

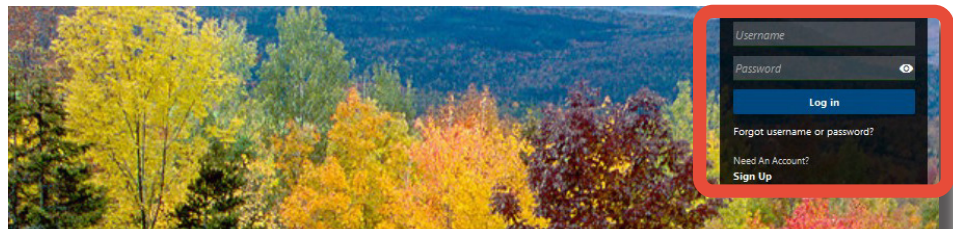
myVTax Guide: How to Complete the Landlord Certificate

This guide provides step-by-step instructions on completing the online version of Form LRC-140, Landlord Certificate, using [myVTax \(https://myvtax.vermont.gov\)](https://myvtax.vermont.gov). Please note that when you complete and submit your Landlord Certificate online, the system will automatically submit it to the Department as required by Vermont law. If you complete your certificate using a paper form, you must mail a copy to the Department. Submit the completed certificate to the Department by January 31. Do not provide a copy of the Landlord Certificate to tenants. To learn more, please [visit our website \(https://tax.vermont.gov/property/landlord-certificates\)](https://tax.vermont.gov/property/landlord-certificates).

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

1 Get Started

Go to [myVTax \(https://myvtax.vermont.gov\)](https://myvtax.vermont.gov). Either log in to your landlord account, or select Generate a Landlord Certificate in the Property Owners section.



Search our online services

Property Owners
List of tasks for a property owner

- > Generate a Landlord Certificate
- > **Generate a Lot Rent Landlord Certificate**
- > Lot Rent Certificate Bulk Upload
- > Landlord Certificate Bulk Upload

Returns
List of tasks related to returns

- > File a Return
- > File an Extension
- > Check the Status of your Return
- > Return Filing Verification

Submissions & Correspondence
Search for previous submissions, respond to a correspondence

- > Respond to Correspondence
- > Access a Saved myVTax Request
- > Find my 1099g

Help & Resources
Common resources for help

- > myVTax Features
- > Third Party Access
- > FAQ
- > Request a Formal Ruling
- > Legislative Updates
- > Contact Information
- > Request a Refund (Sales & Use/Meals & Rooms)
- > Request a Refund (Miscellaneous Tax Types)

Municipal Officials
List of tasks for a municipal official

- > Lister and Assessor Resources
- > Town Clerk Resources
- > Certification and Education Programs
- > Reports
- > Real Estate Transaction Taxes

2 Enter General Property Information

Enter the following information:

- Name of owner or landlord
- Landlord mailing address
- Location of the rental unit (physical address)
- SPAN Number: find the SPAN on your property tax bill or use the [SPAN Finder tool \(https://tax.vermont.gov/property/landlord-certificates\)](https://tax.vermont.gov/property/landlord-certificates).
- Landlord phone number, in case we need to contact you for more information
- Number of rental units in the building
- After entering each address, click Validate Address.

A popup window may offer one or more valid postal addresses matching the information you entered. Select the correct address, then select Save. **Validate Address** will be updated to **Address Valid**. Please note that the popup may not appear if the system validates the address without further action.

General Property Information

Name of owner or landlord:
LANCE ROBERTS

Landlord Mailing Address

Street
120 STATE STREET

Street 2

City
MONTPELIER

State
VERMONT

Zip
05620-0000

Country
USA

Validate Address

Location of Rental Unit:

Street
100 MINERAL STREET

Street 2

City
SPRINGFIELD

State
VERMONT

Zip
05156-0000

Country
USA

Validate Address

SPAN Number:
606-190

Last 5 Digits
13912

Phone Number:
(802) 123-4567

Enter the number of rental units in the building
3

Address Search

Verified
120 STATE ST
MONTPELIER VT 05620-0002 **Select this address**

Verified
120 STATE ST
STE [Required]
MONTPELIER VT 05620 **Select this address**

As Entered
120 STATE STREET
MONTPELIER VT 05620 **Select this address**

Save

3 Enter Renter and Unit Information

Scroll down the page to the Renter section. The calendar year defaults to the current filing year. You may override it by checking in the box.

