you make too many tabs, use **Delete Rental Unit** to delete the extra one. Be sure you are on the extra tab when you click delete.

+ Add Rental Unit 🗇 Copy Record 🗙 Delete Rental Unit

When you have finished creating all the lot rental records you need, scroll down.

ental Unit 2		+ Add Rental Unit 🖸 Copy Record 🗙 Delete Rental Unit
Location of Rental Unit:		
2023		
Last Name	First Name	Initial
ADAMS	NANCY	S
Street	Unit	
120 STATE STREET	2	
City		
MONTPELIER		
Span Number	Last 5 Digits	
126-039	12345	

#### 4

3

## **Ownership Type**

Select the correct type of ownership for the mobile home park. The appropriate section (B or C) opens up. For Section B, Allocable Rent calculates automatically. When complete, scroll down.

You will print the Lot Rent Certificates for tenants in the next step.

Do you own a for-profit mobile home park or is it a land trust, co-op, or nonprofit mobile home park	Do you own a for-profit mobile home park or is it a land trust, co-op, or nonprofit mobile home park
For-profit mobile home park. Complete Section B, skip Section C, and sign the return	<ul> <li>For-profit mobile home park. Complete</li> <li>Section B, skip Section C, and sign the return</li> </ul>
<ul> <li>Land trust, co-op, or nonprofit mobile home park. Skip Section B, complete Section C, and sign the return</li> </ul>	Land trust, co-op, or nonprofit mobile home park. Skip Section B, complete Section C, and sign the return
Section B: For Profit Mobile Home Lot Rent	Section C: For Land Trust, Co-op and Nonprofit Mobile Home Parks
Total lot rent paid for calendar year listed above.	
3,000.00	Housesite Education Tax Allocated for Land Trust.
Rental Adjustment	340.00
21.00	Housesite Municipal Tax Allocated for Land Trust .
Allocable Pant	120.00
620.00	
00.00	



#### Provide a copy of the Lot Rent Certificate to each lot tenant by January 31.

Here are some tips for working with myVTax screens:

- Cancel allows you to cancel your submission.
- **Save Draft** allows you to save the Certificate without submitting it if you are logged into a myVTax account so you can return to it later.
- **Previous** brings you to a prior page if you wish to make corrections. Do not use your browser's back function to go to a previous page. Doing so will cause you to lose entered information.

# 6 Review Your Confirmation

The Confirmation page provides the following:

- A **Confirmation Number.** You will need this number if you contact the Department about this filing.
- A Verification Code will only appear here for non-login submissions. Please record this number. You will need it to access the submission before processing. Please note your emailed confirmation does not show the verification code. Be sure to retain a copy of the Verification Code for your records. There is no verification code when the submission is filed using a myVTax Landlord account.
- Select **Print.** This opens a new tab displaying a printable version of each submitted certificate. Provide a copy to each lot tenant by January 31.

You may select **OK** to return to the myVTax homepage or simply close your browser.

Changes or cancellations may be made to this Lot Rent Certificate submission if the Department has not processed it. Processing occurs at 4:00 p.m. Eastern Time on business days. If you need to access your submission before it is processed, log into your myVTax account. Click the **I Want To** tab from your account home screen, then **Search Submissions**.

To cancel non-login submissions, from the myVTax home page, click **Access a Saved Request** in the **Submissions & Correspondence** section, then enter your email and the Verification Code from your confirmation screen.

For additional help with a cancellation request, please see the <u>myVTax Guide: How to Cancel a Web</u> <u>Request (https://tax.vermont.gov/sites/tax/files/documents/GB-1133.pdf)</u>.

our landlord certificate request h	as been submitted to the Vermont Department of Taxes. Your confirmation number is 0-522-731-520
ou will have until 4:30 pm to mal his return before 4:30 PM please mail Address: <b>lancer@abcdef.co</b> r ferification Code: <b>6dpsf7</b>	te any edits to the certificate. After that, the certificate will only be accessible if you have a username and password on myVTax. To access use the following: n
Questions or concerns? Contact (	15:
/ermont Department of Taxes	Call: (802) 828-2865
/ermont Department of Taxes 133 State Street	Call: (802) 828-2865 Or Email: my\Tax Support
/ermont Department of Taxes 133 State Street Montpelier, VT 05602-3667 <b>here is no longer a need to prin</b>	Call: (802) 828-2865 Or Email: myVTax Support t this form since you are no longer required to provide a copy to your tenant(s).
/ermont Department of Taxes 133 State Street Vontpelier, VT 05602-3667 here is no longer a need to prin lick 'OK' to proceed.	Call: (802) 828-2865 Or Email: myVTax Support t this form since you are no longer required to provide a copy to your tenant(s).
/ermont Department of Taxes 133 State Street Montpelier, VT 05602-3667 There is no longer a need to prin Nick 'OK' to proceed. Print	Call: (802) 828-2865 Or Email: myVTax Support t this form since you are no longer required to provide a copy to your tenant(s).