



City of Palm Springs

425 N. Civic Drive • Palm Springs, California 92262
Tel: (760) 322-8382/8372/8370 • Fax: (760) 322-8317 • Web: www.psvacationrentalcompliance.com
Department of Vacation Rental Compliance

IMPORTANT REMINDER – YOUR ACTION IS REQUIRED

June 26, 2018

Re: Your Responsibility To Post City ID Number & To Submit Contract Summaries

Dear Owner/Agent of a Vacation Rental or Homeshare Property,

Post City ID Number. The Vacation Rental Ordinance No. 1918 (Palm Springs Municipal Code Chapter 5.25) requires the City ID Number issued by our office be posted on all advertisements, including web based advertisement, hosting platforms, print media and television for the Vacation Rental or Homeshare Property. The following is an excerpt from the related Administrative Regulation found at www.psvacationrentalcompliance.com

The City ID Number must be prominently and legibly included in the Property Description or similar section of any Vacation Rental or Homeshare Interest in the following format: "The City of Palm Springs ID #" followed by the unique City ID Number listed on the Registration Certificate. It is your responsibility to ensure this City ID Number remains posted as required, regardless of advertising platform changes or technical issues.

Note that the previous Vacation Rental Ordinance No. 1848 required posting of the Transient Occupancy Tax (TOT) Number on all advertising platforms. As of September 1, 2017, this requirement was no longer in effect and posting of the TOT Number is not required on advertisements; **instead the City ID Number is required as discussed in this letter.**

Submittal of Contract Summaries. Prior to each separate guest stay at a Vacation Rental, you must submit a Contract Summary. This Contract Summary allows our Department to verify compliance with the contract limitations outlined in Palm Springs Municipal Code Section 5.25.070(b). **Each Vacation Rental is allowed 32 annual contracts, plus 4 additional contacts that can only be used in the 3rd Quarter (July, August, and September).** The number of annual contracts is prorated for new Registration Certificates that are not in effect for an entire calendar year. You will need both your City ID Number and your TOT Number to submit a Contract Summary. **NOTE:** annual contract limitations and submittal of Contract Summaries are not applicable to Homeshare Properties.

Please submit your Contract Summaries using our online tool at www.psvacationrentalcompliance.com

****Failure to comply with these requirements will subject the owner to an Administrative Citation pursuant to PSMC Section 5.25.040(f), 5.25.070(b), and 5.25.090(a).****

We appreciate your attention to compliance. Should you have any questions please feel free to contact us via email us at vacation.rentals@palmspringsca.gov or by phone at 760-322-8370 or 760-322-8372.

Sincerely,

Suzanne Severin
Vacation Rental Compliance Official

Sincerely,

Boris Stark
Vacation Rental Compliance Official