Next, enter the following information:

- Rental Unit is... - Select the type of unit.
- Tenant Information - Enter one tenant at a time.
- Unit Number
- # of months rented - Partial months are allowed.
- Rent Subsidized - Check if you received partial subsidy assistance on behalf of renters.
- Net rent paid - Enter the amount only if the rent paid was partially subsidized. Subtract included utilities. This question only appears when you check Rent Subsidized. Net rent is the rent paid by the tenant solely for the right of occupancy after any subsidies, utilities, etc., are subtracted from total rent. Do not include room charges for any month when paid by Medicaid on behalf of the tenant.

A tab with a red exclamation point indicates that necessary information is missing. When finished, scroll down.

Add Rental Record will create a new tab to enter additional units or tenants at the same address. If you create too many Renter Record tabs, delete the extras. Make sure you are on the tab you want to delete.

Copy Record will create a new tab, duplicating the unit information next to the active tab so you can modify the information, e.g., renter name. The Copy Record function is useful when two or more renters share a unit.

The screenshot shows a web form titled "Rental Record 3" with a blue header bar containing tabs for "Rental Record 1", "Rental Record 2", "Rental Record 3", and "Rental Record 4". Below the header, there are three action buttons: "+ Add Rental Record", "Copy Record", and "Delete Rental Record".

The form content includes:

- A checkbox labeled "Check to override calendar year".
- A "Calendar year" field with the value "2023".
- A "Rental Unit Is... (Select type)" section with radio buttons for: Apartment (selected), Condo, Room in My Primary Residence, House/Mobile Home, Nursing home, and Assisted Living/ Community Care.
- A "Section B: Renter Information" section with a table-like structure:

Last Name	First Name	Unit	# of months rented	Rent Subsidized	100% Subsidized	Not Subsidized	Net rent paid
GREEN	STACY	2	9.00	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	2,700.00
- At the bottom, there are three action buttons: "+ Add Rental Record", "Copy Record", and "Delete Rental Record".

Sign and Date the Landlord Certificate

Signature Landlord/Authorized Agent: To verify the information, you or an authorized agent may electronically sign the Certificate by typing the name in the space provided.

Signature Date: The date you are submitting the Landlord Certificate.

Select Submit to send the Landlord Certificate to the Vermont Department of Taxes automatically.

Do not provide copies to tenants.

Here are a few tips:

- **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.
- **If you are not logged into myVTax**, a popup window will ask for your email address. You will receive a confirmation email to the address provided.
- **If you are logged in to a myVTax account** - you must confirm the submission using your account password.

The screenshot displays the 'Signature Block' section of the Landlord Certificate submission form. It includes fields for 'Signature Landlord/Authorized Agent' (LANCE ROBERTS) and 'Signature Date' (Jan-15-2024). Below the signature block are buttons for 'Cancel', 'Save Draft', 'Previous', and 'Submit'. The 'Submit' button is highlighted with a red box. A 'Confirmation' popup window is also visible, showing the email address 'lancer@abcdef.com' and an 'OK' button, which is also highlighted with a red box.

Signature Block

Signature Landlord/Authorized Agent
LANCE ROBERTS

Signature Date
Jan-15-2024

Buttons: Cancel, Save Draft, Previous, Submit

Confirmation

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

Email
lancer@abcdef.com

Confirm Email
lancer@abcdef.com

Buttons: Cancel, OK

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 before processing. Please note your email confirmation does not show the verification code. Be sure to retain a copy of the Verification Code for your records. Landlords filing from a logged-in myVTax account will not see a verification code.
- A **Print** button that will allow you to print the confirmation. You will also receive a confirmation email.

Select OK to return to the myVTax homepage or close your browser.

Changes or cancellations may be made to this Landlord Certificate submission if the Department has not processed it. Processing occurs at 4:00 p.m. EST 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**.

For 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 [myVTax Guide: How to Cancel a Web Request \(https://tax.vermont.gov/sites/tax/files/documents/GB-1133.pdf\)](https://tax.vermont.gov/sites/tax/files/documents/GB-1133.pdf).

Confirmation

Your landlord certificate request has been submitted to the Vermont Department of Tax. Your confirmation number is 0-522-731-520

You will have until 4:30 pm to make any edits to the certificate. After that, the certificate will only be accessible if you have a username and password on myVTax. To access this return before 4:30 PM please use the following:

Verification Code: 6dpsf7

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

There is no longer a need to print this form since you are no longer required to provide a copy to your tenant(s).
Click 'OK' to proceed.

Print

OK