



# City of Palm Springs

Department of Special Program Compliance

425 North Civic Drive • Palm Springs, California 92262

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## VACATION RENTAL REGISTRATION CERTIFICATE RENEWAL APPLICATION

THIS APPLICATION IS USED FOR RENEWING A SHORT-TERM VACATION RENTAL CERTIFICATE, INCLUDING, HOMESHARING AND JUNIOR VACATION RENTAL CERTIFICATES.

Owner must complete, sign and provide the following with this Vacation Rental Registration Application (find forms at [www.psvacationrentalcompliance.com](http://www.psvacationrentalcompliance.com)). Complete payment due must accompany Application; fees are nonrefundable. Payment accepted by mail: US bank checks (payable to City of Palm Springs). Payment accepted in office: US bank checks (payable to City of Palm Springs), Mastercard, and Visa.

### REQUIRED DOCUMENTS

- Completion of Ownership Form. Provide documentation such as Articles of Organization and Operating Agreement or copy of Trust to prove ownership.
- Safety Inspection form. A DSPC Code Compliance Officer will contact you for scheduling after your paperwork is received. (The Safety Inspection is **required** annually)
- Proof of Insurance (\$500k minimum liability per occurrence) showing policy is current.
- Annual Vacation Rental Registration Certificate fee of:
  - \$1,072 – Vacation Rental Registration Certificate
  - \$268 – Homesharing Vacation Rental Registration Certificate
  - \$642 – Junior Vacation Rental Registration Certificate

### ADDITIONAL DOCUMENTS – REQUIRED IF APPLICABLE

- Signed Electrician's Pool Certificate form (required if property has its own pool and/or spa) **with** Contractor's paid invoice attached. (Pool Certification is required every 5-years)

- Letter from the HOA Board or Management Company stating that this specific Vacation Rental will not violate CC&Rs or other HOA rules (if property is in a development managed by an HOA)
- Proof of Residency (for a duplex, owner must live on site and provide this proof)
- Friends and Family List form (optional; these guest stays are not included in the total annual contract count)

### IMPORTANT INFORMATION BEFORE APPLYING

Palm Springs Municipal Code (Ch. 5.25) requires a valid Vacation Rental Registration Certificate for all Vacation Rentals utilized for occupancy for dwelling, lodging, or sleeping purposes 28 consecutive days or less.

Please direct all questions to the Department of Special Programs Compliance (DSPC). Incomplete Applications will not be accepted. Issuance of a Vacation Rental Registration Certificate is not a guarantee of future renewal for any subsequent years. For cancellation by Owner, it is the responsibility of the Owner to cancel and close the Registration Certificate prior to expiration by using the DSPC Close Out form.

DSPC processing times can vary between **30 to 90 days** from the day we receive your completed Application. You will be contacted by the DSPC who will conduct an annual Safety Inspection of the Vacation Rental property (view the form at [www.psvacationrentalcompliance.com](http://www.psvacationrentalcompliance.com).)

### SECTION A – PROPERTY OWNER INFORMATION

1. Check one:  Individual       Multiple Individuals       LLC, LLP       Personal or Family Trust *(if other than Individual is checked, must complete Vacation Rental Ownership Form. A corporation may not apply for a Vacation Rental Registration Certificate.)*

2. Owner Name:

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3. Owner Mailing Address:

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4. Owner Physical Address (Residence if different than above Owner mailing address)

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5. Phone Number:

6. Alternate Phone Number:

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7. Email:

### SECTION B – VACATION RENTAL PROPERTY INFORMATION

1. Vacation Rental Address: \_\_\_\_\_

2. What type of Vacation Rental Certificate are you applying for:

- Vacation Rental Registration Certificate    Homesharing Certificate    Junior Vacation Rental Certificate

3. Are you applying in agreement with an Agency<sup>1</sup>  Yes or  No
  - a. If you selected “yes” above, make sure to your agency complete the “Agency information” below.
4. What is the type of property you are renting?
 

