

# Rent Certificate

Wisconsin Department of Revenue

**NOTE:** Alterations on lines 1 to 13 or the signature line (whiteouts, erasures, etc.) will void this rent certificate. A rent certificate with an error should be discarded and a new one completed. Need an additional rent certificate? Go to [www.revenue.wi.gov](http://www.revenue.wi.gov).

# 2009

**Renter (Claimant)** Complete lines 1, 3, and 4. Have your landlord fill in lines 6 to 13 and sign, then complete line 2.

1 Name \_\_\_\_\_

2 Social security number ▶ \_\_\_\_\_

3 Address of rental property (property must be in Wisconsin)  
 \_\_\_\_\_  
 \_\_\_\_\_

4 Time you actually lived here in 2009  
 From (mo./day) \_\_\_\_ / \_\_\_\_ / 2009 To (mo./day) \_\_\_\_ / \_\_\_\_ / 2009

5 If your landlord will not sign your rent certificate, complete lines 6 to 13, attach rent verification (see instructions), and check this box. →

**Landlord** Fill in lines 6 to 13 and sign.

6 Name \_\_\_\_\_

7 Address \_\_\_\_\_  
 \_\_\_\_\_

8 Telephone number \_\_\_\_\_

9 a Is the rental property (line 3) subject to property taxes?  
 Yes  No

b If 9a is "No" and you are a sec. 66.1201 municipal housing authority that makes payments in lieu of taxes, check this box. →

10a Is this rent certificate for rent of:  
 A mobile or manufactured home?  Yes  No  
 A mobile or manufactured home site?  Yes  No

b Mobile or manufactured home taxes or municipal permit fees you collected from this renter for 2009. \$ \_\_\_\_\_

11 Fill in lines 11a to 11e based on the period of time this rental unit was occupied by this renter. Use the additional columns on lines 11a and 11b only if rent rates changed during the year (see instructions). Do not include amounts received directly from a governmental agency.

a Rent collected per month for this rental unit for 2009 ..... \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

b Number of months this rental unit was rented to this renter in 2009 \_\_\_\_\_

c Total rent collected for this rental unit for 2009 ..... \$ \_\_\_\_\_

d Number of occupants in this rental unit – do not count spouse or children under 18 .. \_\_\_\_\_

e This renter's share of total 2009 rent ..... \$ \_\_\_\_\_

12 Value of food and services provided by landlord (this renter's share) ..... \$ \_\_\_\_\_

13a Rent paid for occupancy only – Subtract line 12 from line 11e ..... \$ \_\_\_\_\_

b Was heat included in the rent?  Yes  No

c If a long-term care facility/CBRF/nursing home, check the method used to compute line 13a:  
 Standard rate (\$100 per week).  
 Percentage formula (fill in percentage) \_\_\_\_\_ %.  
 Other method approved by Department of Revenue.

**Sign here** I certify that the information shown on this rent certificate is true, correct, and complete to the best of my knowledge.

▶ \_\_\_\_\_  
 Signature (by hand) of landlord or authorized representative Date

**NEED HELP?** 608-266-8641 (Madison) or 414-227-4000 (Milwaukee)

- REMINDERS FOR RENTERS:**
- If line 11d above is 2 or more and each occupant did not pay an equal share of the rent, see instructions for Shared Living Expenses Schedule.
  - Schedule H or H-EZ must be completed and filed with this rent certificate.

## Shared Living Expenses Schedule

**Step 1:** List name(s) of other occupants:  
 \_\_\_\_\_  
 \_\_\_\_\_

**Step 2:** List the total amount (not the monthly amount) of all shared living expenses (rent, food, utilities, and other) paid by all occupants and the amount that you paid:

Shared Living Expenses	Total Paid by All Occupants	Amount You Paid
Rent	1a)	1b)
Food	2a)	2b)
Utilities	3a)	3b)
Other	4a)	4b)
Total	5a)	5b)

**Step 3:** Using the amounts listed in Step 2, compute your allowable rent paid for occupancy only:

1 Total rent paid (line 1a) ..... 1 \_\_\_\_\_

2 Shared living expenses you paid (line 5b) ..... 2 \_\_\_\_\_

3 Total shared living expenses (line 5a) ..... 3 \_\_\_\_\_

4 Divide line 2 by line 3. Fill in decimal amount ..... 4 **x** . \_\_\_\_\_

5 Multiply line 1 by line 4. .... 5 \_\_\_\_\_

6 Value of food and services provided by landlord (line 12 above) ..... 6 \_\_\_\_\_

7 Subtract line 6 from line 5. This is your allowable rent. Fill in here and on line 14a or 14c of Schedule H (line 9a or 9c of Schedule H-EZ) .. 7 \_\_\_\_\_