myVTax Guide: How to Complete the Lot Rent Landlord Certificate

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

This guide provides step-by-step instructions on how to complete the online version of Form LRC-147, Statement of Rent for Mobile Home Park Lot Rent, Co-ops, and Trusts, at myVTax.vermont.gov. Please note that when you complete and submit the 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 the completed certificate to the Department, and provide a copy to each tenant, by January 31.
See tax.vermont.gov/property/landlord-certificates.

For brevity, the LRC-147 is referred to in this guide and on myVTax as "Lot Rent Landlord Certificate."

Step 1: Log in to your account

Go to **myVTax.vermont.gov** to access the Department's portal for online services. To begin, click **Generate a Lot Rent 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 Lot Rent Landlord Certificate.

VERMONT
DEPARTMENT OF TAXES
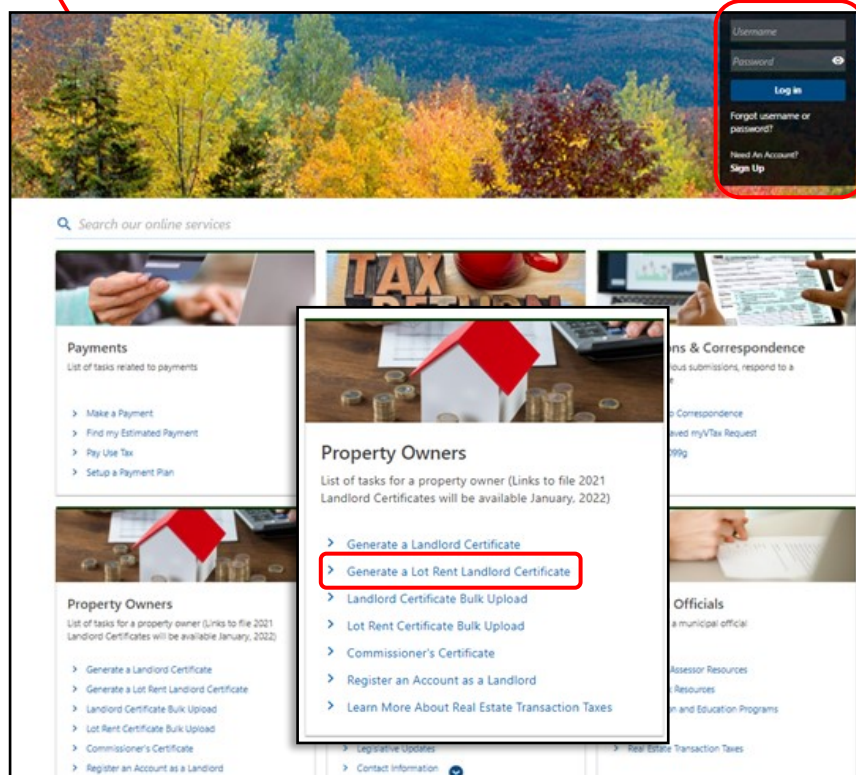
Step 2: Enter general property information

Enter the information:

- **Name of owner or landlord**

- **Landlord Mailing Address**

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

General Property Information

Name of owner or landlord: *

Required

A red asterisk indicates a required response.

Landlord Mailing Address

Street *

Required

Street 2

City *

Required

State *

Required

Zip *

Required

Country

USA

Validate Address

Phone Number: *

Required

Step 3: Enter rental unit information

Calendar Year defaults to the current filing year.

Enter the following information:

- **Street** & **City**—Where lot is located
- **Unit Number**—Lot number
- **SPAN Number**—The **School Property Account**

Number is an eleven-digit code unique to each property. Find it on the property tax bill. Click the drop-down arrow to choose the correct first six digits of the SPAN for that location.

- **Last 5 Digits**—Enter in the last five digits of SPAN for that location.

Rental Unit 1

Rental Unit 1   + Add Rental Unit   Copy Record

Location of Rental Unit:

Calendar year

2021

Street *

Required

Unit Number

City *

Required

Span Number *

Required

Last 5 Digits *

Required

Step 4: Section B: For-Profit Mobile Home Lot Rent, (complete if applicable)

Enter the total lot rent paid for the year if the rented lot is in a for-profit park. If nonprofit, skip to **Section C** shown in this guide as **Step 5**. The myVTax system calculates the Allocable Rent based on a 21% Rental Adjustment.

Section B: For Profit Mobile Home Lot Rent

Total lot rent paid for calendar year listed above .

0.00

Rental Adjustment

21.00

Allocable Rent

0.00

Step 5: Section C: Land Trust, Co-op, and Nonprofit Mobile Home Parks, (complete if applicable)

myVTax pre-fills some fields and calculates the rental adjustment and allocable rent for you.

Section C: For Land Trust, Co-op and Nonprofit Mobile Home Parks

Housesite Education Tax Allocated for Land Trust.

0.00

Housesite Municipal Tax Allocated for Land Trust .

0.00

Step 6: Add a record

Add Rental Unit creates a new empty tab to enter additional lot units at the same address.

Copy Record allows you to duplicate basic lot unit information that is already filled in and change only the parts that differ.

⚠ Rental Unit 1   ⚠ Rental Unit 2   ⛔ Rental Unit 3

Rental Unit 3   + Add Rental Unit   ⧉ Copy Record   ✕ Delete Rental Unit

Location of Rental Unit:

☐ Check to override calendar year

Calendar year

2021

Click **Delete Rental Unit** to delete whichever tab is highlighted; for example, to delete a tab if you created too many.

Step 7: 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 Lot Rent Landlord Certificate is submitted

Step 8: Submit the Lot Rent Landlord Certificate

Click **Submit.** A pop-up window will ask for your valid email address.

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

TIP

Cancel allows you to cancel your entire submission.

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

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 this email to access the Certificate should you 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. A confirmation will be emailed to the address entered in **Step 9**.
- **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.
- **Print** 3 Print the Lot Ret Landlord Certificate to provide tenants with a copy.
- 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 **0-362-446-848** 1

Please print a copy of this certificate by clicking the 'Print' button below. You will have until 4:30 pm to make any edits or to print 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:
Email Address: **a@b.com**
Verification Code: **ff42pf** 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