

***This sheet to be kept by the principal operator***

The following regulations govern the establishment and operation of a short-term rental use as an accessory use to the principal occupancy of a dwelling, pursuant to Article VIII of the Town of Herndon Zoning Ordinance:

A dwelling used for short-term rentals must:

- Be open, upon request, for inspection by Town personnel during reasonable hours.
- Comply with the requirements of the applicable version of the Virginia Uniform Statewide Building Code as determined by the Building Official.
- Have a working multi-purpose fire extinguisher, interconnected smoke detectors and carbon monoxide detectors (when required for a fireplace or gas service).
- Have 2 designated parking spaces available for lodgers in every single family and 1 designated parking space for every condo/townhouse.

A short-term rental operator must:

- Be a permanent resident of the property hosting the short-term rental.
- Obtain written consent from the owner of the property (signature on this form is acceptable) if the operator is not the owner of the property.

The short-term rental use is subject to the following use limitations:

- The entire dwelling may be used for short-term rental use for no more than 90 nights per calendar year. This limit does not apply for nights when the operator is present and renting out a portion of the dwelling.
- The maximum number of lodgers per night may not exceed 6 adults, including permanent residents, except where the Virginia Uniform Statewide Building Code requires fewer occupants.
- The maximum number of rental contracts per night is one. All lodgers occupying a short-term rental must be associated with the same rental contract.
- Events and activities—including luncheons, banquets, parties, weddings, meetings, fund raising, commercial or advertising activities, and any other gathering of persons other than the authorized lodgers, whether for direct or indirect compensation—are prohibited during any short-term rental period.
- All advertisements must include the short-term rental permit number and identify the location of the required parking space.
- Transient Occupancy Tax must be collected for each rental contract. Operators must file a monthly return and remit the transient occupancy tax due to the Department of Tax Administration on or before the last day of the month following the reporting month. A monthly return must be filed even if no taxes are due.
- A short-term rental is prohibited in a detached accessory structure, accessory dwelling unit, or temporary family health care structure.

***The Zoning Administrator's issuance of a permit does not abrogate, nullify, or invalidate any other provision of federal, state, or local law; any restrictive covenant; or any property owners' association by-law.***