



Considering Operating a Short-Term Rental?



Learn all the Important
Steps to Operate Your
Own Short-Term Rental
Business in
Orange County, Virginia

Steps to Register a Short-Term Rental in Orange County, Virginia:

- 1) **CONTACT** the Orange County Department of Planning and Zoning for information about short-term rental properties where your rental will be located.
- 2) If the property is located in a neighborhood with a Home Owner's Association (HOA), **REVIEW HOA RULES** regarding short-term rental properties.
- 3) **COMPLETE** and **SUBMIT** the Orange County **[SHORT-TERM RENTAL REGISTRATION FORM](#)** available online at:

orangecountyva.gov/shorttermrentals

The form is also available at the Orange County
Commissioner of the Revenue's Office.

Responsibilities following Registration:

All short-term rental owners/operators with properties in Orange County are to collect a **TRANSIENT OCCUPANCY TAX** of 2% of the amount of the charge for the occupancy of any room or space. Said taxes are to be remitted quarterly to the Treasurer's Office.

Resources:

[Short-Term Rental Registry Ordinance](#)

(Orange County Code - Chapter 58 Taxation - Section 58-256)

[Transient Occupancy Tax Ordinance](#)

(Orange County Code - Chapter 58 Taxation - Section 58-251)

Please contact the **Town of Orange** or the **Town of Gordonsville** about short-term rental properties located in either town.

Questions to Consider:

- ◇ Does the zoning district where the property is located allow short-term rentals?
- ◇ Have you prepared a fire and emergency plan for your guests?
- ◇ What property and liability insurance coverage should you have for your home to be used as a short-term rental?
- ◇ What will your rates be (nightly or weekly)?
- ◇ How will you accept payments and when will they be due?
- ◇ Are there Virginia Health Department regulations to be considered?
- ◇ What is included in the rental agreement?
- ◇ Who will be in charge of housekeeping and maintenance?
- ◇ What procedure will be followed for gaining access to the property?

Information Sources:

Commissioner of the Revenue

112 West Main Street, Orange
(540) 672-4441
rpope@orangecountyva.gov



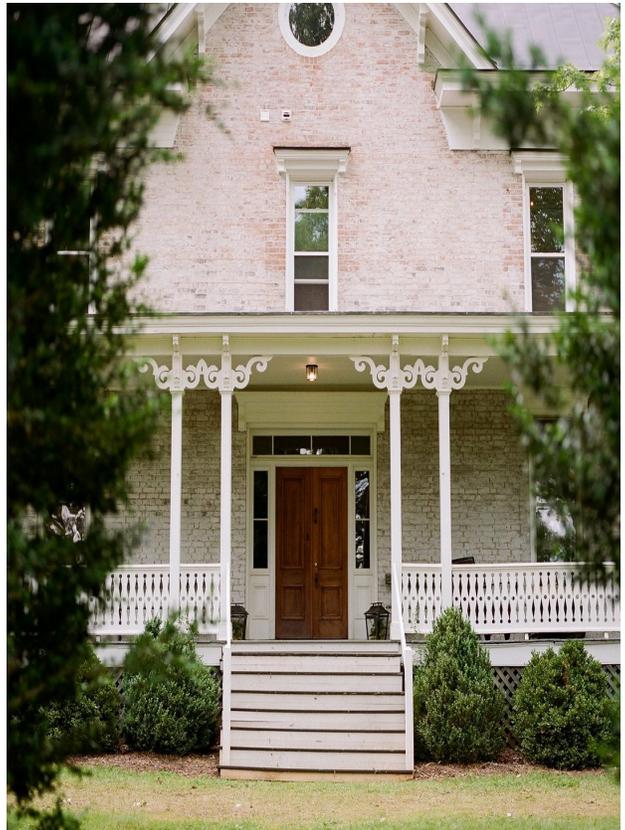
Department of Planning and Zoning

128 West Main Street, Orange
(540) 672-4347
zoning@orangecountyva.gov

County of Orange Fire and EMS

(540) 672-7044

For questions on fire & emergency plans for short-term rental properties.



VisitOrangeVirginia.com promotes all hospitality establishments that are in full compliance with local ordinances. Contact the Tourism Department to be included on the website.

lcarter@orangecountyva.gov

