



The Department of Special Program Compliance

CONTRACT SUMMARIES AND OPERATIONAL STANDARDS AND
CONDITIONS

Overview

▶ Discussion on Vacation Rental Ordinance 1918, sections 5.25.070 (A-V)

▶ Contract Summary Webtool Overview

Ordinance and Contract
Summary tool available on our
Vacation Rental Website
psvacationrentalcompliance.com

Operational Standard and Conditions

- ▶ 5.25.070 (a) Prudent Business Practice
- ▶ The Owner shall use reasonably prudent business practices to ensure that the Vacation Rental unit complies with all applicable
 - ▶ Fire codes
 - ▶ Building and safety codes
 - ▶ Health and safety code
 - ▶ All other relevant laws

Number 13 on the [Safety Inspection Checklist](#)



13	List current outstanding Code Violations as per Building & Safety Dept. if any:	
----	---	--

Operational Standard and Conditions

▶ 5.25.070 (b) Contracts

- ▶ No more than thirty-two (32) Contracts for Vacation Rental use of a property shall be allowed or provided in any calendar year
 - ▶ however, up to four (4) additional Contracts shall be allowed or provided for the Third Quarter of a calendar year so long as the entire term of each such Contract occurs during such Third Quarter.

▶ A Contract includes any occupancy of a property subject to a Vacation Rental registration certificate

- ▶ by persons other than the Owner when the Owner is not present during such occupancy,
 - ▶ Regardless of whether compensation is paid for such occupancy
 - ▶ Whether occupancy is evidenced in an agreement or document.

Operational Standard and Conditions

- ▶ 5.25.070 (b) (ii) Contracts
 - ▶ For the first year a Vacation Registration Certificate is in effect
 - ▶ the thirty-two (32) contract limit shall be prorated based on the number of months that elapse prior to the subsequent calendar year
 - ▶ In the event any portion of the Third Quarter occurs during the first year a Vacation Registration Certificate is in effect, the four (4) additional Contracts may be used during such Third Quarter.
- ▶ 5.25.070 (b) (iii) Contracts
 - ▶ The Owner at the time an application or renewal can
 - ▶ Designate and file with the Enforcement Official the names of up to five (5) persons who may occupy the Vacation Rental unit at no cost
 - ▶ Without requiring the presence of the Owner on the premises of the Vacation Rental.
 - ▶ Each such occupancy shall fully comply with all other provisions of this Chapter
 - ▶ This stay will no count towards the allotted 32-contracts

Operational Standard and Conditions

- ▶ 5.25.070 (c) Occupancy and Parking
- ▶ 5.25.070 (d) Occupancy and Parking (Estate Home)
 - ▶ “Estate Home” means a single-family dwelling with five or more bedrooms.

Number of Bedrooms	Total Overnight Occupants	Additional Day Time Occupants	Total Daytime Occupancy	Total Vehicles Allowed
Studio/1	2	4	6	1
2	4	4	8	2
3	6	4	10	3
4	8	4	12	4
5 Estate Only	10	4	14	5
6 Estate Only	12	4	16	6

Operational Standard and Conditions

▶ 5.25.070(e) – Local Contact Person

- ▶ Available twenty-four hours per day, seven days per week for the purpose of:
 - ▶ responding by telephone within fifteen (15) minutes of complaints from or through the Hotline
 - ▶ responding in-person within thirty (30) minutes to any additional or successive complaints regarding the condition, operation, or conduct of occupants of the Vacation Rental
 - ▶ Owners/Operators designate a local contact at time of [application](#)
 - ▶ This can be updated by following the steps provided here: [Updating Mailing address and local contact information](#)

11-Local Contacts. You must include at least one local contact below that can respond to a DSPC Official 24 hours x 7 days a week; response must be physically at the Vacation Rental property within 30 minutes from the time of the call.

