



# Short-Term Rental Tax Return

(State Code Section 58.1-3510.4)

City of Alexandria, Finance Department, Revenue Administration Division

P. O. Box 178, Alexandria, VA 22313-1500

Phone: 703.746.3903 [alexandriava.gov/business-tax](http://alexandriava.gov/business-tax)

Owner Name: \_\_\_\_\_  
 Trade Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_

Filing Due Date: \_\_\_\_\_  
 Business Phone No. \_\_\_\_\_  
 Business Location: \_\_\_\_\_

## Reporting Period \_\_\_\_\_

\* "Heavy equipment property" means rental property of an industry that is described under code 532412 or 532490 of the 2002 (NAICS) North American Industry Classification System as published by the United States Census Bureau

PLEASE COMPLETE ALL OF THE FOLLOWING	Receipts 92 Days or Less (Regular) 80%	* *Receipts 270 Days or Less (Heavy Equipment) 60%
1. Total Gross Rental Receipts 1(a) and 1(b)	1(a) \$	1(b) \$
2. Total Gross Rental Proceeds of Daily Rental Property 2(a) and 2(b)	2(a) \$	2(b) \$
Allowable Deductions:		
3. Deduct Virginia State Sales Tax Collected (5%)	3(a) \$	3(b) \$
4. Deduct City Short-Term Rental Tax Collected	4(a) \$	4(b) \$
5. Deduct Any Exempt Rentals (Certificate of Exemption on file)	5(a) \$	5(b) \$
6. Total Deductions (Sum of Lines 3(a) through 5(a) and 3(b) through 5(b))	6(a) \$	6(b) \$
7. Receipts subject to City Short-Term Rental Tax (Line 2(a) minus Line 6(a) and Line 2(b) minus Line 6(b))	7(a) \$	7(b) \$

### PAYMENTS REMITTED AFTER PAYMENT DUE DATE ARE SUBJECT TO PENALTY:

Based on the information you have provided you will receive a tax bill which must be remitted to the City by the payment due date.

Pursuant to VA Code § 58.1-3906 Any corporate, partnership or limited liability company officer who willfully fails to pay, collect, or truthfully account for and pay over any local admission, transient occupancy, food and beverage, or daily rental property tax administered by the commissioner of revenue or other authorized officer, or willfully attempts in any manner to evade or defeat any such tax or the payment thereof, shall, in addition to other penalties provided by law, be liable for a penalty of the amount of the tax evaded or not paid, collected, or accounted for and paid over, to be assessed and collected in the same manner as such taxes are assessed and collected.

The undersigned applicant declares that the figures and information contained in this report are true, complete and correct to the best of his/her knowledge.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contact Number

\_\_\_\_\_  
Return Reviewed By Assessor

\_\_\_\_\_  
Date

City of Alexandria, Finance Department, Revenue Administration Division  
 P O Box 178, Alexandria, VA 22313-1500  
 Phone: 703.746.3903  
 Fax: 703.548.6065

<u>Return Due Dates</u>	<u>Payment Due Dates</u>
1st Quarter: April 15	1st Quarter: April 30
2nd Quarter: July 15	2nd Quarter: July 31
3rd Quarter: October 15	3rd Quarter: October 31
4th Quarter: January 15	4th Quarter: January 31