myVTax Guide: How to Complete the Landlord Certificate

If you have a large number of Landlord Certificates to submit, the bulk upload spreadsheet lets you collect information for multiple tenants or rental units or both, and upload the data to the Department all at once. The minimum record that is needed to upload is one, the maximum is 999. See tax.vermont.gov/property/landlord-certificates/bulk-upload.

This guide provides step-by-step instructions on how to complete the online version of Form LRC-140, Landlord Certificate, at 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 by January 31. Beginning in 2022, landlords are no longer required to provide copies to tenants. See tax.vermont.gov/property/landlord-certificates for guidance.

Step 1: Log in to your account

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.
Step 2: Enter 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: Enter unit information

Some entries you make will autofill or cause other sections to pre-fill. Also, myVTax does some of the math for you.

When you complete Location of Rental Unit in the first section, Calendar Year defaults to the current filing year.

Next, enter the following information:

- **Rental Unit is...** — Select the type of unit.
- **Tenant Information** — One tenant at a time.
- **Unit Number**
- **# of months rented** — Partial months allowed.
- **Rent Subsidized** — Check the box if yes.
- **Net rent paid** — Required only if the rent is subsidized.

Add Rental Record creates a new tab to enter additional units or tenants at the same address.

Copy Record creates a new tab, duplicating the entered unit information so you can change just what is different, e.g. renter names.

* Rental assistance related to the pandemic received in 2021 is considered a subsidy.
Step 4: Additional renters

Enter renter information in additional tabs for other adults sharing a unit, or for multiple occupancies during the year.

For example, a building has two units with one couple sharing Unit 1 for 12 months, and two separate renters in Unit 2 for six months each. This requires four Rental Records.

Step 5: E-sign and date

**Signature Landlord/Authorized Agent** — To e-sign your signature or authorized agent signature confirming that the information is correct, type the name in the space provided.

**Signature Date** — The date this Landlord Certificate is submitted.
Step 6: Submit 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 by January 31, as required by Vermont law. Do not provide a copy to tenants.

**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.**

Step 7: 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.
Step 8: Confirmation

The Confirmation page provides the following:

- **Confirmation Number** ① You will need the confirmation number if you contact the Department about this certificate. A confirmation will be emailed to the address entered in Step 6.
- **Verification Code** ② Write this code down as you will only see it here once, or you may save an image of the screen to your computer. You will need the code if you want to access this certificate later.
- **Printable View** ③ Clicking Print only opens up another tab showing this same page. Note that beginning in 2022, there is no longer a requirement to provide tenants with a copy.
- Click **OK** to return to the homepage for myVTax.