

Short-Term Rental Permit: Owner's Affidavit



TO BE COMPLETED BY THE APPLICANT

SHORT-TERM RENTAL OPERATOR NAME: _____

PRIMARY RESIDENCY ADDRESS: _____

SHORT-TERM RENTAL OPERATOR EMAIL ADDRESS: _____

SHORT-TERM RENTAL OPERATOR PHONE NUMBER: _____

Please read and initial your understanding of each condition

_____ Only a short-term rental operator shall operate the short-term rental.

_____ The short-term rental operator shall reside on the premises 185 days per year

_____ A maximum of five (5) sleeping rooms are permitted.

_____ A maximum of two (2) persons over the age of 18 shall occupy each sleeping room.

NOTE: The *Virginia Uniform Statewide Building Code (VUSBC)* may reduce occupancy.

_____ At least one person in the short-term renter party shall be 18 years of age or older.

_____ No short-term rental may have more than one booking transaction for the same date.

_____ The Short-Term Rental Permit Number shall be displayed on all advertisements.

_____ No short-term rental operator shall offer, allow, provide, or advertise a short-term rental for any commercial use not customarily incidental, including, but not limited to, the use for parties, banquets, weddings, meetings, filming, advertising activities, or any gathering of persons other than the authorized short-term renter.

FLOOR PLAN REQUIREMENTS
(MUST BE DRAWN TO SCALE OR PROVIDE DIMENSIONS)
(INITIAL BY EACH)

_____ Use of each room

_____ Occupancy level of sleeping room(s)

_____ Location and dimension(s) of door(s) and/or window(s)

_____ Location of Carbon Monoxide Detector(s)

_____ Location of Fire Extinguisher(s)

_____ Location of smoke detector(s)

Short-Term Rental Agreement:



THIS AGREEMENT, entered into this _____ day of, _____, 20____, by and between The Zoning Administration Office of the City of Richmond and _____ (owner), who is responsible for and controls the real property located at _____ (Tax Map: _____), in the City of Richmond, Virginia, hereinafter referred to as, "Responsible Party".

WITNESSETH:

- The "Responsible Party" understands, agrees and stipulates that the conditions set forth will be met. This waiver is voluntarily and freely made with the full knowledge of its effect and consequences.
- The "Responsible Party" also consents and agrees that the Zoning Administrator or his duly authorized agent(s) may enter the property, on reasonable notice to the "Responsible party", for the purposes of determining compliance with the subject Short-Term Rental Permit and take such action as may be necessary to bring about complete conformance with all terms and conditions of this agreement.
- This Agreement shall be interpreted in accordance with laws of the State of Virginia.
- This is a fully integrated Agreement and contains the entire Agreement between the parties. Any prior written or oral Agreements that are different in terms, conditions and provisions of this Agreement shall be of no effect and shall not be binding upon either party unless referred to herein.
- No amendment or modification at this Agreement shall be valid unless expressed in writing and executed by the parties hereto in the same manner as the execution of this Agreement.

BY: _____
(Print Name)

OWNER: _____
(Signature)

Short-Term Rental Permit: Primary Residency Documentation



Primary Residency Requirement

Ordinance No. 2019-343 requires that a short-term rental shall be on the lot of the operator's primary residence with the operator occupying the lot at least 185 days each year.

To provide verification of primary residency at the property, please provide:

- Two (2) documents from the primary list; and,
- Two (2) documents from the primary or secondary list

Original documents must show your name and the address of your current residence as it appears on the application.

Primary Proof of Residency Documents

- Virginia current driver or commercial driver license displaying the current address
- DMV-issued ID card displaying the current address
- Employer payroll check stub issued within the last two months
- Social security statement for the current calendar year
- Internal Revenue Service W-2 tax form not more than 12 months old

Secondary Proof of Residency Documents

- Virginia voter registration card mailed to you by your local registrar
- Current automobile insurance bill (cards or policies are not accepted)
- Certified copy of school records/transcript or official report card issued within the last year (online courses not accepted)
- Monthly bank or credit card statement not more than two months old
- Receipt for personal property taxes paid within the last year to the Commonwealth of Virginia or a Virginia locality
- Medical or dental bill issued within the last two months
- Official correspondence from a governmental agency displaying the applicant's name and current address (DMV issued documents without postmarked envelopes are not accepted)
- Credit report issued to the applicant issued within the past 6 months