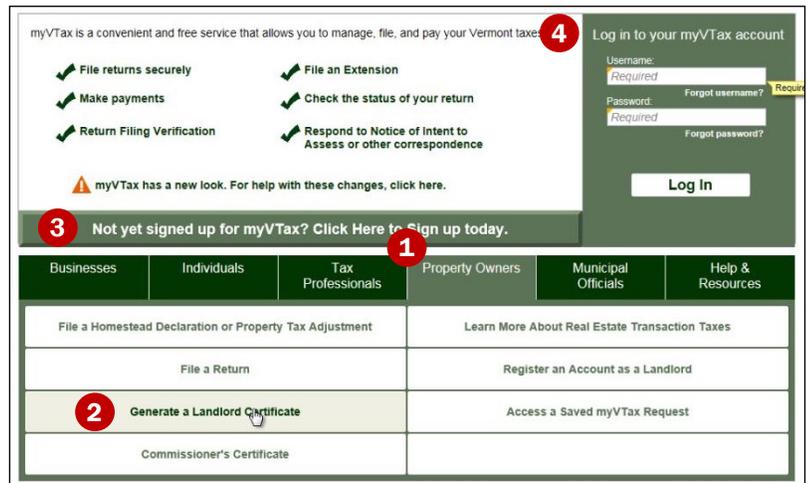


# myVTax Guide: How to Complete the Landlord Certificate

Filing a Landlord Certificate online can save labor and time. This guide provides step-by-step instructions on how to complete the online version of Form LC- 142, Landlord Certificate, at [www.myVTax.vermont.gov](http://www.myVTax.vermont.gov). We also have an instructional video available on our website. Please note that when you complete and submit your Landlord Certificate online, the system automatically submits a copy to the Department as required by Vermont law. If you complete your certificate on the paper form, however, you must mail a copy to the Department. Whichever method you choose, be sure to submit a copy to the Department and give your tenant the completed certificate by Jan. 31.

## Step 1

Go to [www.myVTax.vermont.gov](http://www.myVTax.vermont.gov) to access the Department’s portal for online services. To begin, click **1 Property Owners**. Then, click **2 Generate a Landlord Certificate**. You will want to **3** sign up for a myVTax account as a landlord to access other useful features, or if you already have a myVTax landlord account, **4 Log In** to generate a Landlord Certificate.



## Step 2

### General Property Information

Enter the information:

- **Name of owner or landlord**
- **Landlord Mailing Address**
- **Location of Rental Unit** (physical address)
- **SPAN Number** —

The screenshot shows the 'myVTax' 'General Property Information' form. The breadcrumb trail is 'Home » Landlord Certificate'. The form has several sections:
 

- Name of owner or landlord:** A text input field.
- Landlord Mailing Address:** Fields for 'Street', 'Street 2', 'City', 'State' (dropdown), 'Zip', and 'USA' (dropdown). A 'Required' label and 'Validate Address' link are to the right.
- Location of Rental Unit:** Fields for 'Street', 'Street 2', 'City', 'State' (dropdown), 'Zip', and 'USA' (dropdown). A 'Validate Address' link is to the right.
- SPAN Number:** Two 'Required' dropdown menus. A note says 'Enter the number of rental units in the building' with a 'Required' label.

Find this 11-digit number on your property tax bill. Use the dropdown menu to find the town’s first six digits and enter the last five digits assigned to the property.

- **Number of rental units in the building**— Enter the number of all units located at the address you entered in **Location of Rental Unit**.

Step 3

Unit-Specific Information—Unit Information

This section demonstrates two helpful features of completing the Landlord Certificate online through myVTax: 1) Some entries you make will autofill or prefill other sections as appropriate, and 2) the program does some of the math for you.

When you complete **Location of Rental Unit** in the first section, the system will autofill the **Unit Location** and **Unit City/Town** information in this section.

Next, enter the following information:

- **Unit Number**—If the rental is an apartment, enter the apartment number. If the rental does not have

individual units or apartments, leave this field blank.

