

# CAUTION:

Schedule H or H-EZ must be completed  
and filed with this rent certificate

# Rent Certificate

Wisconsin Department of Revenue

**NOTE:** • Attach to Schedule H or H-EZ  
• Alterations (whiteouts, erasures, etc.) or errors **void** this rent certificate.  
You can get a new one at [www.revenue.wi.gov](http://www.revenue.wi.gov), select "Forms."

# 2013

■ **Renter (Claimant)** – Complete fields below. Enter Social Security Number AFTER your landlord fills in section below and signs.

Legal last name	Legal first name	M.I.	Social security number	
Address of rental property (property must be in Wisconsin)		City	State	Zip

Time you actually lived at this address in 2013 . . . **From**                     **2013** **To**                     **2013**  
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Do NOT sign your rent certificate.

If your landlord won't sign, complete fields above and below and lines 1 to 5, attach rent verification (see instructions), and check here. ☐

■ **Landlord or Authorized Representative** – Complete fields below and lines 1 to 5, sign, and print your name.

Name of property owner		Telephone number (    )	
Address	City	State	Zip

**1a** Is the above rental property subject to property taxes? . . . . . **1a** ☐ Yes ☐ No

**b** If 1a is "No" and you are a sec. 66.1201 municipal housing authority that makes payments in lieu of taxes, check here . . **1b** ☐

**2a** Is this certificate for rent of a mobile/manufactured: home? **2a** ☐ Yes ☐ No . . . home site? **2a** ☐ Yes ☐ No

**b** Mobile or manufactured home taxes or municipal permit fees you collected from this renter for 2013 . . . **2b**           .00

**3** Fill in lines 3a to 3e based on the period of time this rental unit was occupied **by this renter**. Use the additional columns below 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 2013 . . . . . **3a**           .00           .00           .00

**b** Number of months this rental unit was rented to this renter in 2013                                 

**c** Total rent collected for this rental unit for 2013 . . . . . **3c**           .00

**d** Number of occupants in this rental unit – do NOT count spouse or children under 18 . . . . . **3d**           

**e** This renter's share of total 2013 rent . . . . . **3e**           .00

**4** Value of food and services provided by landlord (this renter's share) . . . . . **4**           .00

**5a** Rent paid for occupancy only – Subtract line 4 from line 3e . . . . . **5a**           .00

**b** Was heat included in the rent? ☐ Yes ☐ No

**c** If a long-term care facility/CBRF/nursing home, check method used to compute line 5a: ☐ Standard rate (\$100 per week)

☐ Percentage formula (fill in percentage)            %

☐ Other method approved by Department of Revenue



*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	Name of landlord or authorized representative (print)
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■ **Shared Living Expenses Schedule** – To be completed by renter **only** if line 3d above is 2 or more and each occupant did not pay an equal share of the rent.

**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) .00	1b) .00
Food	2a) .00	2b) .00
Utilities	3a) .00	3b) .00
Other	4a) .00	4b) .00
Total	5a) .00	5b) .00

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

**1** Total rent paid (line 1a) . . . . . **1**           .00

**2** Shared living expenses you paid (line 5b) . . . . . **2**           .00

**3** Total shared living expenses (line 5a) . . . . . **3**           .00

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

**5** Multiply line 1 by line 4. . . . . **5**           .00

**6** Value of food and services provided by landlord (line 4 above) . . . . . **6**           .00

**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**           .00

A rent certificate is used to verify the rent paid to occupy a Wisconsin "homestead" in 2013. A homestead could be a room, apartment, mobile or manufactured home, house, farm, or nursing home room.

## Instructions for Renter (Claimant)

Complete all fields except the social security number. Then give to your landlord to complete and sign. A separate rent certificate must be completed for each homestead used to compute your credit.

**Note** If your landlord won't sign, place a checkmark in the designated area. Complete the fields above line 1 and lines 1 to 5, and attach a copy of each canceled check or bank money order you have to verify your rent. Any portion not verified will not be allowed.

