

TOWN OF BLACKSBURG HOMESTAY APPLICATION

Date Received: _____

Permit Number: _____

- NOTE:**
1. Submit completed application to the Planning and Building Department.
 2. Contact information and helpful hints can be found at the bottom of this form.
 3. Approved registrations are valid through the calendar year in which approved.
 4. Registration must be renewed annually. The deadline for submitting renewal application is December 1st for the following year.
 5. Regulations apply only to homestay within the Town limits of the Town of Blacksburg.

Owner Information

Name of Property Owner:

Address of Homestay:

Ownership as Listed on Montgomery County Property Records:

Email address (please print): _____

Phone: _____

Number of days of Type A rental anticipated? _____

Number of days of Type B rental anticipated? _____

Hosting Platforms you are considering using (such as AirBnB, Craigslist, HomeAway)

Does your homestay share any common walls or driveways with another property? _____ YES _____ NO

If yes, you must provide proof with this application that you have notified the adjoining property owner in writing of your intent to apply for a homestay. Please provide the letter and a certified mailing receipt with this application.

OFFICE USE ONLY:

Approved by: _____

Date: _____

Denied by: _____

CERTIFICATIONS

I HEREBY CERTIFY THE FOLLOWING:

I am the owner of the property where the homestay use is proposed and live at the homestay address.

I have read Sections 6-601 through 6-605 of the Blacksburg Town Code and agree to conform to all of the homestay regulations contained therein, including the safety requirements of Section 6-603.

I understand that violations of the terms of this permit can result in its revocation.

To address complaints, I agree to allow inspection of the homestay at reasonable times and after notice has been provided.

I agree to pay all applicable lodging taxes.

Property Owner Signature: _____

Please Print Name: _____

Date: _____

NEED HELP?

If you have any questions about the homestay use or how to fill out this application, please contact the Planning and Building Department at 540-443-1300. The Planning and Building Department is located in the Blacksburg Motor Company at 400 South Main Street. Office hours are M-F from 8:00 am to 5:00 pm. The primary staff contacts for homestay applications are Lisa Browning and Paul Patterson.

If you have questions about the Lodging Tax or Business License please contact the Finance Department at 540-443-1050. The Finance Department is located on the second floor of the Municipal Building at 300 South Main Street. Office hours are M-F from 8:00 am- 5:00 pm. The primary staff contact for homestay is Karen Quesenberry.

The Town Code containing the adopted homestay regulations may be accessed at www.blacksburg.gov. Look for Municipal Code at the bottom of the home page and find Chapter 6.

Montgomery County property records information can be found on the County Website at www.montva.com. You can use the iGIS map portal on the County website to locate your property and to verify how you have listed the ownership of your property.

Homestay Rules and Regulations

Chapter 6 of the Blacksburg Town Code

Definitions of Homestay and the two different types of Homestay uses.

Homestay: the accessory or secondary use of a residential dwelling unit or a portion thereof by a host to provide room or space that is intended for short term transient rental purposes in exchange for a charge for the occupancy. The primary use of the homestay unit shall remain residential. For each booking transaction, all applicable taxes must be collected and remitted to the town as required by Chapter 22 by either host or the associated hosting platform.

Type A Rentals: rentals where the host is present during the homestay and no more than two of the bedrooms in the homestay unit are rented. Example: you rent a room in your home to a visiting faculty member for six weeks. **A maximum of 90 days of this type of rental is allowed in each calendar year. Any Type B Rentals count in the 90 maximum.**

Type B Rentals: all other rentals, including ones where more than two bedrooms of the homestay are rented or the host is not present during the homestay. Example: you rent your home out for game day and you go visit friends. **A maximum of 30 calendar days of this type of rental is allowed in each calendar year.**

Important Homestay Standards and Information:

- ❖ **You must own the property and live there to have a homestay. The property registered for the homestay must be your primary residence. You may have only one homestay in the Town of Blacksburg.**
- ❖ **Failing to comply with all homestay regulations may result in revocation or suspension of your ability to have the homestay use.**
- ❖ **You must post conspicuously the name and contact telephone number for the host, or hosts designee. The host must answer call 24 hours a day/7 days a week for the duration of the rental should there be any problems associated with the homestay. Your guests need a way to contact you if there is an issue with the homestay.**
- ❖ **The principal guest of your homestay must be at least 18 years of age.**
- ❖ **During each homestay visit a principal guest shall be designated as the contact person for town officials in the event of safety or behavioral issues at the homestay. The host shall provide this information to the Town upon request by authorized town officials. We hope this will not be necessary but we need to be able to identify the guest if the need arises.**
- ❖ **The maximum number of adult guests in your homestay is limited to six.**
- ❖ **No one can rent your homestay for a period of less than 24 hours.**

- ❖ You must post the day for trash and recycling collection prominently in the homestay. Please make sure your guests know that carts need to be out to the street by 7:00 am on collection day and that no trash placed in bags not in the cart will be collected. Only the carts are emptied.
- ❖ Every room in which you have guests sleeping must have a smoke detector. Carbon monoxide detectors are required as well if you have gas heat or gas appliances in your home.
- ❖ Every room in which you have guests sleeping must have adequate egress in case of emergency other than the entrance point. For example, a window that a person could open and fit through to exit the sleeping area in case of an emergency.
- ❖ No recreational vehicles, buses or trailers may be parked on the street or visible on your property in conjunction with the homestay use.
- ❖ No signs for the homestay use are allowed on the property.
- ❖ You are required to pay the Town lodging tax which is 7% of the total amount paid for the rental. You will need to complete and submit a Town of Blacksburg Meals and Lodging Tax Registration form to the Town Finance Department. You may attach the form to this application and staff will provide it to the Finance Department. The lodging tax may be new to you so please ask if you have any questions.
- ❖ The lodging tax you collect needs to be remitted on a monthly basis to the Finance Department. You will need to specify Type A or B rentals. If the lodging tax is being collected by the hosting platform, please let the Finance Department know. Please refer to Lodging Tax Remittance Form for more information. Please contact the Finance Department for more information on the lodging tax requirements.
- ❖ Have you checked on insurance? Make sure that your homeowner's policy covers this use or you obtain other insurance to cover the rental of your home for transient occupancy.
- ❖ Please make sure your guests are good neighbors. You want them to respect your home and also your neighbors. Repeated substantiated complaints can result in loss of ability to have the homestay use.

8/23/17