



LANCASTER COUNTY, VIRGINIA

SHORT-TERM RENTAL (STR)

ANNUAL REGISTRY/EXEMPTION CERTIFICATE

Please fill out separate forms for each short-term rental being operated

Pursuant to §15.2-983 of the Code of Virginia, as amended, the Lancaster Board of Supervisors requires, prior to the operation of a short-term rental (STR), the operator, as defined below, to register the property annually with the Planning and Land Use Department and pay an annual \$50.00 registry fee, as designated by the Planning and Land Use Department, unless exempt from registration pursuant to §15.2-983(B)(2) of the Code of Virginia, as amended. **Registration is valid from the date the registration occurs through December 31st and shall be renewed annually by January 1st.** Each registration is specific to the operator and property and is nontransferable. **FAILURE TO REGISTER PENALTY = \$500.00 PER VIOLATION**

FEE: The registry fee is **\$50.00, unless exempt**. If applicable, please include a check with your registry form, made payable to "Treasurer, Lancaster County," and return to **Lancaster County, Virginia, Department of Planning and Land Use, 8311 Mary Ball Road, Lancaster, VA 22503.**

REGISTRATION YEAR _____ *(fill in calendar year you are registering for)*

PART 1 PROPERTY OFFERED FOR SHORT-TERM RENTAL

Please note: "Short-term rental" means 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.

PROPERTY OWNER:

Property Owner Name: _____
Name & Title of Officer, if business: _____
Mailing Address: _____
Phone Number(s): _____
Email Address(s): _____

PROPERTY INFORMATION:

Tax Map No(s). _____
STR Location Address: _____
Hosting Platform(s): _____
Is this property hosted or unhosted? Hosted Unhosted

Have the number of bedrooms, number of guests and/or number parking spaces for your rental **changed** since last year? *(If this is a first-time registry, select "No")* YES NO

If "yes," please explain: _____

PART 2 OPERATOR INFORMATION

Please note: "Operator" means the proprietor of any dwelling, lodging, or sleeping accommodations offered as a short-term rental, whether in the capacity of owner, lessee, sublessee, mortgagee in possession, licensee, or any other possessory capacity.

Check here if the Property Owner is also the short-term rental Operator and skip to Part 3

Operator Name: _____
Name & Title of Officer, if business: _____
Mailing Address: _____
Phone Number(s): _____
Email Address(s): _____

