# 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. Please note that when you complete and submit your Landlord Certificate online, the system automatically submits it 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 the completed certificate to the Department and give your tenant a copy by Jan. 31. You may provide it to your tenant at the time of their move. See tax.vermont.gov/property/landlord-certificates for guidance.

Step 1

Go to **www.myVTax.vermont.gov** to access the Department's portal for online services. To begin, click **Generate a Landlord Certificate** in the **Property Owners** section.

You may want to sign up for a myVTax account as a landlord to access other useful features, or if you already have a myVTax landlord account, **Log In** to generate a Landlord Certificate.

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VERMONT
DEPARTMENT OF TAXES
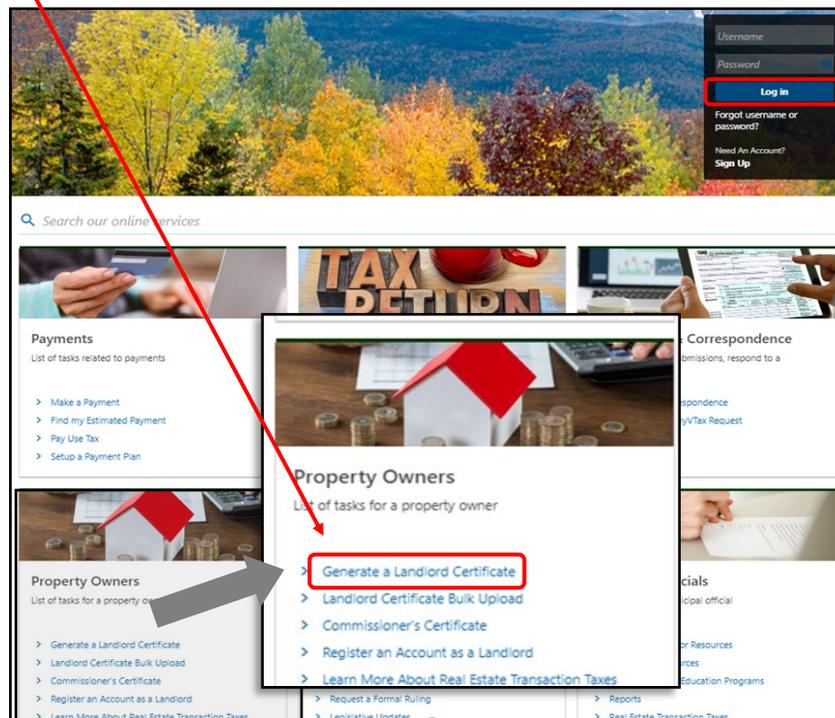
Step 2 | **General Property Information**

Enter the information:

• **Name of owner or landlord**

• **Landlord Mailing Address**

• **Location of Rental Unit** (physical address)

• **SPAN Number**— 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.

• **Phone number**—Enter in your current phone number in case the department needs to contact you for more information.

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

A red asterisk indicates a required response.

Step 3 | **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 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, myVTax saves 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.

Tenant #1 Last Name *	Tenant #1 First Name *	Tenant #2 Last Name	Tenant #2 First Name
Required	Required		
Tenant #3 Last Name	Tenant #3 First Name	Tenant #4 Last Name	Tenant #4 First Name

Step 5 Doing the Math

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 makes this calculation for you.

Calendar year	Number of months rented *
2019	Required

☐ Check to override calendar year

Monthly rental amount paid *
Required

Total rent paid for calendar year listed on Line 8a *
Required

Less dollar value of items that were included in rent (heat, electricity, etc)
0.00

Adjusted rent paid for calendar year listed on Line 8a
0.00

For government subsidized rent, enter percent tenant pays. For non-subsidized rent, enter 100.00% *
Required

Rent paid during calendar year solely for the right of occupancy
0.00

Rental Adjustment
21.00

Allocable Rent
0.00

Step 6 **Adding a Rental Unit**

If you have more than one unit, click **Add Rental Unit.** A tab will appear with a new section for the second unit. Add more rental units as needed for this rental location.

> Unit-Specific Information
>
> 🚫 Rental Unit 1
>
> Rental Unit 1   Add Rental Unit | Copy Record
>
> Unit Location

Step 7 **Signature Block**

Signature Landlord/Authorized Agent- Your signature or authorized agent signature confirming that the information is correct.
Signature Date- The date this Landlord Certificate is submitted

> Signature Block
>
> Signature Landlord/Authorized Agent   Signature Date
>
> _____   _____ 📅

Step 8 **Submitting the Landlord Certificate**

Click **Submit.** A pop-up window will ask for your valid email address.
When you submit your Landlord Certificate electronically, it 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 and tenants by Jan. 31, as required by Vermont law.

