



www.lexingtonva.gov

Planning & Development Department
300 East Washington Street
Lexington, Virginia 24450
Phone: (540) 462-3704 Fax: (540) 463-5310

APPLICATION FOR SHORT TERM RESIDENTIAL RENTAL REGISTRATION¹

Address of Proposed Short Term Rental (STR): _____

Name of STR (if any): _____

Zoning District of STR: R-1 R-2 R-M R-LC C-1 C-2 Institutional Overlay

STR located in a residential zoning district (R-1, R-2, or R-M)

Property Owner: _____

Phone: _____ Email: _____

Property Owner's Signature: _____ Date: _____

Primary Resident (if different from owner): _____

Phone: _____ Email: _____

CERTIFICATIONS

I HEREBY CERTIFY THE FOLLOWING

I am either the owner of the property where the short term rental use is proposed or I have a lease of at least 365 days in length.

I live at least 185 days during each year on the property where the short term rental use is proposed.

I have read the Use and Design Standards for short term rentals (Section 420-11.3) of the Lexington Zoning Ordinance and agree to conform to all of the STR regulations contained therein.

I understand that violations of the terms of this permit can result in its revocation and penalties.

To address complaints, I agree to allow inspection of the STR at a reasonable time.

I agree to pay all applicable lodging taxes and tangible personal property taxes.

Property Owner/Long Term Lessee Signature: _____

Please Print Name: _____

Date: _____

1. Prior to submitting an application, the applicant is required to meet with staff for a pre-application meeting.



STR located in a commercial zoning district (R-LC, C-1, or C-2)¹

Property Owner: _____

Phone: _____ Email: _____

Property Owner's Signature: _____ Date: _____

Property manager (if any): _____

Company name: _____

Phone: _____ Email: _____

Manager's Signature: _____ Date: _____

1. Prior to submitting an application, the applicant is required to meet with staff for a pre-application meeting

State statute §15.2-983 provides four exemptions to the requirement to register a short term rental if a person is:

- licensed by the Real Estate Board or is a property owner who is represented by a real estate licensee;
- registered pursuant to the Virginia Real Estate Time-Share Act (§ [55-360](#) et seq.);
- licensed or registered with the Department of Health, related to the provision of room or space for lodging; or
- licensed or registered with the locality, related to the rental or management of real property, including licensed real estate professionals, hotels, motels, campgrounds, and bed and breakfast establishments.

Please check the applicable exemption if you claim an exemption to the registration requirements and provide any necessary documentation to support your claim to an exemption. The exemption to registration does not invalidate or cancel the requirement to pay the lodging tax and the tangible personal property tax. Please contact the Commissioner of Revenue with any tax related questions (540-462-3701).

- NOTE:**
1. Prior to submitting an application, the applicant is required to meet with staff for a pre-application meeting.
 2. Any application deemed incomplete by staff will not be accepted
 2. Submit completed applications to the Planning and Development Department.
 3. Approved registrations are valid through the calendar year in which approved.
 4. The annual registration fee is \$50 and it is nonrefundable. Renewal applications must be submitted by January 30th and a late fee of \$50 will be assessed for renewal applications received after January 30th.



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THIS SECTION TO BE COMPLETED BY STAFF ONLY

Registration Number: STR- _____ - _____

Application Fee: \$50 (and late fee of \$50 for renewal applications received after Jan. 30th)

Amount Paid: _____

Date Received: _____ Received By: _____

Host name: _____

Street Address: _____

Mailing Address: _____

Phone: _____

Email: _____

State sales tax registration name: _____

Staff Review	
Planning: _____	Date: _____
Building: _____	Date: _____