Single Family Residence  Condo  Casita  Duplex
5. Is the Vacation Rental property within an HOA and/or have CCR’s associated with property (applies to condos, duplexes, and single-family homes)?  Yes or  No
  - a. If yes, you are **REQUIRED** to attach a letter from the HOA Board or Management Company stating that this specific Vacation Rental will not violate CC&Rs or other HOA rules.
  - b. Name of HOA: \_\_\_\_\_
6. If applicable, is the signed Electricians Pool Certification attached with paid invoice or inspection report?  YES (It is applicant’s sole responsibility to obtain this Certification from a licensed electrician; find form at [www.psvacationrentalcompliance.com](http://www.psvacationrentalcompliance.com)) This form is not needed if there is a shared pool and/or spa maintained by the HOA but must complete 6a below.
  - a.  Yes
  - b.  No if no, please specify the last date the pool was inspected by a licensed California Electrical Contractor (C10, C53, D35 Licensee only accepted. **Date:** \_\_\_\_\_
  - c. If the pool and/or spa is shared and not exclusive to your Vacation Rental property and is maintained by an HOA, you must initial here \_\_\_\_\_
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.*)
8. Are you including a Family and Friends Form with this Application?  YES or  NO (*If so, these guest stays are not included in the total annual contract count; owner may update this form ONLY at the time of each renewal.*)<sup>2</sup>

**SECTION C – AGENCY INFORMATION (TO BE FILLED OUT BY AN AGENCY IF APPLICABLE)**

1. Agency Company Name: \_\_\_\_\_
2. Agency TOT Number: \_\_\_\_\_
3. Agency Address: \_\_\_\_\_
4. Agency Representative Name: \_\_\_\_\_
5. Phone Number: \_\_\_\_\_ 6. Alternate Phone Number: \_\_\_\_\_
7. Agency Email: \_\_\_\_\_

I declare under penalty of perjury that this information is to the best of my knowledge, true, correct and complete.

\_\_\_\_\_  
Agency signature

<sup>1</sup> Palm Springs Municipal Code 5.25.050(a) – Agency: An Owner may retain an agent with an exclusive listing arrangement or a representative to assist in the compliance with the requirements of this Chapter, including, without limitation, the filing of a complete Vacation Rental registration the management of the Vacation Rental unit or units, and compliance with the requirements of this Chapter including the collection and payment to the City of all transient occupancy taxes due and payable on the Vacation Rental unit.

<sup>2</sup> Palm Springs Municipal Code 5.25.070(b)(4): the Owner at the time an application or renewal is submitted 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 and 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, including, without limitation, the requirement to submit a Contract summary prior to each applicable occupancy.

## SECTION D – LOCAL CONTACT INFORMATION

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

Local Contact Name: \_\_\_\_\_ Phone Number \_\_\_\_\_  
Local Contact Address: \_\_\_\_\_ City: \_\_\_\_\_  
Signature of Local Contact \_\_\_\_\_

Secondary Local Contact Name: \_\_\_\_\_ Phone Number \_\_\_\_\_  
Local Contact Address: \_\_\_\_\_ City: \_\_\_\_\_  
Signature of Local Contact \_\_\_\_\_

## SIGNATURE AND DATES

1. By signing this Application, you are agreeing to the indemnification/hold harmless agreement below:

Owner, agrees to indemnify, save, protect, hold harmless, and defend the City of Palm Springs, the City Council of the City of Palm Springs, individually and collectively, and the City of Palm Springs representatives, officers, officials, employees, agents, and volunteers from any and all claims, demands, damages, fines, obligations, suits, judgments, penalties, causes of action, losses, liabilities, or costs at any time received, incurred, or accrued as a result of, or arising out of Owner's actions, or inaction in the operation, occupancy, use, and/or maintenance of the Property.

