



City of Palm Springs

3200 E. Tahquitz Canyon Way • Palm Springs, California 92262
web: www.psvacationrentalcompliance.com
Department of Vacation Rental Compliance

OWNER'S REQUEST TO CLOSE TOT PERMIT AND VACATION RENTAL OR HOMESHARE CERTIFICATE

Please email or mail completed form to: Shantel.Sterling@palmsspringsca.gov or PO Box 2743, Palm Springs, CA 92263-2743. Please know that you must pay all outstanding TOT and Vacation Rental Registration fees, fines and any penalties due under your account prior to closure. You will hear from us if additional items are needed; otherwise, you will receive a closing letter. Please also know that close out will take approximately 90 days from our receipt of this form; however, we will honor your Effective Date of Cancellation specified below. You may not advertise or operate the Vacation Rental/Homeshare past the Effective Date of Cancellation below or you will be responsible for all penalties, fines and fees under Palm Springs Municipal Code Chapters 5.25 and 3.24. During this time, you may receive ongoing invoices for your account but you may disregard them. If you have questions, please call Ms. Sterling at 760-323-8226.

Name of Owner/TOT Permit Holder: _____

Email: _____ Phone: _____

Vacation Rental/Homeshare Property Address: _____

TOT Number: _____

Effective Date of Cancellation: _____

Reason for Closure/Any Additional Information:

Owner Signature: _____ Date: _____

FOR OFFICE USE ONLY:

Date Request Form Received: _____ Received By: _____

Notes: _____

File Complete – Ready for Closure: _____
(date)

Closure Pending: _____