

# FORM LRC-140 Instructions

## Vermont Landlord Certificate

### General Information

Please print in **BLUE** or **BLACK** ink only.

For mobile home lot rent, use Form LRC-147, Statement of Rent for Mobile Home Park Lot Rent, Co-ops, and Land Trusts.

You are required to file this form electronically if you have five or more tenants. You can file using [myVTax.vermont.gov](https://myVTax.vermont.gov).

Complete one Form LRC-140 for each property you own that has its own SPAN and where one or more units are rented. Only report net rent paid if the tenant's rent is subsidized.

Leave "Net rent paid" field blank if the tenant's rent is not subsidized and the tenant is required to pay the entire amount of rent.

#### Section A: Landlord and Rental Unit Information (Please complete all fields.)

Fill in the landlord's name and mailing address. Provide the physical address of the rental unit and the SPAN for the property. The SPAN can be located on the property tax bill for this rental property.

#### Room in My Primary Residence

The SPAN can be located on your property tax bill for this rental property. If the unit you are renting is a room in your primary residence, make sure you are including a rental percentage on your Form HS-122, Homestead Declaration, Line A3, and including the rental income from your federal Form 1040, Schedule E, Supplemental Income and Loss.

#### Section B: Renter Information

List all adults that resided at the property listed above during 2023. Include their name, unit number, and number of months the tenant occupied and rent was paid.

#### Is Rent Subsidized?

Enter "Y" if the tenant's rent was subsidized by a state or federal program. Enter "N" if it was not subsidized. Indicate if the rent was 100% subsidized, meaning federal and/or state programs covered the full rent amount. Enter "Y" if it was fully subsidized. Enter "N" if it was not fully subsidized.

#### Net rent

Only complete this if their rent was subsidized. Net rent is the rent paid by the tenant solely for the right of occupancy, after any subsidies, utilities, etc., are subtracted from total rent. Do not include room charges for any month when paid by Medicaid on behalf of the tenant.

If the unit was subsidized and was shared by two or more adults, enter the total net rent for the apartment next to each adult's name who was subsidized. If rent was 100% subsidized, enter \$0.

Rental assistance related to the pandemic received in 2023 is considered a subsidy. If you received assistance on behalf of one of your renters, enter "Y" for "subsidized" and calculate their rent according to the instructions on the form. The Department has further guidance regarding the calculation and recording of emergency assistance received by landlord. Please check this website for further information. [tax.vermont.gov](https://tax.vermont.gov)

#### Due Date

Sign, date, and send this form to the Vermont Department of Taxes by Jan. 31, 2024.

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## Contacting the Department

**Mailing address:**

Vermont Department of Taxes  
133 State Street  
Montpelier, VT 05633-1401

**Telephone:** (802) 828-2865  
**Email Address:** [tax.individualincome@vermont.gov](mailto:tax.individualincome@vermont.gov)  
**Website Address:** [tax.vermont.gov](http://tax.vermont.gov)