

1997 Rent Certificate

Wisconsin
Department of Revenue

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.

Claimant: Fill in lines 1-4

- Have your landlord fill in lines 5 - 14
- Fill in the amount from line 10b on line 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 2 under "Exceptions: Renters," on page 7 of the instructions
- 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 1997	_____		
	From (mo/day)	_____	To (mo/day)	_____

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

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	_____		

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- 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
- b. Mobile home taxes or parking permit fees, or municipal fees you collected from this renter for 1997 \$ _____
- 11 Answer lines 11a - 11e based on the period of time this unit was occupied by this claimant (renter) in 1997. For lines 11a, 11c, and 11e, do not include amounts collected directly from a governmental agency
- a. Total rent collected per **month** for this unit \$ _____
- b. Number of months this unit was rented to this renter in 1997 _____
- 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 1997 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 1997 is true, correct, and complete to the best of my knowledge.

Signature (by hand) of landlord or authorized representative

Date

Instructions for Preparing a Rent Certificate

Every claimant (renter) who files a 1997 Wisconsin homestead credit claim, Schedule H, must attach a completed 1997 rent certificate to the Schedule H, to verify the rent paid to occupy a Wisconsin "homestead" in 1997. A homestead could be a room, apartment, mobile home, house, farm, or nursing home room.

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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 1997 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 1997.

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.

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-.

LINE 11a Fill in the total rent you collected per month for this rental unit (apartment, room, one-half of a duplex, etc.) for the period of time it was occupied by this renter in 1997. Include separate amounts the renter paid to you for items such as a garage, parking space, utilities, appliances, or furnishings. Do not include amounts you received directly from a governmental agency through a subsidy, voucher, grant, etc., for the unit. If the monthly rent for this unit changed in 1997, fill in each monthly rate separately on line 11a. Above each amount, fill in the number of months you collected this amount of rent. For example, if you rented this unit for \$300 per month for 7 months and \$325 per month for 5 months, fill in \$300/\$325. Above the \$300, write 7. Above the \$325, write 5.

LINE 11b Fill in the number of months you rented the unit to this renter in 1997.

LINE 11c Multiply line 11a by line 11b. This is the total rent collected for this unit for the period of time the unit was occupied by this renter in 1997.

LINE 11d Fill in the total number of occupants in this rental unit during the rental period. **Note:** Do not count the claimant's spouse or children who were under age 18 as of December 31, 1997.

LINE 11e Fill in this renter's share of the total 1997 rent paid. Do not include rent paid for renters other than the renter listed on line 1 of this certificate, or amounts you received directly from a governmental agency.

LINE 12 Fill in this renter's share of the value of food, medical, and other personal services, including laundry, transportation, counseling, grooming, recreational, and therapeutic services, you provided for this rental unit. Do not include utilities, furnishings, or appliances. If you did not provide any of the items, fill in -0- on line 12.

LINE 13a Subtract line 12 from line 11e. This is the allowable rent paid for occupancy only.

LINE 13b If heat **was** included for this rental unit, check the "Yes" box. If heat **was not** included for this rental unit, check the "No" box.

LINE 14 Review the rent certificate to be sure that line 1 and each of the lines 5 - 13b has an entry. Sign (by hand), date, and return the rent certificate to the renter. Signature stamps, photocopied signatures, etc., are not acceptable.