



MEMO

To: Current and Former Residents

From: Aaron Wickesberg, CPM®

Re: 2025 Wisconsin Rent Certificates

On January 1, 2026, Reliant Real Estate Services will begin issuing 2025 Wisconsin Rent Certificates on a request basis only. To request a 2025 Wisconsin Rent Certificate, please follow these instructions:

Current Tenants:

Send an email to brenna@reliantres.com with your request to receive a 2025 Wisconsin Rent Certificate. Please include your full name and property address as it appears on your lease agreement.

All completed 2025 Wisconsin Rent Certificates for current tenants will be uploaded to your Tenant Portal under the Shared Documents tab.

Former Tenants:

Print off and complete the Renter (Claimant) portion of the 2025 Wisconsin Rent Certificate. Mail your 2025 Wisconsin Rent Certificate to our office or place in our office drop box. Please include a self-addressed, stamped envelope for the return of this completed 2025 Wisconsin Rent Certificate. If you do not have a self-addressed, stamped envelope, you can purchase one from our office for \$1.00.

All completed 2025 Wisconsin Rent Certificates for former tenants will be mailed to the former tenant using the self-addressed, stamped envelope provided with the request.

Our office will complete 2025 Wisconsin Rent Certificates two times a week – on Tuesdays and on Fridays. Since these documents are prepared off-site, they will not be available for in-person pick-up or email delivery.

All 2025 Wisconsin Rent Certificates will be completed in accordance with the guidelines established by the Wisconsin Department of Revenue. This means that Line 4a will always be divided equally by the number of individuals (spouses and children under 18 not included) on the rental agreement – regardless of how the rent was split amongst the household.

If the property in which you are requesting a 2025 Wisconsin Rent Certificate for was under different ownership or management during 2025, Reliant Real Estate Services will only be able to complete the 2025 Wisconsin Rent Certificate for the period of time under our management. You will be responsible for obtaining an additional 2025 Wisconsin Rent Certificate from the previous Owner or Manager.

Additional questions regarding Wisconsin Rent Certificates can be obtained by visiting the Wisconsin Department of Revenue online at: <http://www.revenue.wi.gov>.

2025 Rent Certificate	Renter's name Address of rental property	Renter's SSN	Page 2 of 2
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■ **Shared Living Expenses Schedule** – To be completed by renter **only** if line 5b on page one is “No.”

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) .00	1b) .00
Food	2a) .00	2b) .00
Utilities	3a) .00	3b) .00
Other	4a) .00	4b) .00
Total	5a) .00	5b) .00

Step 3: Using the amounts listed in Step 2, compute your allowable rent paid for occupancy only:

- 1 Total rent paid (line 1a) 1 .00
- 2 Shared living expenses you paid (line 5b) 2 .00
- 3 Total shared living expenses (line 5a) 3 .00
- 4 Divide line 2 by line 3. Fill in decimal amount 4 ._____
- 5 Multiply line 1 by line 4 5 .00
- 6 Value of food and services provided by landlord (line 7 of page 1) 6 .00
- 7 Subtract line 6 from line 5. This is your allowable rent. Fill in here and on the applicable rent line of Schedule H or Schedule H-EZ 7 .00

Instructions for Renter (Claimant)

Complete all fields in the “Renter (Claimant)” section except the social security number. Then give to your landlord to complete and sign.

If your landlord won’t sign, place a checkmark in the designated area. Complete the “Landlord or Authorized Representative” section, and attach a copy of each canceled check or bank money order you have to verify your rent. Any portion not verified will not be allowed.

Note: Do NOT sign the rent certificate yourself. Rent certificates signed by you or someone other than the landlord or his/ her authorized representative will not be accepted.

After your landlord returns the completed rent certificate, enter your social security number, complete line 5b if applicable, and then fill in the allowable amounts from lines 3c and 8a (or line 7 of the above Shared Living Expenses Schedule – see instructions below) on Schedule H or H-EZ, as appropriate.

Renter Instructions for Shared Living Expenses Schedule

Complete this schedule if line 5b on page 1 is “No.” All lines on the schedule must be filled in. If all lines on the schedule are not filled in, paid rent will be divided by the number of occupants.

Instructions for Landlord/Authorized Representative

Lines 2a and 2b If you checked “No” on line 2a, do **not** complete the rent certificate unless line 2b applies.

Line 4a Fill in the total rent collected from all occupants for this unit for the time occupied by this renter in 2025. Include any separate amounts the renter paid to you for items such as parking, a garage, utilities, appliances, or furnishings. Do not include rent for a prior year, late fees, security deposit paid during the year, or amounts you received directly from a governmental agency through a subsidy, voucher, grant, etc., or Wisconsin rental assistance program payments for the unit (except amounts an agency paid as a claimant’s representative payee).

Line 5a Fill in the number of adult occupants who lived in this rental unit during the rental period. Do not count the renter’s spouse or children under age 18 as of December 31, 2025.

Line 5b Do not complete this line. This will be completed by the renter.

Line 7 Fill in this renter’s share of the value of food and personal services (medical, laundry, transportation, counseling, grooming, recreational, therapeutic, etc.) you provided for this rental unit.

Signature Review the rent certificate to be sure that all applicable fields and lines have an entry. Sign (by hand) and date, print your name, and return the rent certificate to the renter. Signatures that are stamped, typed, or completed by other electronic means will not be accepted by the department.

Applicable Laws and Rules

This document provides statements or interpretations of the following laws and regulations enacted as of August 5, 2025: ch. 71, Wis. Stats.