> Landlord Certificate
>
> ✓ Landlord Certificate   ❯ Review and Submit
>
> This Landlord Certificate submission is ready to submit.
>
> Cancel   Save Draft   ❮ Previous   **Submit**

Cancel allows you to cancel your entire submission.

Save Draft allows you to save your submission to return to it at a later time.

Previous brings you back to the previous page if corrections are needed.
Do not use your browser's back button to go to a previous page.

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Step 9   **Email Address**

A pop-up window asks for your valid email address. Enter and confirm your address and click **OK**. Be sure to enter an active email address because the Department will use it to email your confirmation. You also will need your email to access your certificate if you should need to view it again later .

Confirmation   ✕

Entering a valid email address will allow you to access this request at a later date.

Email *

Required

Confirm Email *

Required

Cancel   **OK**

**Step 10**   **Confirmation**

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.

Confirmation

Your landlord certificate request has been submitted to the Vermont Department of Taxes. Your confirmation number is **0-826-415-616** **1**

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: **a@b.com**
Verification Code: **5g6nbr** **2**

Questions or concerns? Contact us:
Vermont Department of Taxes   Call: (802) 828-2865
133 State Street   Or Email: myVTax Support
Montpelier, VT 05602-3667

Click 'OK' to proceed.

Print **3**

OK **4**

To access your Landlord Certificate again in the future, go to the myVTax homepage and click **Access a Saved myVTax Request**. Enter your email and the **Verification Code.**
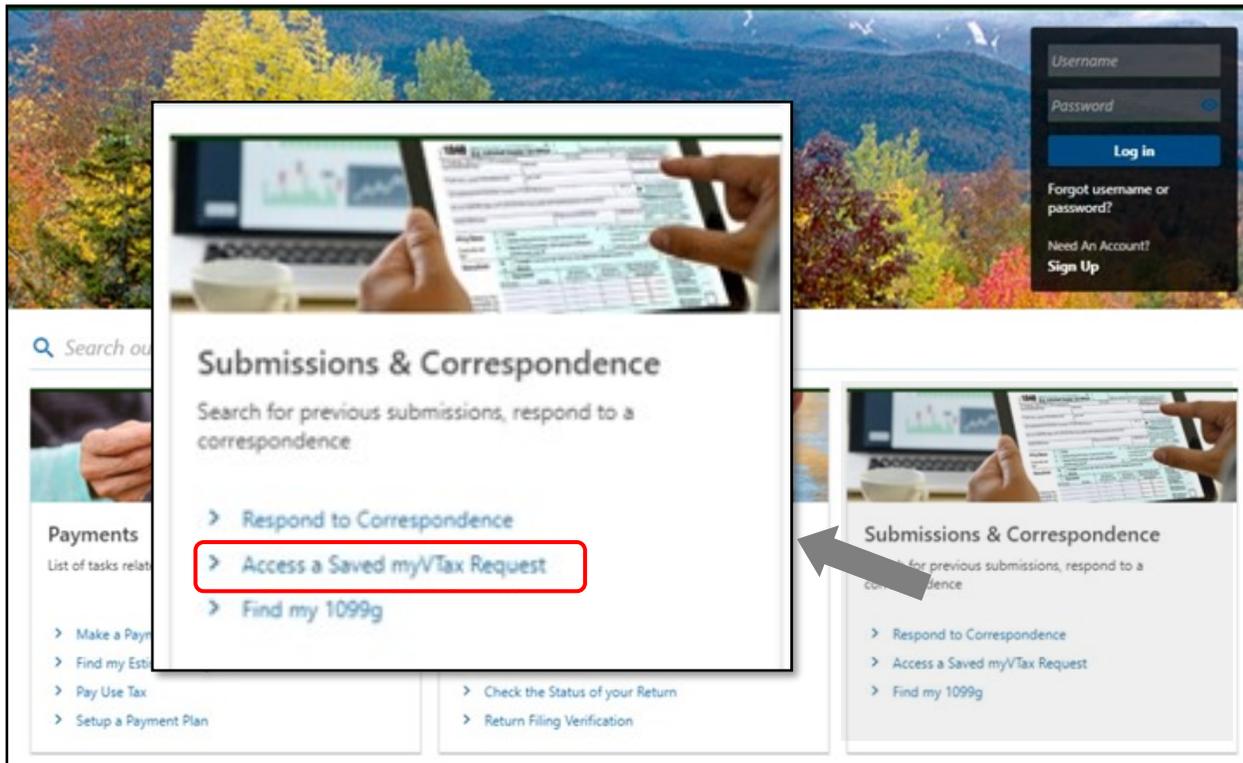
Step 11   **E-file Certificate Number**

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.**

The tenant may complete Form PR-141, Renter Rebate Claim, online through myVTax, through tax software, or on a paper form.