City of Richmond, Virginia
Daily Rental Property Tax
Quarterly Reporting Statement

Circle quarter of this report

Quarter Ending	Due Date
03/31/26	04/15/26
06/30/26	07/15/26
09/30/26	10/15/26
12/31/26	01/15/27

Federal Identification Number _____

Owner's Name _____

Trade Name _____

Mailing Address _____

City, State, Zip Code _____

Virginia Sales & Use Tax Number _____

Location of Property _____

Make check payable to:
City of Richmond
Mail to:
City of Richmond
Collections Division
Room 102 City Hall
900 E Broad Street
Richmond, Virginia
23219

Calculation of Tax Liability

1. Total **Gross Rental Receipts (from sources other than heavy duty equipment)** _____
2. **Total excludable items** Gross Rental Receipts from the rental of motor vehicles, durable medical equipment rentals to State of VA, Local or US Government **PLUS** Gross Rentals Exempt from the Virginia Sales & Use Tax _____
3. Total receipts subject to tax at 1% (.01%) (Line 1 MINUS Line 2) _____
4. **Tax Due** (Line 3 x 1% (.01) _____
5. Total **Gross Rental Receipts from HEAVY DUTY EQUIPMENT** _____
6. **Tax Due** (Line 5 x 1.5% (.015) _____
7. Late payment penalty for payments made after the due date indicated above:
   Tax = 0 - $10.00, penalty = Tax
   Tax = $10.01 - $100, penalty = $10.00
   Tax = Over $100, penalty = 10% of Tax _____
8. **Tax** **Line 4 plus Line 6** + Penalty (Line 7 if applicable) _____
9. Interest – 10% per annum of line 8 if payment made late (Computed on a daily basis) _____
10. **Total Tax, Penalty and Interest** (Line 8 + Line 9) _____
    010-025-2590 -- ---- 1510

I certify that this report has been examined by me and to the best of my knowledge and belief is a true, correct and complete report.

_____ _____ _____

Authorized Signature *Title* Date

Please call (804) 646.7000 if assistance is needed.

_____ _____

Area Code ***Business Phone No.***