



CITY OF PALM SPRINGS

VACATION RENTAL COMPLIANCE

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

HOMEOWNER APPLICATION FOR VACATION RENTAL CERTIFICATE

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 \$225 (per unit) must accompany this application. Please fill in all applicable spaces. For assistance with this form, or additional information, please call (760) 323-8226 or 322-8257.

Owner Name(s): _____
 Individual Corporation LLC Partnership Trust

Mailing Address: _____

City, State, Zip: _____

Telephone #: _____ Cell Phone #: _____

E-Mail: _____

VACATION RENTAL PROPERTY INFORMATION (attach additional sheets as necessary)

Address & Zip Code: _____
 Single Family Home Condo Multi-Dwelling Apartment (check one)

Number of Bedrooms: _____ Property Phone #: _____

Effective Date: _____ (First day of renting and/or advertising, whichever is earlier)

Advertising Sites with Listing #: _____

Pursuant to section 5.25.030 of the Palm Springs Municipal Code "Local Contact Person" means a local Property Manager, Owner or agent of the Owner, who is available twenty-four hours per day, seven days per week for the purpose of responding **in-person within forty-five minutes to complaints. Please enter below:**

Local Contact Person: _____ Phone #: _____

Address, City, Zip: _____

Optional Second Contact Person: _____ Phone #: _____

Address, City, Zip: _____

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

Application By: _____ Date: _____

Signature: _____

For Department Use Only

Process Date: _____ A/R Customer: _____ Invoice #: _____

TOT Permit: _____ Neighborhood: _____



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Short Term Vacation Regulations – Please read, initial and sign

Initial I certify that there are no HOA restrictions, including CC&R's, that limit or restrict short term rentals on this vacation rental property.

Initial There is a 24/7 short term vacation rental hotline set up for residents to call for any disturbances at vacation rental properties at 760-833-7988. The hotline will call your **Local Contact Person** for resolution of the disturbance within the allowed 45 minutes. Your local contact person must call the hotline with the status of the resolution within 45 minutes or the hotline will contact the Palm Springs' Police Department for resolution.

- Failure to contact the Responsible person within fifteen (15) minutes by telephone for a first incident reported from the hotline will result in citation(s) for violation of short term vacation rental regulations.
- Failure to respond in the allowed 45 minutes will result in the issuance of a citation(s) for violation of ordinance regulations.

Initial NO outside amplified music is allowed while being rented. Indoor amplified music shall not be heard at the property line.

Initial Walk-in level of trash service or higher is required per PSMC 5.25.070(i). Single family residences must submit a copy of the vacation rental property's current Palm Springs Disposal billing showing the walk in level of service or higher.

Initial Good neighbor brochure (available online and by request in pdf format) must be placed in home, and provided to the Responsible person for the occupancy.

Initial For each occupancy, a written rental agreement is required in compliance with PSMC 5.25.070(f) and the Responsible occupant must be at least 25 years of age.

Initial Transient Occupancy Tax (TOT) of 11.5% must be collected on short term stays of 28 consecutive days or less. A TOT return must be filed monthly, **even if no tax is due**. TOT returns must be physically received at the TOT desk by 6:00pm on the last City Hall working day of the month following the close of each calendar month. Delinquency is determined by the date received, not the postmark.

Initial Occupancy limits are strictly enforced - Palm Springs Municipal Code 5.25.070(b).

Number of Bedrooms	Total Overnight Occupants	Additional Daytime Occupants	Total Daytime Occupants
0	2	2	4
1	4	2	6
2	6	3	9
3	8	4	12
4	10	5	15
5	12	6	18
6	14	7	21
7	16	8	24

I declare under the penalty of perjury that I have reviewed the requirements of the City of Palm Springs' Transient Occupancy Tax Regulations (PSMC Chapter 3.24) and Short Term Vacation Rental Regulations (PSMC Chapter 5.25), and understand the procedures for remitting such tax to the City each month, and agree to comply with all requirements of the Palm Springs Municipal Code.

Application By: _____

Signature: _____

Date: _____