

2017 Wisconsin Rent Certificate Example

Obtain Rent Certificate Form:

<https://www.revenue.wi.gov/TaxForms2017through2019/2017-RentCertificate.pdf>

Fill out top portion as seen below:

■ Renter (Claimant) – Enter Social Security Number AFTER your landlord fills in section below and signs.				
1	Legal last name Vander Pas	Legal first name Stephanie	M.I. A	Social security number 113-13-1989
2	Address of rental property (property must be in Wisconsin) 214 N. Tratt St. #1	City Whitewater	State WI	Zip 53190
Time you actually lived at this address in 2017 From 05 22 2017 To 12 31 2017 3				
Do NOT sign your rent certificate.				
4	If your landlord won't sign, complete fields above and below and lines 1 to 8, attach rent verification (see instructions), and check here. <input checked="" type="checkbox"/>			

1. Your name goes here with your Social Security Number in the final box. This information is mandatory to file this form.
2. This address MUST BE the address of your rental location. You should not list your home address in this box.
3. In this location, you will list the dates in which you occupied during the 2017 CALENDAR year. So, if you only leased for the 2017-2018 school year, you should list 05/22 and 12/31. If you moved out in May 2017, this should read 01/01 and 5/12.
4. You will need to check this box to indicate you have completed this form yourself.

Landlord Information should be filled out exactly as below:

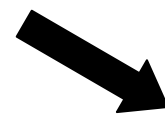
■ Landlord or Authorized Representative			
Name of property owner DLK Enterprises, Inc.		Telephone number (262) 473-5321	
Address 144 N. Traff St.	City Whitewater	State WI	Zip 53190
1 Is the rental property a long-term care facility, CBRF or nursing home?	1	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
2a Is the above rental property subject to property taxes?	2a	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b If 2a is "No" and you are a sec. 66.1201 municipal housing authority that makes payments in lieu of taxes, check here	2b	<input type="checkbox"/>	
3 Is this certificate for rent of a mobile/manufactured:			
a Home?	3a	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
b Home site/Lot?	3b	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
c Mobile or manufactured home taxes or municipal permit fees you collected from this renter for 2017	3c	0	.00

Number 4a will be the total of your rent plus any roommates you have for the entire time you lived in the unit during 2017:

Example:

If your rent is \$800/Summer and \$2300/Semester and three total people lived in the unit for only the Summer 2017 and Fall 2017 semester, you would do the math as follows:

$$(\$800 \times 3) + (\$2300 \times 3) = \$9,300.00$$



4a Total rent collected for this rental unit for 2017 – do NOT include amounts received directly from a governmental agency	4a	9300	.00
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c. If monthly rent changed during 2017, enter rent paid for each month below.

Jan.	<u> </u> .00	Feb.	<u> </u> .00	Mar.	<u> </u> .00	Apr.	<u> </u> .00
May	<u>2400.00</u>	June	<u> </u> .00	July	<u> </u> .00	Aug.	<u> </u> .00
Sept.	<u>6900.00</u>	Oct.	<u> </u> .00	Nov.	<u> </u> .00	Dec.	<u> </u> .00

5 Number of occupants in this rental unit – do NOT count spouse or children under 18 53

6 This renter's share of total 2017 rent 6 3100 .00

7 Value of food and services provided by landlord (this renter's share) 7 0 .00

8a Rent paid for occupancy only – Subtract line 7 from line 6 8a 3100 .00

b Was heat included in the rent? 8b Yes No

■ 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	Print name (must match signature)

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4c. You will fill this out with the total rent payments for the year broken down by when they were paid. Because you pay rent only by semester, you would list the payments in January, May, and September. Again, put the TOTAL AMOUNT you and ALL OF YOUR ROOMMATES paid for that semester's rent.

5. You will list here the total number of people living in your unit (you + your roommates)

6. Divide the total rent paid by the number of people in the unit to get how much rent you paid.

7. This number is always zero.

8a. List here the same value as in Number 6.

8b. This will depend on your unit. You will need to consult your lease to determine if heat is included in your rent. **It is listed on the very first page.**

DO NOT SIGN THE BOTTOM.

You will need to include proof of payment. If you would like a copy of your rent statement, please contact the DLK Office. You may come to the office to retrieve a copy for free.