- **Rental Unit Is**—Select the type of unit you own.
- **Items Included in Rent**—Tell us the amenities or services that are included in the rent you charge the tenant. Please check all the items that apply. If there are items you provide in the rent that are not shown here, check **Other Services**.

Step 4

Unit-Specific Information—Tenant Information

The next item to complete is the first and last name of the tenant. You must enter at least one name, and you may enter up to four names.

The landlord must create one Landlord Certificate for each household. “Household” means the individual and any persons living with the individual in the rental unit at any time during the year the certificate covers.

If a unit is rented by separate households during the year, the myVTax system will save the portion with the landlord and rental location information. Then, if there is more than one household renting the unit during the calendar year, the landlord may complete the tenant information as needed.

Step 5

Unit-Specific Information—Doing the Math

TENANT	ROBERT	Tenant #2 Last Name	Tenant #2 First Name
Tenant #3 Last Name	Tenant #3 First Name	Tenant #4 Last Name	Tenant #4 First Name
Calendar year	2016	Number of months rented	12
Monthly rental amount paid	1,000.00		
Total rent paid for calendar year listed on Line 8a	12,000.00		
Less dollar value of items that were included in rent (heat, electricity, etc)	800.00		
Adjusted rent paid for calendar year listed on Line 8a	11,200.00		
For government subsidized rent, enter percent tenant pays. For non-subsidized rent, enter 100.00%	100.00%		
Rent paid during calendar year solely for the right of occupancy	11,200.00		
Rental Adjustment	21.00		
Allocable Rent	2,352.00		

After you have completed the unit and tenant information, enter the rental information. myVTax will do some of the math calculations for you.

- **Calendar year**—Enter the calendar year the certificate covers.
- **Number of months rented**—Enter the number of months in the calendar year the tenant rented the unit.
- **Monthly rental amount paid**—Enter the full monthly rent for the unit charged to the tenant.
- **Total rent paid for calendar year listed on line 8a**—Enter the amount the tenant has actually paid you during the calendar year (it may have been less than you charged). Do **not** include the following: 1) delinquent rent paid for prior year(s), 2) deposits, and 3) room charges for any month when paid by Medicaid on behalf of the tenant.
- **Less dollar value of items that were included in rent (heat, electricity, etc.)**—Add the amount(s) for the items you listed in **Items Included in Rent**, and enter the total amount.
- **Adjusted rent paid for calendar year listed on Line 8a**—The system will subtract **Adjusted rent paid for calendar year listed on Line 8a** from **Total rent paid for calendar year listed on line 8a**. The system then autofills the result in this field.
- **For government subsidized rent, enter percent tenant pays. For non-subsidized rent, enter 100.00%**—Enter the percent of total rent the tenant paid (**not** the percent of rent subsidized).
- **Rent paid during calendar year solely for the right of occupancy**—The system make this calculation for you.
- **Rental Adjustment**—The percentage for the rental adjustment is prefilled for you.
- **Allocable Rent**—The system make this calculation for you.

Step 6

Unit-Specific Information—Adding a Rental Unit

If you have more than one unit, click **1 Add Rental Unit**. A **2** tab will appear with a new section for the

second unit. Add more rental units as needed for this rental location.

Step 7

Unit-Specific Information—Entering Your Email Address

Once you have completed all the information for a rental location, click **1 Submit**. A pop-up window will ask for your valid email address. Enter and confirm your address and click **2 OK**. Be sure to enter an active email address as the Department will use it to email your confirmation. You also will need your email to access your certificate if you need to view it again later.

When you submit your Landlord Certificate electronically, a copy is automatically sent to the Vermont Department of Taxes. If you complete a paper Landlord Certificate, you must mail or deliver a copy to the Department. All copies must be sent to the Department by Jan. 31 as required by Vermont law.

Step 8

Confirmation

**myVTax**

Menu Home » Landlord Certificate » Confirmation

**CONFIRMATION**

Your landlord certificate request has been submitted to the Vermont Department of Taxes. Your confirmation number is 0-759-072-768.

