



The Department of Special Program Compliance

APPLICATION PROCESSING: EDUCATION, TRAINING AND DISCUSSION ON
APPLYING, RENEWING, TRANSFERRING AND CLOSING A VACATION RENTAL
REGISTRATION CERTIFICATE.

Applying for A Vacation Rental or Homeshare Certificate

- ▶ For new applications
 - ▶ (3) types
 - ▶ Owner Operator
 - ▶ Agency Operator
 - ▶ Homeshare
- ▶ Must be complete
- ▶ 12-Step Table provided
 - ▶ Palmspringsca.gov > [Vacation Rentals](#) > [Applying for a VR Certificate](#)
- ▶ Processing time 30-45 days

REQUIRED WITH APPLICATION:	SINGLE FAMILY	CONDO	HOMESHARE
OWNER OPERATOR - APPLICATION - CLICK HERE FOR FORM AGENCY OPERATOR - APPLICATION - CLICK HERE FOR FORM	YES	YES	ONLY OWNER OPERATOR - CLICK HERE FOR FORM
1 Copy of Driver's License	YES	YES	YES
2 Completion of Ownership Form (only if other than individual(s) applying) - CLICK HERE FOR THE FORM	YES	YES	YES
3 Signed Electrician's Pool Statement and Invoice (N/A if pool is shared and maintained by HOA) - CLICK HERE FOR THE FORM	YES	YES	YES
4 Safety Inspection Form (Applicable as of 2/1/2018) SINGLE FAMILY - CLICK HERE FOR THE FORM CONDOMINIUM - CLICK HERE FOR THE FORM	YES	YES	YES
5 Proof of Insurance	YES	YES	YES
6 Annual Registration Cert Fee	\$944	\$944	\$236

Certificate Renewal

- ▶ Renewal form required annually
- ▶ Can be submitted 30-45 days prior to expiration
- ▶ Documents needed:
 - ▶ Current insurance
 - ▶ Safety inspection form
 - ▶ HOA letter (if applicable)
 - ▶ Friends and Family
 - ▶ Ownership form (if holding changed)

Vacation Rental and Homeshare Renewals

The Vacation Rental/Homeshare Registration Renewal Form found below is required with each Registration Certificate renewal.

In addition to the Registration Renewal Form each property owner is required to provide the following:

- Owner's Proof of Insurance (\$500K minimum liability per occurrence)
- Safety Inspection (top page only)
- Registration Certificate Renewal fee of **\$944.00** for a Vacation Rental **or \$236.00** for Homeshare

If the Vacation Rental or Homeshare is located within an HOA, a letter from the HOA Board or Management Company stating that the specific Vacation Rental will not violate CC&R's or other HOA rules. Updated HOA letter is required with every renewal.

Friends and Family Form (Optional to Update the current list on file with VRCD)

- **Vacation Rental/Homeshare Renewal Application - [CLICK HERE](#)**
- **Safety Inspection Form - Single Family Form - [CLICK HERE](#)**
- **Safety Inspection Form - Condominium - [CLICK HERE](#)**
- **Friend and Family List Form - [CLICK HERE](#)**
- **Sample of a HOA Letter - [CLICK HERE](#)**

Please note: All form listed above are fillable PDF forms once downloaded

Certificate Transfer

- ▶ (3) types of transfer forms
- ▶ Individual operator to Agency
 - ▶ Owner must complete closure form
 - ▶ Transfer form completed by both owner and agency
 - ▶ Transfer fee or renewal fee
- ▶ Agency to Individual
 - ▶ Transfer form completed
 - ▶ New application completed by owner
 - ▶ TOT Application completed
 - ▶ Transfer fee or renewal fee
- ▶ Agency to Agency
 - ▶ Transfer form completed
 - ▶ Transfer fee or renewal fee

Transfer from Individual Owner Operator to Agency Managed Property

Individual Owner Operators that wish to cease management and advertisement of their Vacation Rental Property and transfer the management and advertisement to A Vacation Rental Agency, must complete the following:

- Closure Form - [Click Here](#)
- Transfer Form - Must be completed and submitted by the Owner & Agency - [Click Here](#)
- If the Vacation Rental Registration Certificate is expiring within 30 days of the transfer, submit the required renewal payment with your transfer document(s)
- Current Transfer Fee

Transfer from Agency Managed Property to Individual Owner Operator

Individual Owner Operators whose property is managed and advertised by an Agency and who wish to take over management and advertisement of their property must complete the following:

- Transfer Form - Must be completed and submitted by the Owner and Agency - [Click Here](#)
- New Application, and any additional documents applicable to the property - [Click Here](#)
- Transient Occupancy Tax (TOT) Permit Application Form and pay the fee - [Click Here](#)
- Property Deletion Form - Must be completed and submitted by the Agency to VRCD
- If the Vacation Rental Registration Certificate is expiring within 30 days of the transfer, submit the required renewal payment with your transfer document(s)
- Current Transfer Fee

Transfer from Agency Managed Property to (different) Agency Managed Property

Individuals Owner Operators who wish to switch between Agencies must have the Transfer Form completed by both (current and future Agencies); and the owner must sign.

- Transfer Form - completed by both Agencies and Owner - [Click Here](#)
- If the Vacation Rental Registration Certificate is expiring within 30 days of the transfer, submit the required renewal payment with your transfer document(s)
- Current Transfer Fee

Closing a Certificate

- ▶ Must be completed; Does not close automatically
- ▶ TOT Permit: 10-days prior to the sale or cessation of business(PSMC 3.24.090
- ▶ VR Certificate: With-in 7-days Vacation Rental is sold or disposed of PSMC 5.25.060 (e)
- ▶ New owner cannot operate until a new Certificate is obtained

Closing a Vacation Rental or Homeshare Registration Certificate:

This form is required to be submitted by the owner in order to close a Vacation Rental/Homeshare property TOT permit and Registration Certificate.

[CLOSE OUT FORM - CLICK HERE](#)

What to do if a property with a current Registration Certificate is being sold:

The new owner must apply for a Vacation Rental or Homeshare Registration Certificate with a new application. Applications must be complete (except in this case for closing escrow documents that need to be provided immediately upon closing). Application fees are not refundable, even if the sale does not go through. Typical lead time for processing an application is 30 days so please ensure this is communicated to all parties including the new owner; advertising or operating without a Registration Certificate is prohibited. It is not the responsibility of the Department of Special Program Compliance to address prior or pending bookings during the new application process.

The selling owner must complete the Close Out Form.



Thank you for attending

This time is set aside for further discussion and questions