

Use Form 201 if you rented in 2019 and are claiming the property tax credit. This certificate shows what portion of your rent money went to pay taxes. Your landlord or designated agent must sign and complete this form in order for you to qualify for your credit. **USE BLACK INK ONLY.**

HOW TO USE THIS FORM

Homeowners:

- 1. If you own the home you live in, **do not** use this form. Homeowners claiming a property tax credit rebate **must** send a statement of property taxes paid rather than this form. See Form 140PTC instructions.

Renters Seeking a Tax Rebate on Form 140PTC:

- 1. Ask your landlord to complete Part 2 of this form.
- 2. Complete Parts 1 and 3 if you qualify. See instructions.
- 3. Use this information to complete your Form 140PTC.
- 4. **Include this certificate with your Form 140PTC and keep a copy for your tax records.**

IMPORTANT: For 2019, be sure to have your landlord complete this form well before **April 15, 2020**, or request an extension to protect the credit. Landlords may not have the information immediately available.

Part 1 To be Completed by Tenant

First Name and Initial - also give spouse's name and initial	Last Name	Social Security Number
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Part 2 To be Completed by Your Landlord

1	Name of Landlord			
2	Number and Street Address			
3	City	County	State	ZIP Code
4	Business Name of Rental Property (if applicable)			
5	Number and Street Address			
6	City	County	State	ZIP Code

7 If any of your tenants received rent subsidies in 2019, check this box 7

8 If the property was exempt from property tax during 2019, check this box 8
If you checked box 8, tenants may not claim the property tax credit on any form or schedule.

9 If you occupy any portion of the property you rent or lease to others, check this box..... 9

10 Enter property tax factor 10 .

Signature of Responsible Party:

I declare that I have examined this statement and to the best of my knowledge and belief, it is correct and complete.

11 _____ DATE _____
SIGNATURE OF OWNER, LESSOR, OR MANAGER OF RENTAL PROPERTY

12 _____ OWNER'S OR PROPERTY MANAGER'S PHONE NUMBER _____
PRINT OR TYPE NAME OF SIGNING PARTY (for verification of information only)

Part 3 Tenant Claiming Property Tax Credit Must Complete Part 3

13	Enter total rents paid in 2019 not including subsidies	13	<input style="width: 60px;" type="text"/>	.00
14	Enter property tax factor from Part 2, line 10.....	14	<input style="width: 30px;" type="text"/>	.
15	Multiply line 13 by line 14. Enter the result here and on Form 140PTC, line 13. This is the amount of rent which constitutes property taxes	15	<input style="width: 60px;" type="text"/>	.00

2019 Renter's Certificate of Property Taxes Paid

For information or help, call one of the numbers listed:
 Phoenix (602) 255-3381
 From area codes 520 and 928, toll-free (800) 352-4090

Tax forms, instructions, and other tax information
 If you need tax forms, instructions, and other tax information, go to the department's website at www.azdor.gov.

Income Tax Procedures and Rulings
 These instructions may refer to the department's income tax procedures and rulings for more information. To view or print these, go to our website and click on *Reports and Legal Research* then click on *Legal Research* and select a *Document Type* and *Category* from the drop down menus.

Publications
 To view or print the department's publications, go to our website and click on *Reports and Legal Research* then click on *Publications*.

Notice to Landlord

If your tenant requests an Arizona Form 201, you must provide that tenant with Form 201 to comply with Arizona law (Arizona Revised Statutes § 43-1072). You must complete and sign Form 201 before you give the form to your tenant.

Part 1 - To be Completed by the Tenant

Use black ink only. Enter your first name, middle initial and last name. Make sure you enter your Social Security Number (SSN) in the space provided.

Part 2 - To be Completed by the Landlord or the Designated Agent

The landlord or the landlord's agent must complete Part 2 of this form and furnish the form to the tenant. The tenant will need the information in Part 2 to claim the property tax credit.

Lines 1, 2, and 3 -

Use black ink only. Enter your name, address, and ZIP code.

Lines 4, 5, and 6 -

Enter the business name. Also enter the address of the rental property.

Line 7 -

Check the box on line 7 if one or more of your tenants received a rent subsidy from federal, state, or local government during 2019.

NOTE: Public housing operated by the city, county, state, or a qualified charitable institution that does not pay property taxes will report a property tax factor of zero on line 10. Add any rent (or property tax) paid by a government agency (i.e., HUD, Arizona Department of Economic Security, etc.) to the rent received from the tenant to calculate the property tax factor.

For more information, see the department's ruling, ITR 94-6, *Requirements for Housing Authorities to Furnish Tenants With a Renter's Certificate of Property Taxes Paid*.

Line 8 -

Check the box on line 8 if the property was **exempt** from property tax during 2019. If you check this box, tenants may not claim the property tax credit on any form or schedule.

Line 9 -

Check the box on line 9 if **you** occupy any portion of the property **you** rent or lease to others.

Line 10 -

The landlord must provide a property tax factor to each tenant requesting a Form 201. Use the following formula to calculate the factor.

$$\frac{\text{Total property tax paid on rental units}}{\text{Total rental income}} = \text{Property tax factor}$$

Example:

Landlord L owns a duplex. Landlord L had three tenants during 2019. During 2019 Landlord L received \$20,000 of rental income from these tenants. During 2019, each tenant paid the following amount of rent.	
Tenant A rented unit one for 8 months	\$ 7,200
Tenant B rented unit one for 4 months	\$ 3,400
Tenant C rented unit two for the full year	\$ 9,400
Total rental income	\$ 20,000
Landlord L paid \$2,120 in property taxes for 2019. Landlord L figures the property tax factor as follows: Landlord L divides the property taxes paid in 2019 by the total rental income received in 2019.	
$\frac{\$ 2,120}{\$ 20,000} = .106 \text{ Property Tax Factor}$	
Each tenant uses the same factor.	

Line 11 -

The owner, lessor, or manager of the rental property must sign and date the Form 201.

Line 12 -

Enter the name signed on line 11. Also enter the telephone number the department can use to verify information on the form.

Part 3 - To Be Completed by the Tenant (after Landlord (or agent) completes Part 2)

NOTE: Only one renter in each rental unit can claim the property tax credit. If you are filing a joint Arizona return, enter your names (in the space provided above Part 1) as they appear on your return. Only enter the social security number of the person claiming the credit.

Some qualifications to claim the Property Tax Credit are as follows:

- you paid rent;
- you are 65 or older on December 31, 2019, **OR** if you are under age 65, you are on Supplemental Security Income Title 16; and
- you do not live in public housing operated by the city, county, state, or qualified charitable institutions that do not pay property taxes.

Line 13 -

Enter the total rents you paid for the taxable year. Do not include any rent subsidies you received from federal, state, or local governments.

Line 14 -

If property tax factor, line 10, is **zero**, you may **not** claim a property tax credit from this form.

Important: Keep one copy of this form for your tax records.