2. I declare under penalty of perjury that the information on this Application is to the best of my knowledge, true, correct and complete. Any false statements will deem my Vacation Rental Registration Certificate void and will preclude any future vacation rental certificates and/or permits within the City of Palm Springs.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## SECTION E – VACATION RENTAL REGULATIONS

It is Owner’s responsibility to understand and comply with Palm Springs Municipal Code Chapter 5.25, Vacation Rentals, AND Palm Spring Municipal Code Chapter 3.24, Transient Occupancy Tax Regulations. Below are key requirements but there are others. *Owner, please read and initial below.*

Initial	Regulations
	Short-term Vacation Rental shall only be rented 26 times in any Calendar year, <b>with exception to existing permittees, Homesharing and Junior Vacation Rental Certificates</b> <sup>3</sup> . For the first year, when a Vacation Rental Registration Certificate is in effect, the 26-contract limitation shall be prorated based on the number of months that have elapsed prior to the issuance of the Vacation Rental Registration Certificate.
	Prior to each occupancy, the Owner or Agent shall enter into a written contract with a Responsible Person 25 years of age and older; the contract shall include all requirements of the PSMC 5.25. Owner or Agent shall ensure that a summary of each such written contract is filed as required with the Department of Special Program Compliance prior to occupancy.
	There is a 24/7 short term vacation rental hotline set up for residents to call for any concerns in regard to vacation rental properties. The Vacation Rental Hotline number is 760-322-8383. The hotline will dispatch Department of Special Program Compliance officers to investigate hotline reported concerns and your Local Contact Person may be contacted to assist in all such cases. Your Local Contact Person must be available at property within 30 minutes of the call.
	NO outside amplified music is allowed while being rented. Indoor amplified music shall not be heard at the property line.
	All home repairs inside and outside of the home including yard maintenance, pool service, general repairs and general maintenance are to occur. between hours of 8:00am and 5:00pm Monday - Friday, except in the cases of emergency repairs or events that reasonably warrant a timely response.
	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. <b>This is not applicable to Homesharing Properties</b>
	Good Neighbor Brochure and Statement of Rules and Regulations (available online in pdf format) must be provided to the Responsible Person, signed by all guests, and posted conspicuously in the Vacation Rental property at the front door and back door, for each occupancy. In addition, a copy of the Registration Certificate must be posted conspicuously at the front door.
	The Owner or Agent must meet the Responsible Person on the contract in person at the Vacation Rental property or the Owner’s or Owner’s Agent office prior to, or within 24 hours of commencement of occupancy.
	Annual training from the City’s Department of Special Program Compliance is required for Owners and Agents and representatives that address the Initial Vacation Rental rules and regulations. Owner and any Agent or representative of Owner that is in contact with guests has viewed the educational videos and tests on the City’s website at <a href="http://www.psvacationrentalcompliance.com">www.psvacationrentalcompliance.com</a> .
	Transient Occupancy Tax (TOT) of 11.5% and TBID (Tourism Business Improvement District) Assessment of 1.0% must be collected on short term stays of 28 consecutive days or less. A TOT return must be filed monthly, <b>even if no tax is due</b> . TOT returns must be physically received at the City Hall TOT desk by 6:00pm on the last working day of the month following the close of each calendar month. Delinquency is determined by the date received, not the postmark date.
	Occupancy and car limits are strictly enforced. (See Below Table)

Number of bedrooms	Total Overnight Occupants (plus 2-children 12 years of age or under)	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

**I declare under the penalty of perjury that I have reviewed the requirements of the City of Palm Springs’ Transient Occupancy Tax Regulations (PSMC Chapter 3.24) and Vacation Rental Regulations (PSMC Chapter 5.25) and understand the procedures for remitting such tax and tax form to the City of Palm Springs each month, *whether I have rentals or not*, and agree to comply with all requirements of the Palm Springs Municipal Code.**

Owner Name: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<sup>3</sup> Homesharing Vacation Rental Certificates do not have annual contract limitations. Junior Vacation Rental Certificates may only be rented 6 times in any Calendar year. For Vacation Rental permittees existing on or prior to October 17, 2022, 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, subject to reduction to 26 on and after January 1, 2026