

Business Tax  
703.746.3903  
FAX 703.519.3418



Tax Services & Enforcement  
703.746.3909  
FAX 703.548.6065

Personal Property Tax  
703.746.3901  
FAX 703.706.3996

DEPARTMENT OF FINANCE  
Revenue Division  
P.O. Box 178, Alexandria, Virginia 22313  
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Tax Audit, Research & Analysis  
703.746.3903  
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**2009 SHORT TERM RENTAL TAX QUARTERLY REPORTING & PAYMENT STATEMENT**  
Code of Virginia §58.1-3510.2

This report, including payment, must be filed on or before the quarterly due dates indicated, or a 10% late filing penalty will be imposed.

Check Reporting Qtr.       1<sup>st</sup>                       2<sup>nd</sup>                       3<sup>rd</sup>                       4<sup>th</sup>  
Qtr. Ending Date              Mar 31                      Jun 30                      Sep 30                      Dec 31  
Due Date                      Apr 20                      Jul 20                      Oct 20                      Jan 20

Trade Name	Business License #
Owner's Name	BPP Acct #
Mailing Address	
City Address	
Contact Person	
1. Total rental receipts from all rental property. \$	
2. Total gross rental proceeds of daily rental property. Daily rental property is defined as Property rented for 92 consecutive days or less including extensions and renewals. \$	
3. Total of gross rental proceeds exempt from daily rental tax pursuant to §3-2-357 of the Alexandria City Code. \$	
4. Subtract line 3 from line 2. This is your adjusted gross rentals. \$	
5. Multiply line 4 by .01. This is your tax due. \$	
6. If payment is postmarked after due date, late penalty is 10% or \$10 whichever is greater. \$	
7. Add line 5 to line 6. This is your total tax. Make check payable to: City of Alexandria \$	

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.

Signature of Owner \_\_\_\_\_

Date \_\_\_\_\_

Statement Reviewed By Assessor: \_\_\_\_\_

Date \_\_\_\_\_