



# 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): \_\_\_\_\_

