



**HENRICO COUNTY, VIRGINIA  
FINANCE DEPARTMENT**

Mail Payment To:  
DEPARTMENT OF FINANCE  
COUNTY OF HENRICO  
PO BOX 90775  
HENRICO VA 23273-0775

**SHORT-TERM RENTAL PROPERTY TAX**

QUARTER: \_\_\_\_\_ DUE DATE: \_\_\_\_\_

Name:  
Trade Name:  
Store Location:

USE A SEPARATE FORM FOR EACH LOCATION

**PAYMENTS ARE DUE BY THE 15<sup>th</sup> DAY OF THE MONTH FOLLOWING THE END OF THE  
QUARTER**

I CERTIFY (OR DECLARE) UNDER THE PENALTY OF PERJURY THAT THE FOLLOWING  
STATEMENTS ARE TRUE AND CORRECT.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

TITLE \_\_\_\_\_ PHONE \_\_\_\_\_

The Henrico County Code provides that any person subject to this tax who willfully fails to collect or account for this tax (or attempts to evade this tax) shall be guilty of a Class 1 misdemeanor.

PLEASE DIRECT ALL INQUIRIES TO FARUK BILALAGIC AT (804) 501-7329

1. Total gross rental receipts from ALL owned personal property, excluding registered motor vehicles, trailers, boats, and aircraft. Do not include gross receipts from state sales taxes. \$ \_\_\_\_\_
2. Total gross rental receipts that are exempt from Virginia Sales and Use Tax, including rental of durable medical equipment or rentals to the Commonwealth of Virginia, any political subdivision of the Commonwealth of Virginia, or of the United States of America. (\$ \_\_\_\_\_)
3. Total rental receipts subject to the Short-term Rental Property Tax (Line 1 minus Line 2). \$ \_\_\_\_\_
4. Short-term Rental Tax Due (Line 3 multiplied by 1%). \$ \_\_\_\_\_
5. Late payment penalty (the greater of 6% of the tax due for *each* month or fraction thereof, not to exceed 30% of the tax due; or \$10.00). \$ \_\_\_\_\_
6. Tax plus penalty (Line 4 plus Line 5). \$ \_\_\_\_\_
7. Interest on the tax due on Line 6, set by the Virginia Department of Taxation on a quarterly basis. \$ \_\_\_\_\_
8. Total Tax, Penalty, and Interest (Line 6 plus Line 7). \$ \_\_\_\_\_

Amount of Payment

Account Number

G/L Code

\$

\_\_\_\_\_