



City of Palm Springs

3200 E. Tahquitz Canyon Way • Palm Springs, California 92262
Tel: (760) 323-8257 / (760) 322-8372 / 8370 • Fax: (760) 322-8317 • Web: www.palmspringsca.gov

Department of Vacation Rental Compliance

April 28, 2017

Subject: Vacation Rental Ownership – Action Required by June 1, 2017

Dear Vacation Rental Owner/Managing Agent:

With the passage of the new Vacation Rental Ordinance No. 1918, we are contacting each owner and agent of a registered Vacation Rental property in Palm Springs to highlight requirements specific to businesses holding a legal, equitable and/or beneficial interest in the property.

- If ownership of your Vacation Rental property is held by a natural person, you may disregard this letter.

Pursuant to the new Ordinance and Palm Springs Municipal Code 5.25, be advised that corporations and partnerships will no longer be eligible to apply for a Vacation Rental Registration Certificate.


Vacation Rental Registration Certificates will only be issued to a natural person, a personal or family trust or a limited liability company consisting solely of natural persons.

Please read the requirements carefully, and do not hesitate to contact our office with any questions.

- If ownership of your Vacation Rental property is held by one of the following, you must complete the form attached and send to our office for receipt *no later than June 1, 2017*.
 - Corporation
 - Partnership
 - Limited Liability Company
 - Personal or Family Trust
- If ownership of your Vacation Rental property is held by one of the following, you must not only complete and return the form attached, but you must also legally transfer your property to a Limited Liability Company, Personal or Family Trust, or a natural person *no later than June 1, 2018 (or cease operating the property as a Vacation Rental by this date)*.
 - Corporation
 - Partnership

Thank you for your attention to this important matter. A copy of the Ordinance may be found on the City website at www.palmspringsca.gov.

Sincerely,


Suzanne Severin
Vacation Rental Compliance Official



Boris Stark
Vacation Rental Compliance Official



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COMPLETE AND RETURN FOR RECEIPT BY JUNE 1, 2017 TO THE ADDRESS ABOVE, ATTENTION: AMANDA MCWILLIAMS

VACATION RENTAL OWNERSHIP FORM

(A separate form is required for each Vacation Rental Property Address)

I. Vacation Rental Property Address: _____ TOT # _____

II. Please check the applicable ownership of your Vacation Rental Property:

____ Corporation

____ Partnership

____ Limited Liability Company

____ Personal or Family Trust

III. Please provide below for all individuals with a legal, equitable (financial), and/or beneficial interest in the Vacation Rental Property (use additional sheets as necessary).

Name _____ Address _____ Email _____ Phone _____

Name _____ Address _____ Email _____ Phone _____

Name _____ Address _____ Email _____ Phone _____

Name _____ Address _____ Email _____ Phone _____

Thank you for your attention to this matter. You may be asked to provide backup documentation or receive further communication from our office to clarify status.

I declare under the penalty of perjury that all information provided is complete and accurate to the best of my knowledge.

Signature: _____ Date: _____

Printed Name: _____

If Agency is completing:
Owner's Signature: _____ Date: _____

Owner's Printed Name: _____