Local Contact Name: _____ Phone #: _____

Local Contact Address: _____ City: _____

Signature of Local Contact: _____

Secondary Local Contact Name: _____ Phone #: _____

Local Contact Address: _____ City: _____

Signature of Local Contact: _____ Phone #: _____

Operational Standard and Conditions

- ▶ 5.25.070 (f) The Owner shall use reasonably prudent business practices to ensure that the occupants and/or guests of the Vacation Rental unit do not create unreasonable noise disturbances, engage in disorderly conduct, or violate provisions of the Municipal Code or any state law

NOISE

5.25.070 (g) Notwithstanding the provisions of Section [11.74.043](#), any radio receiver, musical instrument, phonograph, loudspeaker, sound amplifier, or any machine or device for the producing or reproducing of any sound shall be conducted within a fully enclosed Vacation Rental unit and shall not be audible at the property line of the Vacation Rental.

MUSIC

Operational Standard and Conditions

▶ 5.25.070 (h) – Written Contracts

▶ “Contract” means an agreement or evidence of any tenancy that allows or provides for the vacation rental of property.

- ▶ (1) the Responsible Person will provide the Responsible Person’s name, age, address, and a copy of a government issued identification
- ▶ (2) establishes and sets out the terms and conditions of the Contract, including without limitation occupancy limits, noise prohibitions, and vehicle parking requirements

➤ (3) requires the Responsible Person to acknowledge and agree that he or she is legally responsible for compliance of all occupants of the Vacation Rental or their guests with all provisions of this Chapter and/or the Municipal Code

➤ (4) the Owner or the Owner’s Agent provides a copy of the “Good Neighbor Brochure” to the Responsible Person

➤ (5) the Responsible Person provides a list of all guests by name

➤ maintained by the Owner or the Owner’s Agent for a minimum of four (4) years and shall be readily available for inspection upon request of the Enforcement Official

➤ A summary or abstract of the written Contract, in a form approved by the Enforcement Official, shall be filed with the Enforcement Official prior to occupancy, in a manner approved by the Enforcement Official

➤ Contract Summaries are filed using our on-line tool located on our Vacation Rental Website – [Submit Contract Summary](#)

Operational Standard and Conditions

- ▶ 5.25.070 (i) Enforcement Official
 - ▶ **First Responder to concerns reported to the City**
 - ▶ Notifies Owner, or their agent, that the responsible person, including any occupant or guest has created unreasonable noise or disturbances, engaged in disorderly conduct, or committed violations of provisions of the Municipal Code or any state law
 - ▶ Owner, or their agent shall promptly respond in a timely and appropriate manner to prevent a recurrence of such conduct by those occupants or guests,
 - ▶ “timely and appropriate manner” shall mean in-person contact within thirty (30) minutes

Operational Standard and Conditions

- ▶ 5.25.070 (j) Owner or Agent
 - ▶ Failure of the Owner or his or her agent to respond to calls or complaints regarding the condition, operation, or conduct of occupants of the Vacation Rental in a timely and appropriate manner shall be:
 - ▶ grounds for imposition of penalties as set forth in this Chapter.
 - ▶ Penalties for violation is a citation issued to the owner and will count as a violation pursuant to 5.25.090(b) "Upon the third violation in any twelve-month period, the City Manager shall suspend the Vacation Registration Certificate for two (2) years".
 - ▶ It is not intended that an Owner, agent, or Local Contact Person act as a peace officer or place themselves(s) in an at-risk situation

Operational Standard and Conditions

- ▶ 5.25.070 (k) Trash
- ▶ Trash and refuse shall not be left stored within public view
 - ▶ Except in proper containers for the purpose of collection by the collectors and between the hours of five a.m. and eight p.m. on scheduled trash collection days
 - ▶ The Owner of the Vacation Rental unit shall use reasonably prudent business practices to ensure compliance with all the provisions of Chapter [6.04](#) of the Municipal Code (Waste Disposal and Diversion)
 - ▶ provide “walk-in service” or as may otherwise be approved by the Enforcement Official.

Initial

Walk-in level of trash service or higher is required. By submitting this Application, you authorize the City of Palm Springs to upgrade your trash service on your behalf. If you already have walk-in service you must provide a current Palm Springs Disposal Service billing showing the walk in level of service or higher at the time of the application.

