



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 by the 20th of each month

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 15 Ford Avenue Stanardsville 434-985-5211 pga noe@gcva.us	Economic Development & Tourism 8315 Seminole Trail, Suite 2 Ruckersville 434-985-6663 economic.development@gcva.us	Planning & Zoning 40 Celt Road Stanardsville 434-985-5282 planning@gcva.us	Virginia Department of Taxation 1957 Westmoreland Street Richmond 804-367-8037 www.tax.virginia.gov
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