

**City of Richmond, Virginia**  
**Finance Department, License, Assessment And Tax Audit Division**

**Filing Deadline: February 15, 2025**

Application for Certificate of Registration as Daily Rental Business

Owner's Name \_\_\_\_\_

Trade Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Location of Property \_\_\_\_\_

Phone Number (\_\_\_\_) \_\_\_\_/\_\_\_\_/\_\_\_\_ -- \_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_

Business License Number \_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_

Taxpayer ID Number \_\_\_\_/\_\_\_\_/ -- \_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_

**A) Gross Rental Receipts are items rented 92 consecutive days or less, including extensions & renewals (or 270 days for Heavy Duty Equipment**

**B) A separate list of rental inventory, owned by the applicant and copies of applicant's standard rental contract(s) must accompany this application.**

1. Total qualifying Gross Rental receipts **from Sources other than Heavy Duty Equipment** for the calendar year ending December 31, 2024 \_\_\_\_\_

2. Total qualifying Gross Rental receipts **from Heavy Duty Equipment** for the calendar year ending December 31, 2024 \_\_\_\_\_

3. Adjusted Gross Rental receipts (Line 1 + Line 2). \_\_\_\_\_

4. **Less:** Rentals to affiliated persons of Rental Company included in #3 above. \_\_\_\_\_  
[Code of VA Sec. 58.1-3510 (c)].

5. **Less:** Gross Rentals exempt from the Virginia Sales and Use Tax (included in line 3) \_\_\_\_\_

6. Adjusted Short Term Rentals (line 3 MINUS Line 4 MINUS Line 5). \_\_\_\_\_

**I hereby certify, under penalty of perjury, that the information provided herein and above is true and correct to the best of my knowledge and belief.**

Authorized Signature

Title

\_\_\_\_\_  
Print Name  
\_\_\_\_\_

\_\_\_\_\_  
Phone Number  
(    )    -  
\_\_\_\_\_