



City of Norfolk, Virginia
Blythe A. Scott, Commissioner of the Revenue
Mail to: PO Box 2260 Norfolk, VA 23501-2260
Make checks Payable to: Norfolk City Treasurer
ROOM TAX FOR SHORT-TERM RENTALS(STR) & HOTELS
MONTH ____ YEAR _____

This Return must be filed, and payment received by the 20th of the month following the calendar month that the taxes were collected.

ACCOUNT# _____

of **Hotel** rooms rented _____

Hotel Tax Due(\$3.00 per **Room** per night) _____

STR # Bedrooms X# Rental Nights _____ X _____

STR Tax Due(\$3.00 per **Bedroom** per night) _____

STR Tax Due prior to 2026(\$3.00 per night) _____

PENALTY:\$ _____ +**INTEREST:**\$ _____ Subtotal: _____

TOTAL TAX DUE: _____

I hereby certify that the figures shown on this form are correct: _____

Signature

See below for information on how to complete this form.

Hotels -complete the first line with the number of rooms rented for the reported month. On the second line take the number of rooms rented and multiply by \$3.00 and enter the total.

EXAMPLE- # of Hotel rooms rented: 30.00

Hotel Tax Due(\$3.00 per Room per night): 30 x \$3.00 per night = \$90.00

In the Total Tax Due line enter \$90.00

For online filing using the Eservices portal (using the example above)- enter the number of rooms let 30.00 and the system will return \$90.00 due.

Short Term Rentals (STR) complete the third line with the total number of bedrooms in the rental(for tax purposes it does not matter if the bedroom was used during the stay). Multiply the total number of bedrooms by the number of nights rented for the reported month. Multiply that number by \$3.00 and enter the total on line 4.

EXAMPLE- STR # Bedrooms x # Rental Nights: 3 Bedrooms x 30 Nights = 90

STR Tax Due(\$3.00 per Bedroom per night) 90 x \$3.00= \$270.00

In the Total Tax Due line enter \$270.00

For online filing using the Eservices portal (using the example above)- enter the total number of rooms let 90.00 and the system will return \$270.00 due.

****If reporting room tax for any STR installment prior to January 2026 the rate is \$3.00 per night****