

Business Tax Branch  
(703) 838-4680  
FAX (703) 519-3418



Tax Services &  
Enforcement Branch  
(703) 838-4570  
FAX (703) 548-6065

Personal Property Tax Branch  
(703) 838-4560  
FAX (703) 706-3996

DEPARTMENT OF FINANCE  
Revenue Division  
P.O. Box 178, Alexandria, Virginia 22313  
[www.alexandriava.gov](http://www.alexandriava.gov)

Audit Unit  
(703) 838-6312  
FAX (703) 548-6065

**2008 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. | <input type="checkbox"/> 1 <sup>st</sup> | <input type="checkbox"/> 2 <sup>nd</sup> | <input type="checkbox"/> 3 <sup>rd</sup> | <input type="checkbox"/> 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.<br>\$  |                    |
| 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.<br>\$ |                    |
| 3. Total of gross rental proceeds exempt from daily rental tax pursuant to §3-2-357 of the Alexandria City Code.<br>\$  |                    |
| 4. Subtract line 3 from line 2. This is your adjusted gross rentals.<br>\$  |                    |
| 5. Multiply line 4 by .01. This is your tax due.<br>\$  |                    |
| 6. If payment is postmarked after due date, late penalty is 10% or \$10 whichever is greater.<br>\$   |                    |
| 7. Add line 5 to line 6. This is your total tax. Make check payable to: City of Alexandria<br>\$  |                    |

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

Date \_\_\_\_\_  
Date \_\_\_\_\_