Initialed at
time of
application



Operational Standard and Conditions

- ▶ 5.25.070 (I) Home Repairs
- ▶ All home repairs (external and internal), garden and yard maintenance, and pool cleaning and maintenance
 - ▶ shall not be performed between the hours of 5:00 pm on Friday through 8:00 am on Monday
 - ▶ except
 - ▶ in the case of an emergency
 - ▶ or the occurrence of an unexpected event that reasonable warrants a timely or immediate response
 - ▶ Repairs and maintenance shall not be scheduled in advance to occur during the days and time specified in this subsection

Operational Standard and Conditions

- ▶ 5.25.070 (m) In-Person Meeting
- ▶ The Owner or the Owner's agent or representative shall meet the Responsible Party in person at the Vacation Rental or the Owner's or Owner's agent's office
 - ▶ Prior to, or within twenty-four (24) hours of, the commencement of the occupancy
 - ▶ Describe all rules and regulations applicable to the use of the property as a Vacation Rental
 - ▶ Describe the responsibilities of the Responsible Party to the neighbors and the City as well as the Owner.
 - ▶ Shall secure the signature of the Responsible Party and all adult guests to a statement of rules and regulations
 - ▶ In-Person includes live digital video conference
 - ▶ Pursuant to Administrative Regulation dated [09/2021](#)

Operational Standard and Conditions

- ▶ 5.25.070 (n) Document posting at the Vacation Rental
- ▶ The Owner of the Vacation Rental unit shall post on the inside of the front door and the primary door to the backyard or in a conspicuous location near each such door
 - ▶ a copy of the Registration Certificate
 - ▶ a copy of the conditions set forth in this Section
 - ▶ including all rules and regulations applicable to the use of the property as a Vacation Rental
 - ▶ Please visit our [Ordinance 1918 Tool-kit](#) on our website.

Operational Standard and Conditions

- ▶ 5.25.070 (o) Provided information by owner
- ▶ The Owner shall provide each occupant of a Vacation Rental with the following information prior to occupancy of the unit and/or post such information in a conspicuous place within the unit:
 - ▶ The name of the managing agency, agent, rental manager, Local Contact Person, or Owner of the unit, and a telephone number at which that party may be reached on a twenty-four-hour basis
 - ▶ The maximum number of occupants permitted to stay in the unit
 - ▶ The trash pick-up day and applicable rules and regulations pertaining to leaving or storing trash or refuse on the exterior of the property
 - ▶ Notification that any radio receiver, musical instrument, phonograph, loudspeaker, sound amplifier, or any machine or device for the producing or reproducing of any sound shall only be operated within a fully enclosed Vacation Rental unit and shall not be audible at the property line of the Vacation Rental
 - ▶ Notification that the occupant may be cited or fined by the City and/or immediately evicted by the Owner pursuant to state law, in addition to any other remedies available at law, for creating a disturbance or for violating any provision of this Chapter
 - ▶ Notification that failure to conform to the occupancy requirements of the Vacation Rental unit is a violation of this Chapter
 - ▶ A copy of this Chapter of the Palm Springs Municipal Code, as may be amended from time to time

Operational Standard and Conditions

- ▶ 5.25.070 (p) Applicable Conditions, Covenants or other Restrictions
 - ▶ The use of a Vacation Rental unit shall not violate any applicable conditions, covenants, or other restrictions on real property.

Acknowledged during application



5-Is the Vacation Rental property within an HOA (applies to condos, duplexes, and single family homes

_____ YES _____ NO (If YES, have you attached the required letter from the HOA Board or Management Company stating that this specific Vacation Rental will not violate CC&Rs or other HOA rules included? _____ YES)

Name of the HOA: _____

Operational Standard and Conditions

- ▶ 5.25.070 (q) Transient Occupancy Taxes
 - ▶ The Owner shall comply with all provisions of Chapter [3.24](#) of the Municipal Code concerning transient occupancy taxes
 - ▶ Submission of a monthly return for each Vacation Rental in accordance with Section [3.24.080](#)
 - ▶ The monthly return shall be filed each month regardless of whether the Vacation Rental unit was rented or not during each such month.

