



Steps to Start a Vacation Lodging Business:

- 1) **APPLY** with county officials for any necessary **ZONING CERTIFICATIONS** for short term rental properties in the area where your rental will be located.
- 2) If the property is located in a neighborhood with a Home Owner Association (HOA), **REVIEW HOA RULES** regarding vacation homes.
- 3) **CONSULT** with an Insurance Agent regarding **COMMERCIAL LIABILITY INSURANCE**. Home Owner’s Insurance does not cover business activity.
- 4) **DETERMINE** if your **BUSINESS STRUCTURE** will be a Sole Proprietorship, a Corporation, or a Partnership.
- 5) If you decide on a Corporation or Partnership, **APPLY** online for an **EMPLOYER IDENTIFICATION NUMBER**. If you decide on a Sole Proprietorship, you will use your social security number.
- 6) Complete and **SUBMIT** a Virginia Department of Taxation **BUSINESS REGISTRATION FORM (R-1)**.
 - **SALES TAX*** is 5.3% of gross sales and payable to the state monthly or quarterly based on revenue.
- 7) Contact the Commissioner of Revenue’s office to obtain, complete, **SUBMIT**, and pay for a **BUSINESS LICENSE**.
 - **TRANSIENT OCCUPANCY TAX* (TOT)** is 5% of gross sales and payable to County of Greene payable monthly

ExploreGreene.com promotes all hospitality establishments that are in full compliance with local ordinances. Contact the Economic Development & Tourism department to be included on the website.

Things to Consider

- How comfortable are you with strangers in your home or on your property?
- How will you react to critiques - constructive or otherwise?
- What type of renters do you want to attract...families, couples, groups?
- How will you advertise & market the property?
- What will your rates be (nightly, weekly, monthly)?
- How will you accept payments and when will they be due?
- What will be included in the rental agreement?
- Who will be in charge of house-keeping and maintenance?
- What procedure will be followed for gaining access to the property?
- What amenities will be included?
- Are there any Health Department regulations to be considered?

Information Sources

Commissioner of Revenue Office	Economic Development & Tourism	Planning & Zoning	Virginia Department of Taxation
15 Ford Avenue Stanardsville 434-985-5211 pganoe@gcva.us	9157 Seminole Trail Ruckersville 434-985-6663 economic.development@gcva.us	40 Celt Road Stanardsville 434-985-5282 planning@gcva.us	1957 Westmoreland Street Richmond 804-367-8037 www.tax.virginia.gov