

**Renter's Certificate of Property Taxes Paid**

**Instructions for Landlord**

**Notice to Landlord**

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

**Heading - (To be completed by the tenant)**

Use black ink only. Type or print your first name, middle initial, and last name. Make sure you write your social security number (SSN) in the space provided.

**Part I - (To be completed by the landlord or the designated agent)**

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

**Lines 1, 2, and 3 -**

Use black ink only. Type or print your name, address, and ZIP code.

**Lines 4, 5, and 6 -**

Type or print the business name. Also type or print 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.

**NOTE:** *Public housing operated by the city, county, state, or qualified charitable institutions that do 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 Arizona Department of Revenue Income Tax Ruling ITR 94-6. To get a copy of this ruling, visit our web site at [www.revenue.state.az.us](http://www.revenue.state.az.us), or call (602) 255-3381 in Phoenix, or from area codes 520 and 928 call toll-free (800) 352-4090.

**Line 8 -**

Check the box on line 8 if the property was **exempt** from property tax during 2001. 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 2001. During 2001 Landlord L received \$10,000 of rental income from these tenants. During 2001, each tenant paid the following amount of rent.	
Tenant A rented unit one for 8 months	\$ 2,200
Tenant B rented unit one for 4 months	\$ 2,400
Tenant C rented unit two for the full year	\$ 5,400
Total rental income	\$ 10,000
Landlord L paid \$1,060 in property taxes for 2001. Landlord L figures the property tax factor as follows:	
Landlord L divides the property taxes paid in 2001 by the total rental income received in 2001.	
$\frac{\$ 1,060}{\$ 10,000} = .106 = \text{Factor}$	
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 -**

Type or print the name signed on line 11. Also type or print the telephone number the department can use to verify information on the form.

**Instructions for Tenant**

**Part II - (To be completed by the tenant)**

**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 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, 2001, **OR** you are on SSI Title 16.
- 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.**