After your landlord returns the completed rent certificate, enter your social security number and then fill in the allowable amounts from lines 2b and 5a on Schedule H or H-EZ, as appropriate.

Attach all rent certificates to one Schedule H or H-EZ. If you claim less than 12 months of rent and/or property taxes, also attach a note explaining where you lived for the balance of 2013.

## Instructions for Landlord/Authorized Representative

Complete a separate rent certificate for each renter (claimant) requesting one. If blank, fill in the renter's name. Then fill in the fields above line 1 and lines 1 to 5, sign and print your name, and return to the renter. **Note:** You may not charge a fee for filling in a rent certificate.

**Lines 1a and 1b** If you checked "No" on line 1a, do **not** complete the rent certificate unless line 1b applies.

**Line 3a** Fill in the rent you actually collected per month for this rental unit (apartment, room, one-half of a duplex, etc.) for 2013, for the time this renter occupied it in 2013. Include any separate amounts the renter paid to you for items such as parking, a garage, utilities, appliances, or furnishings. Do not include rent for a prior year or amounts you received directly from a governmental agency through a subsidy, voucher, grant, etc., for the unit (except amounts an agency paid as a claimant's representative payee). If the monthly rent for this unit changed in 2013, use the extra columns to fill in each rate separately.

**Line 3b** Fill in the number of months (or partial months) each rate from line 3a applied to this renter. For partial months, fill in the number of days rather than a fraction or a decimal.

**Line 3c** Fill in the total rent collected for this unit for the time occupied by this renter in 2013 (generally, multiply line 3a by 3b).

**Example:** You rented a unit for \$300 per month for 7 months and \$325 per month for 5 months. Fill in lines 3a - 3c as follows:

a	Rent collected <b>per month</b> for this rental unit for 2013	3a	300.00	325.00	.00
b	Number of months this rental unit was rented to this renter in 2013	7	5		
c	Total rent collected for this rental unit for 2013	3c	3,725.00		

**Line 3d** Fill in the total number of occupants in this rental unit during the rental period. **Note:** Do not count the renter's spouse or children under age 18 as of December 31, 2013.

**Line 3e** Fill in this renter's share of the total rent from line 3c. Do not include rent paid for other renters.

**Line 4** Fill in this renter's share of the value of food and personal services (medical, laundry, transportation, counseling, grooming, recreational, therapeutic, etc.) you provided for this rental unit. If none were provided, fill in 0. **Note:** Do not include utilities, furnishings, or appliances.

**Signature** Review the rent certificate to be sure that all applicable fields and lines have an entry. Sign (by hand) and date, print your name, and return the rent certificate to the renter. Only an original signature is acceptable.

## Renter Instructions for Shared Living Expenses Schedule

Complete this schedule if line 3d shows 2 or more occupants **and** each did not pay an equal share of the rent. You may claim only the portion of rent that reflects the percentage of shared living expenses you paid.

**Example:** You paid shared living expenses as shown below. Services provided to you of \$300 are filled in on line 4.

Shared Living Expenses	Total Paid by All Occupants	Amount You Paid
Rent	1a) \$4,800.00	1b) \$4,800.00
Food	2a) 2,400.00	2b) 1,200.00
Utilities	3a) 600.00	3b) -0-.00
Other	4a) 200.00	4b) -0-.00
Total	5a) \$8,000.00	5b) \$6,000.00

Your allowable rent for occupancy only is \$3,300, computed as follows:

- Total rent paid (line 1a) 1 \$4,800.00
- Shared living expenses you paid (line 5b) 2 \$6,000.00
- Total shared living expenses (line 5a) 3 \$8,000.00
- Divide line 2 by line 3. Fill in decimal amount 4 x .75
- Multiply line 1 by line 4 5 \$3,600.00
- Value of food and services provided by landlord (line 4 above) 6 \$ 300.00
- 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 \$3,300.00