



CITY OF PALM SPRINGS

ROOM TAX DIVISION

3200 E TAHQUITZ CANYON WAY-PALM SPRINGS, CALIFORNIA 92262
TEL: (760) 323-8226 · FAX: (760) 322-8344 · WEB: WWW.PALMSPRINGS-CA.GOV

MANAGEMENT/RENTAL AGENCY PROPERTY ADDITIONS

Palm Springs Municipal Code (Ch. 5.25) requires a valid registration certificate for all vacation rental units rented 28 consecutive days or less. The annual registration fee of \$200 (per unit) must accompany this application. Please fill in all applicable spaces. Attach additional sheets if needed. Authorized Local Emergency Contact must be able to respond 24 hours per day, 7 days per a week.

Agency Name: _____ TOT Permit #: _____

Emergency Contact Phone Number (may have two): _____

Property Address: _____

Effective Date (Date of advertising or renting short term, whichever is earlier): _____

Homeowner's Name: _____

Homeowner's Permanent Address: _____

Homeowner's Phone #: _____ Property Phone #: _____

Agency Property I.D.: _____ VRBO Listing #: _____

Number of Bedrooms: _____ Single Family Home* or Condo/Apartment

For City Use Only Property ID No: _____ Process Date: _____

Property Address: _____

Effective Date (Date of advertising or renting short term, whichever is earlier): _____

Homeowner's Name: _____

Homeowner's Permanent Address: _____

Homeowner's Phone #: _____ Property Phone #: _____

Agency Property I.D.: _____ VRBO Listing #: _____

Number of Bedrooms: _____ Single Family Home* or Condo/Apartment

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Agency Property I.D.: _____ VRBO Listing #: _____

Number of Bedrooms: _____ Single Family Home* or Condo/Apartment

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* Single family residences must be able to provide a copy of a current Palm Springs Disposal billing showing the walk in level of service or higher upon request. (Per Palm Springs Municipal Code 5.25.070 (h))

I declare under penalty of perjury that this statement is, to the best of my knowledge, true, correct, and complete.

Application Completed By: _____ Date: _____