



TOWN OF IRVINGTON

**P.O. Box 174
Irvington, VA 22480
(804) 438-6230
info@irvingtonva.gov**

ANNUAL SHORT TERM RENTAL REGISTRATION (\$50 Fee)

Definition:

Properties offered for short term rental are defined as "the provision of a room or space that is suitable or intended for occupancy for dwelling, sleeping, or lodging purposes, for a period of fewer than 30 consecutive days, in exchange for a charge for the occupancy."

If you are a new owner or want to start a new STR, contact the Town Zoning Administrator to complete your Conditional Use Permit (CUP) process before submitting this form. After CUP approval, contact Town Office for your unique Transient Occupancy Tax number required for this form.

If you are an existing STR operator, re-register annually by completing and submitting this form by March 1st.

Complete this registration form and mail to the Town of Irvington, P. O. Box 174, Irvington, VA 22480 with payment of \$50 fee. Make checks payable to "Town of Irvington." Alternatively, this form can be completed and paid online at www.irvingtonva.gov.

By ordinance, the Transit Occupancy Tax number must be included as a part of any advertisement, offering or written statement about the STR.

STRs are required to pay an Occupancy Tax of 4% of the amount received for lodging by filing the Transient Occupancy Tax Form by the 20th day of the month following receipt of lodging revenue.

Registry Exemptions: While some STR operators are exempted by state law from this registry by Code of Virginia § 15.2-983, they are required to register their business annually using the separate Town of Irvington Business Registration Form.

Name of STR: _____ **Tax Map Parcel #** _____

Physical Address of STR: _____

Title Owner of STR Parcel: _____

Name of STR Owner and Operator: _____

Mailing Address: _____

Phone(s): _____

Email(s): _____

CUP number (first time registrants only) _____

Transient Occupancy Tax number _____ **Registering for calendar year of** _____

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Hosting Platforms – circle all that apply: **VRBO** **Airbnb** **Word-of-Mouth** **Website**

Other _____

If Website or Other, please identify: _____

Under risk of penalty of perjury, do you certify compliance with STR Safety regulations at this STR property, per Town Code § 154.184 (circle one)? **YES** **NO**

Under risk of penalty of perjury, do you certify that the STR Safety Regulations (Town Code § 154.184) and the Prohibited Activities in the STR (Town Code § 154.185) are posted in a prominent place in the STR premises, in at least 12 point font (circle one)? **YES** **NO**

First time registrants should provide copy of Certificate of Occupancy or ensure that it is on record at Town Office, or lacking a Certificate of Occupancy, obtain a formal determination from the Zoning Administrator that the STR is eligible for a Certificate of Occupancy.

Business Insurance for STR or Short-Term Rental Commercial Insurance (licensed in Virginia):

Name of Insured Party: _____

Name of Insurer: _____

Contact Information: _____

Limits (minimum \$500,000): _____

Local (under 60 minutes, 24/7) Manager(s)/Officer(s): _____

Phone: _____ **Email:** _____

SIGNATURE, BUSINESS/STR OPERATOR: _____

Today's Date: _____

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For staff use only. \$50 Fee Received: **YES** **NO** *Date:* _____ *Initials:* _____
Zoning Verification: **YES** **NO** *Date:* _____ *Initials:* _____