



City of Palm Springs

3200 E. Tahquitz Canyon Way • Palm Springs, California 92262
Tel: (760) 322-8369/323-8257 • Fax: (760) 322-8317 • Web:
www.palmspringsca.gov OR www.psvacationrentalcompliance.com
Department of Vacation Rental Compliance

May 30, 2017

Subject: Vacation Rental Friends and Family List – Action Requested by June 30, 2017

Dear Vacation Rental Owner/Managing Agent:

With the passage of the new Vacation Rental Ordinance No. 1918, there is a requirement to submit a contract summary to the Vacation Rental Compliance Department (VRCD) prior to each guest stay, along with annual limits on the number of times/contracts that a Vacation Rental property may be rented (see Section 5.25.070).

Owners have the opportunity to submit a Friends and Family list to the VRCD; the 5 persons identified on this list may occupy the Vacation Rental at no cost and without the presence of the Owner. Friends and Family stays are not included in the annual limits on the number of times/contracts that a Vacation Rental may be rented. Occupants must still comply with the Vacation Rental rules and regulations during these stays.

Attached is a Friends and Family form for your completion and return if you so choose. Alternatively, you may complete this form online at our website www.psvacationrentalcompliance.com.

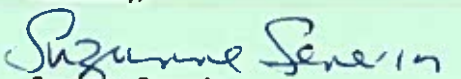
You will also have an opportunity to update this list at the time of Vacation Rental Registration Certificate renewal.

On July 3, 2017, the VRCD will be implementing an online tool to assist Owners and Agents with the submittal of a contract summary (we do not need a copy of the contract). More information will be coming soon.

We appreciate your cooperation as we work to implement the new Ordinance requirements.

Thank you for your attention to this important matter. A copy of the Ordinance and other helpful information can be found on the City website at www.palmspringsca.gov OR www.psvacationrentalcompliance.com.

Sincerely,


Suzanne Severin
Vacation Rental Compliance Official


Boris Stark
Vacation Rental Compliance Official



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OWNER FAMILY/FRIENDS LIST

Pursuant to Section 5.25.070(b)(iii) of the Palm Springs Municipal Code, the Vacation Rental Owner at the time of the application or renewal submission may designate and file with the Enforcement Official the names of up to five (5) persons who may occupy the Vacation Rental at no cost and without requiring presence of the Owner on the premises of the Vacation Rental. These stays are not included when counting annual contract limits. Occupants must comply with Vacation Rental rules and regulations.

Vacation Rental Property Address: _____

1. Owner Family/Guest Name: _____

Relationship to Owner: _____ Phone: _____

2. Owner Family/Guest Name: _____

Relationship to Owner: _____ Phone: _____

3. Owner Family/Guest Name: _____

Relationship to Owner: _____ Phone: _____

4. Owner Family/Guest Name: _____

Relationship to Owner: _____ Phone: _____

5. Owner Family/Guest Name: _____

Relationship to Owner: _____ Phone: _____

Owner Signature: _____ Owner Email: _____

Owner Name: _____ Owner Phone: _____

Date: _____

Please send this completed form to City of Palm Springs Vacation Rental Department: you may email vacation.rentals@palmspringsca.gov or fax 760-322-8317 or mail to the address above or complete on line at www.psvacationrentalcompliance.com--to be received no later than June 30, 2017. If questions, please call 760-322-8369.