

# Short-Term Rental Permit: Owner's Affidavit



TO BE COMPLETED BY THE APPLICANT

SHORT-TERM RENTAL OPERATOR NAME: \_\_\_\_\_

SHORT-TERM RENTAL ADDRESS: \_\_\_\_\_

SHORT-TERM RENTAL OPERATOR EMAIL ADDRESS: \_\_\_\_\_

SHORT-TERM RENTAL OPERATOR PHONE NUMBER: \_\_\_\_\_

Please read and initial your understanding of each condition

\_\_\_\_\_ Only a short-term rental operator shall operate the short-term rental.

\_\_\_\_\_ A maximum of eight (8) adults are permitted in the short-term rental.

\_\_\_\_\_ Only one short-term rental shall be permitted on any lot in a residential zoning district.

\_\_\_\_\_ A maximum of two (2) persons over the age of 18 shall occupy each sleeping room.

NOTE: The *Virginia Uniform Statewide Building Code (VUSBC)* may reduce occupancy.

\_\_\_\_\_ At least one person in the short-term renter party shall be 18 years of age or older.

\_\_\_\_\_ No short-term rental may have more than one booking transaction for the same date.

\_\_\_\_\_ The active Short-Term Rental Permit Number shall be displayed on all advertisements.

\_\_\_\_\_ No short-term rental operator shall offer, allow, provide, or advertise a short-term rental for any commercial use not customarily incidental, including, but not limited to, the use for parties, banquets, weddings, meetings, filming, advertising activities, or any gathering of persons other than the authorized short-term renter.

\_\_\_\_\_ The Zoning Administrator has the authority to revoke any Short-Term Rental permit that is no longer in compliance with the regulations.

**FLOOR PLAN REQUIREMENTS**  
**(MUST BE DRAWN TO SCALE OR PROVIDE DIMENSIONS)**  
**(INITIAL BY EACH)**

\_\_\_\_\_ Use of each room

\_\_\_\_\_ Occupancy level and type of bed in sleeping room(s)

\_\_\_\_\_ Location and dimension(s) of door(s) and/or window(s)

\_\_\_\_\_ Location of Carbon Monoxide Detector(s)

\_\_\_\_\_ Location of Fire Extinguisher(s)

\_\_\_\_\_ Location of smoke detector(s)

# Short-Term Rental Agreement:



THIS AGREEMENT, entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between The Zoning Administration Office of the City of Richmond and \_\_\_\_\_ (owner), who is responsible for and controls the real property located at \_\_\_\_\_ (Tax Map: \_\_\_\_\_), in the City of Richmond, Virginia, hereinafter referred to as, "Responsible Party".

WITNESSETH:

- The "Responsible Party" understands, agrees and stipulates that the conditions set forth will be met. This waiver is voluntarily and freely made with the full knowledge of its effect and consequences.
- The "Responsible Party" also consents and agrees that the Zoning Administrator or his duly authorized agent(s) may enter the property, on reasonable notice to the "Responsible party", for the purposes of determining compliance with the subject Short-Term Rental Permit and take such action as may be necessary to bring about complete conformance with all terms and conditions of this agreement.
- This Agreement shall be interpreted in accordance with laws of the State of Virginia.
- This is a fully integrated Agreement and contains the entire Agreement between the parties. Any prior written or oral Agreements that are different in terms, conditions and provisions of this Agreement shall be of no effect and shall not be binding upon either party unless referred to herein.
- No amendment or modification at this Agreement shall be valid unless expressed in writing and executed by the parties hereto in the same manner as the execution of this Agreement.

BY: \_\_\_\_\_  
(Print Name)

OWNER: \_\_\_\_\_  
(Signature)

# Short-Term Rental Permit: Primary Residency Documentation



## Primary Residency Requirement

Ordinance No. 2023-235 requires that a short-term rental in a residential zoning district shall be on the lot of the operator's primary residence, as determined by the records of the Virginia Department of Motor Vehicles or the Office of the Registrar of the City of Richmond.

To provide verification of primary residency at the property, please provide:

- DMV-issued ID card displaying the current address; or,
- Virginia voter registration card mailed to you by your local registrar

Original documents must show your name and the address of your current residence as it appears on the application.