Please print a copy of this certificate by clicking the 'Print' button below. If you do not wish to print at this time, you can access your request at a later date by clicking the 'Access a Saved myVTax Request' link on the homepage. To access this certificate in the future, you will need the following:  
 Email Address: joe.landlord@vermont.gov  
 Verification Code: 6yy4zx

**Be sure to write down the Verification Code for future access to this certificate.**

Questions or concerns? Contact us:  
 Vermont Department of Taxes Call: (802) 828-6802  
 133 State Street Or Email: myVTax Support  
 Montpelier, VT 05602-3667

Click 'OK' to proceed.

OK Printable View

The **Confirmation** page provides the following:

- **Confirmation Number** 1 You will need the confirmation number if you contact the Department about this certificate.
- **Verification Code** 2 Write this code down as you will only see it here once, or you may print the screen. You will need it if you want to access this certificate later.
- **Printable View** 3 Click this to print form(s) to give to your tenant(s). Forms for each rental unit in this rental location will print.
- Click 4 **OK** to return to the homepage for myVTax.

To access your Landlord Certificate again in the future, go to the myVTax homepage and click 5 **Access a Saved myVTax Request**. Enter your email and **Verification Code**.

myVTax is a convenient and free service that allows you to

- File returns securely
- Make payments
- Return Filing Verification

myVTax has a new look. For help with these

Not yet signed up for myVTax? Click Here to Sign up today.

Businesses	Individuals	Tax Professionals	Property Owners	Municipal Officials	Help & Resources
File a Homestead Declaration or Property Tax Adjustment			Learn More About Real Estate Transaction Taxes		
File a Return			5 Register an Account as a Landlord		
Generate a Landlord Certificate			Access a Saved myVTax Request		
Commissioner's Certificate					

Step 9

E-file Certificate Number

<b>VT</b>		<b>Landlord's Certificate</b>		FORM <b>LC-142</b>		 * 1 6 1 4 2 1 1 0 0 *	
<b>CLAIMANT:</b> Remember to enter your Social Security Number when you file the rebate claim.							
Claimant's Last Name		First Name		Initial	Claimant's Social Security Number		
<b>Section A: Landlord and Rental Unit Information</b>							
Name of Owner or Landlord JOE LANDLORD							
Landlord's Mailing Address 133 STATE STREET				City MONTPELIER		State VT	ZIP Code 05602-0000
Location of Rental Unit (number, street/road name) 100 MAIN STREET				SPAN (from property tax bill) 405-126-12345			
City / Town MONTPELIER				Number of Units in this Building 2			
Rental Unit is (check one)							
<input checked="" type="checkbox"/> Apartment	<input type="checkbox"/> House	<input type="checkbox"/> Lot for Mobile Home	<input type="checkbox"/> Mobile Home	<input type="checkbox"/> Boarding Home	<input type="checkbox"/> Nursing Home / Community Care		
Items Included in Rent (check all that apply)							
<input checked="" type="checkbox"/> Heat	<input type="checkbox"/> Furnishings	<input type="checkbox"/> Electricity	<input type="checkbox"/> Personal Care	<input type="checkbox"/> Other Services			
							<b>12000.00</b>
							<b>800.00</b>
							<b>11200.00</b>
							<b>100.00 %</b>
							<b>11200.00</b>
<b>8. Rental Adjustment</b> .....							<b>21.00 %</b>
<b>9. ALLOCABLE RENT</b> (Multiply Line 7 by Line 8) .....							<b>2352.00</b>
• <b>RENTERS:</b> Enter on Form PR-141, Line 3. • <b>MOBILE HOME OWNERS:</b> Enter on Form HS-122, Line B10.							
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>FILE ON-LINE!</b> File your claim online at <a href="http://www.myVTax.vermont.gov">www.myVTax.vermont.gov</a>.                      Use this E-file Certificate Number. <b>0759072768-001</b> </div>							
<b>Section C: Signature</b>							

At the bottom of the Landlord Certificate is the **E-file Certificate Number**. This is the number your tenant will enter into the electronic version of the Renter Rebate Claim. Be sure to provide your tenant with the Landlord Certificate by Jan. 31.

Tenants may complete Form PR-141, Renter Rebate Claim, online through myVTax or on a paper form.