



# 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).

# 2008

**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 2008  
From (mo./day) \_\_\_ / \_\_\_ / 2008 To (mo./day) \_\_\_ / \_\_\_ / 2008

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 2008. \$ \_\_\_\_\_

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 2008 . . . . . \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

b Number of months this rental unit was rented to this renter in 2008 \_\_\_\_\_

c Total rent collected for this rental unit for 2008 . . . . . \$ \_\_\_\_\_

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

e This renter's share of total 2008 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** \_\_\_\_\_