Operational Standard and Conditions

- ▶ 5.25.070 (r)(s) City Manager Authority
- ▶ The City Manager shall have the authority
 - ▶ to impose additional standard conditions
 - ▶ applicable to all Vacation Rental units or identifiable classes of Vacation Rentals
 - ▶ to achieve the objectives of this Chapter
- ▶ A list of all such additional standard conditions shall be maintained and on file in the Office of the City Clerk and such offices as the City Manager designates.

Operational Standard and Conditions

- ▶ 5.25.070 (t) Administrative Rules and Regulations
- ▶ The City Manager shall have the authority to establish administrative rules and regulations, which may include:
 - ▶ registration conditions
 - ▶ reporting requirements
 - ▶ inspection frequencies
 - ▶ enforcement procedures
 - ▶ advertising restrictions
 - ▶ disclosure requirements
 - ▶ insurance requirements
- ▶ For the purpose of implementing, interpreting, clarifying, carrying out, furthering, and enforcing the requirements
- ▶ A copy of such administrative rules and regulations shall be on file in the Office of the City Clerk.

Governance

The following links include governing documents associated with Palm Springs Municipal Code, Chapter 5.25 Vacation Rentals.

- Ordinance No.1918 - [Click Here](#)
- Administrative Regulation -Converting Property Certificates for Apartment Properties re R1 Standards (12/2018) - [Click Here](#)
- Administrative Regulation - Authority for Issuance of Administrative Citations (10/2018) - [Click Here](#)
- Administrative Regulation - Non-Refundable Fees and Charges (8/2018) - [Click Here](#)
- Administrative Regulation - Business Entities (8/2018) - [Click Here](#)
- Administrative Regulation - Estate Planning Entities Relating to Vacation Rental and Homeshare Registration Certificate Requirements (7/2018) - [Click Here](#)
- Administrative Regulation - Homesharing Authorization (3/2018) - [Click Here](#)
- Administrative Regulation - Business Entities - (5/2018) - [Click Here](#)
- Administrative Regulation - No Covenants or Other Deed Restrictions (3/2018) - [Click Here](#)
- Administrative Regulation - Displaying of VR City ID Number on Advertising - (9/2017) - [Click Here](#)
- Administrative Regulation - Violation Count for Purposes of Suspending a VR Certificate (8/2017) - [Click Here](#)
- Administrative Regulation - Operating of a Vacation Rental - (7/2017) - [Click Here](#)
- Administrative Regulation - In-person meet with the Responsible Party at the Vacation Rental - (9/2021) - [Click Here](#)

Operational Standard and Conditions

- ▶ 5.25.070 (u) Insurance Policies
- ▶ Owner shall procure, maintain, and pay premiums for commercial insurance policies that cover short term rental of property for each Vacation Rental with minimum limits as may be established by the City Manager from time to time.

Acknowledged during application



7-Is your proof of liability insurance in the amount of no less than \$500,000. per occurrence included? _____YES
(The City of Palm Springs does not need to be additional named insured.)

Operational Standard and Conditions

▶ 5.25.070 (v) Building, Fire and Safety Inspection

▶ Reviews building requirements such as

- ▶ Bedrooms
- ▶ Egress
- ▶ Code violations

▶ Reviews fire requirements such as

- ▶ Smoke detectors
- ▶ Carbon monoxide
- ▶ Unit address
- ▶ Fire Extinguisher (2a-10bc)
- ▶ Window bars in sleeping rooms

▶ Pool Safety requirements such as

- ▶ Swim at your own risk signage
- ▶ Telescoping pole
- ▶ Door Alarms
- ▶ Self closing side gates that lead to pool

▶ The annual safety inspection forms are submitted with the annual Vacation Rental Application and can be found here: [Safety Inspection Forms](#)

Operational Standard and Conditions

If you have any questions, please email vacation.rentals@palmspringsca.gov