Instructions for Preparing a Rent Certificate

Every claimant (renter) who files a 1996 Wisconsin homestead credit claim, Schedule H, must attach a completed 1996 rent certificate to the Schedule H. To verify the rent paid to occupy a Wisconsin “homestead” in 1996. A homestead could be a room, apartment, mobile home, house, farm, or nursing home room. Alterations on the rent certificate (whiteouts, erasures, etc.) are not acceptable. A rent certificate with an error should be discarded and a new one completed. A rent certificate has two parts. The renter is to fill in the first part (lines 1 - 4), and the landlord is to fill in the second part (lines 5 - 14). The landlord may not charge a fee for filling in a rent certificate.

Instructions for claimant Fill in the information requested on lines 1 - 4. Then give the rent certificate to your landlord to fill in lines 5 - 14.

After you receive the completed rent certificate from your landlord, fill in the allowable amounts from lines 10b and 13a on lines 13, 14a, and 14c of Schedule H, as appropriate, and attach it to your Schedule H. A separate rent certificate must be completed for each homestead you rented in 1996 if rent for each is used in computing your homestead credit. All rent certificates must be attached to one Schedule H. If you claim less than 12 months of rent and/or property taxes on Schedule H, attach a note explaining where you lived for the balance of 1996.

Instructions for landlord/authorized representative Fill in a separate rent certificate for each claimant (renter) requesting one homestead credit. Fill in line 1 if it is not already completed. Fill in lines 5 - 14, then give the completed rent certificate to the renter.

LINES 5 - 8 Fill in all the information requested. On line 7, SSN means social security number, and FEIN means federal employer identification number.

LINE 9 If you checked “No,” do not complete the rent certificate unless you are a municipal housing authority which makes payments in place of property taxes. If this applies to you, attach a signed explanation to the certificate.

LINES 10a-10b Check the appropriate boxes under line 10a. If you collected mobile home taxes, mobile home parking permit fees, or municipal fees from the renter for the period of occupancy, fill in the amount you collected on line 10b. If no amount was collected, fill in -0-.

1996 Rent Certificate

Claimant: Fill in lines 1-4

• Have your landlord fill in lines 5 - 14
• Fill in the amount from line 10b on lines 13, 14a, or 14c of Schedule H, as appropriate
• Fill in the amount from line 13a on line 14a of Schedule H if line 13b is “Yes,” or on line 14c of Schedule H if line 13b is “No”
• If your landlord will not sign, see paragraph 6 under “Exceptions: Renters,” on page 7 of the instructions
• Attach completed certificate (not a photocopy) to Schedule H

Landlord: Fill in lines 5-14; be sure every line has an entry

1 Claimant (renter) Last name
2 Social security number
3 Address of rental property (property must be in Wisconsin)
4 Time you actually lived here in 1996
5 Landlord’s Last name
6 Landlord’s telephone number
7 Landlord’s SSN or FEIN
8 Landlord’s home or business address

9 Is the rental property (line 3) subject to real estate taxes?
10 a. Is this rent certificate for rent of:
   A mobile home?  Yes  No
   A mobile home site? Yes  No
   b. Mobile home taxes or parking permit fees, or municipal fees you collected from this renter for 1996 $_______
11 Answer lines 11a - 11e based on the period of time this unit was occupied by this claimant (renter) in 1996
   a. Total rent collected per month for this unit (do not include amounts collected directly from a governmental agency) $_______
   b. Number of months this unit was rented to this renter in 1996 $_______
   c. Total rent collected for this rental unit $_______
   d. Number of occupants in this rental unit do not count spouse or children under 18 $_______
   e. This renter’s share of total 1996 rent (do not include rent paid for other renters) $_______
12 Value of food and services provided by landlord (this renter’s share) $_______
13 a. Rent paid for occupancy only — Subtract line 12 from line 11e $_______
   b. Was heat included in the rent? Yes  No
14 I certify that the information shown on this rent certificate for 1996 is true, correct, and complete to the best of my knowledge.

Signature (by hand) of landlord or authorized representative Date
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Instructions for landlord/authorized representative: Fill in a separate rent certificate for each claimant (renter) requesting one for homestead credit. Fill in line 1 if it is not already completed. Fill in lines 5 - 14, then give the completed rent certificate to the renter.

LINES 5 - 8: Fill in all the information requested. On line 7, SSN means social security number, and FEIN means federal employer identification number.

If you checked “No,” do not complete the rent certificate unless you are a municipal housing authority which makes payments in place of property taxes. If this applies to you, attach a signed explanation to the certificate.

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1996 Rent Certificate

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<th>Wisconsin Department of Revenue</th>
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- Attach completed certificate (not a photocopy) to Schedule H

1 Claimant (renter) Last name First name and initial
2 Social security number __________________________
3 Address of rental property (property must be in Wisconsin) __________________________
4 Time you actually lived here in 1996 From (mo/day) _______ To (mo/day) _______
5 Landlord’s Last name __________________________ First name and initial
6 Landlord’s telephone number __________________________
7 Landlord’s SSN or FEIN __________________________
8 Landlord’s home or business address __________________________

9 Is the rental property (line 3) subject to real estate taxes?
- If no, see instructions [ ] Yes [ ] No
10 a. Is this rent certificate for rent of:
   - A mobile home? [ ] Yes [ ] No
   - A mobile home site? [ ] Yes [ ] No
   - Mobile home taxes or parking permit fees, or municipal fees you collected from this renter for 1996 $ _________
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