



**Municipal Corp. of Cape Charles**  
**2 Plum Street, Cape Charles, VA 23310**  
**757 331-3259 ext. 21 or 23/fax 757 331-4820**

**Section A**

**2019 BUSINESS, PROFESSIONAL & OCCUPATIONAL LICENSE TAX FORM  
 (SHORT TERM/VACATION RENTAL OWNERS AND MANAGERS & REALTORS)**

Legal Name of Business: \_\_\_\_\_

Business Address: \_\_\_\_\_  
 Street Address

Website or E-mail Address: \_\_\_\_\_  
 Website/E-mail Address Phone number

Owner Information  
 (If different than above): \_\_\_\_\_  
 Name Phone number

Send license to this address \_\_\_\_\_  
 Street Address  
 City, State and Zip Code Phone number

Rental Management Company  
 (If applicable) \_\_\_\_\_  
 Name

Send license to this address \_\_\_\_\_  
 Street Address  
 City, State and Zip Code Phone number

Nature(s) of Business: Vac. Rental Owner \_\_\_\_\_ Vac. Rental Manager \_\_\_\_\_ Realtor \_\_\_\_\_

For the purpose of computing the 2019 Business, Professional or Occupational License Tax and adjusting the tax due for licenses issued in 2018 under Chapter 38 of the Town Code, please provide the necessary information requested on all pages of this application/tax form **by April 15, 2019**. Late filers will be assessed a penalty. All applicants are required to provide verifiable proof of your 2018 income in the form of your business 2018 Federal 1040 Schedule C, 1099's issued or other business tax returns. When proper payment is received, a current Business License will be issued and your privilege of doing business in the Town of Cape Charles will be preserved for the year 2019.

**All applicants/taxpayers must sign the following certification.**

**CERTIFICATION**

I hereby certify that all information on this application is true, correct and complete to the best of my knowledge and belief. By my signature below, I declare under penalty of perjury that if I give false, incorrect or incomplete information, I may be breaking the law and could be prosecuted for perjury, larceny or fraud. My signature also authorizes the release of information necessary to determine and review my eligibility for a Town of Cape Charles Business, Professional or Occupational License. I authorize the release of this information to the state or local government. This authorization is valid for one year from the date of my signature below.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Printed name \_\_\_\_\_ Title \_\_\_\_\_

**Section B (Complete for each category applicable)**

Businesses providing services in more than one category may elect to pay tax due on gross receipts of the entire business at the highest applicable rate or may separate each line of business for the most applicable rate for that category.

Please complete for each line of business if you are separating business lines. Check the category applicable for each set of answers and answer the questions for that category only.

FINANCIAL/REAL ESTATE (loan company, rental agents & managers, sales & escrow agents, credit card services, consumer financing, buying receivables, etc.)

REPAIR/PERSONAL/BUSINESS SERVICE (vacation rental property owner, advertising, amusement & recreation, repairs, hair care, research, cleaning, child care, instructing, drafting, exterminating, IT services, laundry, picture framing, decorating, funeral services, furniture refinishing, towing, tree care, stables, etc.)

**ALL APPLICANTS**

YES \_\_\_ NO \_\_\_ Do you have any coin-operated machines?  
If yes, how many? \_\_\_\_\_

YES \_\_\_ NO \_\_\_ Are there any other businesses at this location? If yes, separate applications must be filed for each business.

If **yes**, state the business name. \_\_\_\_\_

YES \_\_\_ NO \_\_\_ Are you aware of the laws regarding the collection and payment of Transient Occupancy Taxes (TOT?)

YES \_\_\_ NO \_\_\_ If your vacation rental is located in the Historic District, is your required annual rental inspection current? What is the date of your last inspection? \_\_\_\_\_

YES \_\_\_ NO \_\_\_ Have you signed up for NIXLE alerts, especially if you are an absentee property owner? NIXLE alerts will keep you informed of urgent matters related to severe weather and other happenings that may affect your Cape Charles property. To sign up, go to [www.capecharles.org](http://www.capecharles.org) at the bottom of the page and “sign up for alerts.”

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If you no longer do business in Cape Charles, please check, complete the section below, and return this form to the Town Treasurer for the Town’s annual audit.

The business no longer operates in the Town of Cape Charles. State the date the business in Cape Charles discontinued operating, \_\_\_\_\_ and complete lines A through F on the following page.

## Calculation of Tax Due

**\*Please note that “gross receipts” refers to the total price the renter pays less the State, County and Town taxes collected and unrefunded deposits. You may not deduct any business expenses for purposes of this application, not even cleaning and linens.**

- A) Estimated 2018 \*gross receipts \_\_\_\_\_ from 2018 application
- B) Actual 2018 \*gross receipts \_\_\_\_\_
- C) Difference (B-A) \_\_\_\_\_
- D) Applicable Tax Rate (see schedule below) \_\_\_\_\_
- E) **Additional 2018 Tax Due (C multiplied by D if C is positive)** \_\_\_\_\_  
or  
F) **2018 Credit Due (C multiplied by D if C is negative)** \_\_\_\_\_
- G) Estimated 2019 \*gross receipts \_\_\_\_\_
- H.) Applicable Tax Rate (see schedule below) \_\_\_\_\_
- I) **Estimated 2019 Tax (G multiplied by H)** \_\_\_\_\_
- J) **Late penalty of 10% or \$10, whichever is greater** \_\_\_\_\_ (after April 15<sup>th</sup>)
- K) Total BPOL Tax Due (E plus I plus J minus F) \_\_\_\_\_ Min. of \$30/yr plus penalty.

### Special Permits:

Number of coin-operated vending or gaming machines (if greater than 2) \_\_\_\_ X \$20 per machine = \$ \_\_\_\_\_  
(Maximum \$200)

**Total BPOL and special permit due** \$ \_\_\_\_\_ Add amount on line J plus Special Permits

(Remit Payment to Town of Cape Charles)

### Rate Schedule

Realtors & Real Estate Management	.0058 (\$.58 per hundred)
Business Svc/Vac. Rental	.0036 (\$.36 per hundred)

THIS FORM MUST BE FILED WITH THE TOWN TREASURER IN ORDER TO CONDUCT  
BUSINESS IN CAPE CHARLES.