

**Ryan S. Lafountain**  
**Commissioner of the Revenue**  
**City of Roanoke**  
**215 Church Avenue SW, Room 251**  
**Roanoke, Virginia 24011**  
**(540) 853-2524**

## SHORT TERM RENTAL - QUARTERLY FILING

Trade Name:
Owner, LLC, or CORP Name:
Physical Location Address:
Mailing Address:
Contact Name:
Telephone Number:
E-Mail Address:

Tax Year (Jan – Dec):	Business License#:
Filing Quarter (Please Check):    Jan-Mar            April-June            July-Sept            Oct-Dec	
Total gross receipts for the QUARTER for all business activity:	

### Short Term Rental Other Than Heavy Equipment (92 consecutive days or less)

Total gross rental receipts <i>excluding</i> heavy equipment (92 days or less)		
Less exempt rentals (please include supporting documentation)	-	
Taxable gross rental receipts	=	
Tax Due (taxable gross rental receipts x 1%)	=	
Penalty for late remittance (10% or \$10 if tax due is less than \$100)	+	
<b>TOTAL TAX DUE</b>	=	

### Short Term 'Heavy Equipment' Rental (270 consecutive days or less)

Total gross rental receipts from 'heavy equipment' (270 days or less)		
Less exempt rentals (please include supporting documentation)	-	
Taxable gross rental receipts	=	
Tax Due (taxable gross rental receipts x 1.5%)	=	
Penalty for late remittance (10% or \$10 if tax due is less than \$100)	+	
<b>TOTAL TAX DUE</b>	=	

\_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Title

**Make Checks Payable to:**

**City Treasurer**  
**PO Box 1451**  
**Roanoke, VA 24007**

**Quarterly Filing Deadlines: April 15, July 15, October 15, January 15**