

HOW TO ACCESS HOMESTAY TAX FILING FORMS


 Online at www.Albemarle.Org/Government/Finance

 Request filing forms via email at AlbemarleCountyFinance@Albemarle.org

 Call 434-296-5852 to request forms be emailed or mailed


 Request filing forms in person

HOW TO FILE AND PAY HOMESTAY TAXES

 File and/or Pay Online at www.AlbemarleCountyTaxes.Org/business

- ✓ Electronic Check – NO Fee
- ✓ Credit Card 2.5%, Debit Card 2.35% with a \$1.95 minimum


 Email your filings to AlbemarleCountyFinance@Albemarle.org

 Pay by phone 1-866-820-5450

- ✓ Electronic Check – NO Fee
- ✓ Credit Card 2.5%, Debit Card 2.35% with a \$1.95 minimum

 Mail your filings and/or payment

- ✓ Department of Finance and Budget
Assessments Unit
401 McIntire Rd, Suite 133
Charlottesville, VA 22902

 Drop off filings and/or payment in sealed envelope at payment Drop Box

- ✓ Located in upper and lower parking lots at McIntire County Office Building

 File and/or Pay In-Person



Contact Us

Have tax questions?
Contact us and we can help.

434-296-5852 for Assessments Unit

- Business License
- Business Tangible Personal Property
- Food & Beverage and Transient Occupancy Tax
- Personal property valuation questions
- Sold, purchased, junked, totaled, etc. a vehicle
- Real Estate Tax Relief for the Elderly and Disabled
- Disabled Veterans Personal Property Exemption

434-296-5851 for Collections Unit

- Inquiries about how much to pay or balances
- Delinquent debt collections
- DMV Stops and Set-Off Debt

Dog Tag Information

- Please call Pet Data at 833-991-0933

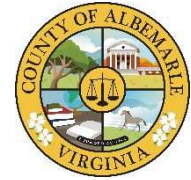
 AlbemarleCountyFinance@Albemarle.org

 www.Albemarle.org/Finance

Department of Finance and Budget

Office of Revenue Administration

401 McIntire Road
Charlottesville, Virginia 22902
Monday – Friday
8 am – 5 pm



Albemarle County Homestay Tax Guide

Homestays



What are Homestays?

Homestays, aka “transient lodging,” “short-term rentals,” “Airbnb,” “VRBO,” or “tourist lodging,” provide lodging and rooms for less than 30 consecutive days.

Are Homestays considered businesses for taxation purposes?

Yes, Homestays are considered businesses and subject to all local business tax regulations.

Is a person required to register as a business and pay taxes when renting out their home or rooms in their home on a website?

Yes, any person or entity offering short term lodging is required to register as a business, remit transient occupancy, and sales tax along with any business licensing fees and personal property taxes required.

Does a Homestay operator owe taxes they failed to file and/or pay in the past?

Yes, you are retroactively liable for all taxes you have failed to file/pay to Albemarle County and any applicable penalties and interest since starting your business. The number of years for which you are retroactively liable depends on the tax type. For Business License taxes, the look-back rule is 6 years plus the current year; for Transient Occupancy taxes and Business Tangible taxes the look-back rule is 3 years plus the current year.

What happens if a Homestay operator refuses to file/pay the required taxes?

The Department of Finance and Budget is required by state code to make a statutory assessment and send a bill for all the taxes, penalties, and interest owed to the county.

HOMESTAY TAXES

Business License registration and tax based on annual gross receipts:

Annual Gross Receipts	Fee or Tax Rate
\$0 - \$25,000	No fee or tax
>\$25,000 - < \$100,000	\$50 flat fee
\$100,000+	Rate of 0.36%

New businesses must file business licenses within 30 days of the start of the business in Albemarle County. Existing businesses must renew their business license by March 1st of each year. Payment of flat fee taxes are due March 1st and tax rate-based licenses are due June 15th.

Transient Occupancy Tax

Transient Occupancy Tax is a trust tax imposed on the occupancy of all rooms or spaces offered as guest rooms and rented out for continuous occupancy for fewer than thirty 30 consecutive days. Hotels, motels, boarding houses, travel campgrounds, homestays, and other facilities offering guest rooms must collect and remit to the county a tax of 8% (9% effective July 1, 2024) on each rented room or space charge. This tax must be filed, and payment remitted to Albemarle County monthly by the 20th of each month for the previous month’s collections. There is a 3% discount for the accommodation’s provider (property owner) who files and makes payments by the 20th of each month.

Business Tangible Personal Property

Business Tangible Personal Property (BTTP) is based on all property used for business purposes, including but not limited to all furniture, decorations, and appliances in the rented rooms. All homestays must file a BTTP tax return by May 1st of each year and report all property used or available for use as of January 1 of the filing year. Assessments of BTTP taxes are based on percentage of original cost and the purchase year of the

property. The tax rate is \$3.96 per hundred of assessed value. BTTP taxes are due June 25th for first half and December 5th for second half of the year.

Sales Tax

All retail sales (including short-term lodging and food and beverage) are subject to Sales tax. The tax rate is 5.3% of the sale and the tax is remitted to the Virginia Department of Taxation.

Food and Beverage Tax

If the Homestay offers prepared food and/or beverages, the owner must collect Food and Beverage taxes from customers on behalf of the county. The tax rate is 6% of the purchase. This tax must be filed, and payment remitted to Albemarle County monthly by the 20th of each month for the previous month’s collections.

HOMESTAY CHECKLIST

All Homestays need to do the following to comply with tax laws and regulations:

- ✓ Obtain a Homestay Zoning Clearance from Community Development.
- ✓ Provide Federal Employer Identification Number (EIN) or Social Security Number.
- ✓ Complete, sign, and file a NEW Business License Application (if Homestay started in current year) OR Declaration of Gross Receipts for Multiple Years (if Homestay has existed in prior years) to determine business license taxes.
- ✓ Complete, sign, and file Declaration of Monthly Taxes for Multiple Years for Transient Occupancy and Food & Beverage (if applicable) Taxes owed.
- ✓ Complete, sign, and file BTTP Return (if Homestay started in current year) OR Declaration of Business Tangible Personal Property Return for Multiple Years (if Homestay existed in prior years) to determine the BTTP taxes owed.
- ✓ Pay Business License Tax, BTTP Taxes, and Monthly Taxes owed.