



The Department of Special Program Compliance

OPERATIONAL REQUIREMENTS – 8.23.22

Overview

- ▶ Overview of past operational and standard conditions zoom education
- ▶ Discussion on
 - ▶ Requirement of obtaining an annual Registration Certificate
 - ▶ Requirements on Advertisements
 - ▶ City ID
 - ▶ Occupancy
 - ▶ Rules for guests
- ▶ Requirements for Contracts
 - ▶ City requirements
 - ▶ Copy of responsible guests ID
 - ▶ Good Neighbor Brochure
 - ▶ Submitting Contract Summaries
- ▶ Meet and Greet
 - ▶ In-person or virtual
 - ▶ Statement of rules and regulations
- ▶ Guest operational requirements

Operational Requirements

- ▶ Previous training session discussed Palm Springs Municipal Code (PSMC) 5.25.070 – Operational Standards and Conditions.
 - ▶ Focused discussion on all subsections A through V
 - ▶ A good resource on requirements can be accessed by visiting our municipal code page [PSMC 5.25.70 – Operational Requirements and Standard Conditions](#)

Operational Requirements

- ▶ This discussion will focus on operational requirements with:
 - ▶ Annual Certificates
 - ▶ Advertisements
 - ▶ Contracts
 - ▶ Meet and greets
 - ▶ Guest requirements



Operational Requirements

- ▶ Annual Registration Certificate
 - ▶ Is required to be renewed annually
 - ▶ Paperwork and payment is required
 - ▶ Materials can be found on our Vacation Rental website located at www.palmspringsca.gov > Vacation Rentals > [Vacation Rental Certificate](#)
 - ▶ Will need to provide for renewing:
 - ▶ Application
 - ▶ Updated insurance
 - ▶ Safety inspection contact page
 - ▶ Ownership form
 - ▶ Friends and Family

Government » Departments » Special Program Compliance » Vacation Rentals »

Vacation Rental Certificate

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APPLICATION

Initial application for a Vacation Rental Registration Certificate

RENEWAL APPLICATION

Annual renewal application for a Vacation Rental Registration Certificate

TRANSFER APPLICATION

Transfer to: Agency to Agency, Owner to Agency or Agency to Owner

CERTIFICATE CLOSURE

Process to close a Vacation Rental Registration Certificate

CONTACT INFORMATION

Update your mailing address or update your Local Contact information

Operational Requirements

- ▶ Advertisements
 - ▶ Includes all web-based advertising, hosting platform print media and television
 - ▶ Must include the Vacation Rental Certificate number (CITY ID)
 - ▶ Must be prominent and legible in the property description section
 - ▶ "The City of Palms Springs ID# XXXX"
- ▶ No person or entity shall maintain any advertisement of a Vacation Rental that is in violation of any provision of this Chapter.
 - ▶ Example: Occupancy
- ▶ Guest expectations

Operational Requirements

▶ Contracts

- ▶ City requirements can be found under PSMC [5.25.070\(h\)](#)
 - ▶ The Responsible Person will provide the Responsible Person's name, age, address, and a copy of a government issued identification;
 - ▶ establishes and sets out the terms and conditions of the Contract, including without limitation occupancy limits, noise prohibitions, and vehicle parking requirements;
 - ▶ 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;
 - ▶ the Owner or the Owner's Agent provides a copy of the "Good Neighbor Brochure" to the Responsible Person;
 - ▶ the Responsible Person provides a list of all guests by name

▶ Contract Summary

- ▶ Submitted prior to occupancy
- ▶ This is not related to transient occupancy tax
- ▶ Submitted [online](#)

Submit Contract Summary

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The Department of Special Program Compliance has prepared an on-line tool for your submittal of the Contract Summary for compliance with Ordinance No. 1918, Section 5.25.070(h). We appreciate that your time is valuable and this Contract Summary tool has been designed with that in mind.

You are required to begin submitting your Contract Summaries using this tool for each guest stay that has a check-in date of September 5, 2017 or later. Providing the Contract itself is not necessary and will not be accepted as a Contract Summary. Note that you cannot submit Contract Summaries retroactively.

If you are a Homeshare, contract count is not applicable and you are not required to submit a Contract Summary.

Operational Requirements

- ▶ Meet and Greet
 - ▶ Can be done in-person or virtual (digital video conference)
 - ▶ Meeting can be prior to or within 24 hours of the commencement of occupancy
 - ▶ Verbally explain rules and regulations
 - ▶ Secured [Statement of Rules and Regulations](#)



City of Palm Springs

Department of Special Program Compliance

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City of Palm Springs Vacation Rental Statement of Rules and Regulations

VR Property Address: _____ Total # of Occupants: _____

Agent or Owner Name: _____ Total # of Vehicles: _____

Contact Phone #: _____ (on a 24-hour basis).

Responsible Party (Person on the Rental Contract): _____

Arrival Date: _____ Departure Date: _____

We welcome you and we want you to experience all that the City of Palm Springs has to offer. VR homes are located throughout many beautiful neighborhoods in our City. When you stay at a VR home, you and your guests become part of the neighborhood for the duration of your stay. We ask you to please be respectful and be considerate of the neighbors.

As a guest in a VR property in the City of Palm Springs, please familiarize yourself with the Good Neighbor Brochure. An owner or Agent of the Vacation Rental property is responsible for educating the guests on the Rules and Regulations stated in the Good Neighbor Brochure.

By signing below, you agree to the following:

1. I have read and I will comply with all the Rules and Regulations stated in the Good Neighbor Brochure.
2. I understand that I may be issued an Administrative Citation by the Code Compliance Officer, Palm Springs Police Department or their agents for not following City of Palm Springs Vacation Rental Rules and Regulations.
3. I understand the City of Palm Springs may request eviction of all the guests from the property by the agent and/or owner should any occupants in the rental party continue to violate Rules and Regulations.
4. I agree that the Responsible Person is the individual on the Rental Contract. Responsible Person is the individual who is held responsible for actions of all guests in their rental party.
5. An Agent or Owner or their representative has explained the Rules and Regulations in person prior to or within 24 hours of my Vacation Rental property occupancy.

Responsible Party Name: _____ Signature: _____

Adult Guest #1 Name: _____ Signature: _____

Adult Guest #2 Name: _____ Signature: _____

Adult Guest #3 Name: _____ Signature: _____

Adult Guest #4 Name: _____ Signature: _____

Adult Guest #5 Name: _____ Signature: _____

Adult Guest #6 Name: _____ Signature: _____

Adult Guest #7 Name: _____ Signature: _____

(For additional guest signatures you may use a second copy of this form)
Please keep a copy of this Statement of Rules and Regulations in the Vacation Rental Property throughout the guest stay.

Operational Requirement

- ▶ A great resource for guests is the [Good Neighbor Brochure](#)
 - ▶ No music outside of the Vacation Rental unit. Including music coming from inside of the home
 - ▶ Occupancy limits apply depending on time of day
 - ▶ One vehicle per bedroom is permitted at the Vacation Rental
 - ▶ Trash containers must remain out of public view except for purpose of collection on appropriate days.

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 Requirements

- ▶ Conclusion
 - ▶ [PSMC 5.25.060](#) outlines Vacation Rental Registration Requirement
 - ▶ [PSMC 5.25.070](#) lists all Operational and Standard Conditions
 - ▶ Forms and other Vacation Rental material is accessible on the [Vacation Rental Website](#)