

# The Department of Special Program Compliance

Contract Summaries and Contract Counts

# The Department of Special Program Compliance

## A Contract Summary is:

- A summary or abstract of the written Contract, in a form approved by the Enforcement Official
- Filed with the Enforcement Official prior to occupancy, in a manner approved by the Enforcement Official
- Not required for homesharing properties

Government » Departments » Special Program Compliance » Vacation Rentals »

## Submit Contract Summary

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### AGENCY SUMMARY

For Agency operated Vacation Rental properties

### OWNER SUMMARY

For Owner operated Vacation Rental Properties

### JUNIOR VR SUMMARY

For Junior Vacation Rental Properties

### SUMMARY EXTENSION

To extend a guests current stay

The Department of Special Program Compliance has prepared an on-line tool for your submittal of the Contract Summary for compliance with Ordinance No. 2075, 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 submit your Contract Summaries using this tool for each guest stay 28 consecutive days or less.** 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.***

If you need to cancel a contract, please use the appropriate form you would use to submit a contract summary and select the option Contract Cancellation. Contract cancellations may only occur prior to the occupancy of the vacation rental property by a guest. Should your guests cancel their booking, and should you not submit a contract cancellation in a timely manner, the submission of the contract summary will count as one contract.

# The Department of Special Program Compliance

## Who needs to file a Contract Summary

- Vacation Rental Owners or Operators (Excluding Homeshares)
  - Must submit a Contract Summary prior to occupancy for:
    - For guest stays 28-consecutive days or less
    - Family or friends included\*
    - Event house use\*
- You can access the submission tool by visiting: [Submit a Contract Summary](#)

Government » Departments » Special Program Compliance » Vacation Rentals »

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# The Department of Special Program Compliance

**Friends and Family update:** If an owner has a friend or family staying at the property and the owner is not present during the guest stay

- If the friend or family is listed on the friends and family list
  - Submit a contract summary with the selection “friend and family”
    - This will not count towards the annual contract limit count.
- If the friend or family is not listed on the friends and family list
  - Submit a contract summary with the selection with the appropriate contract number
    - This will count towards the annual contract limit count.



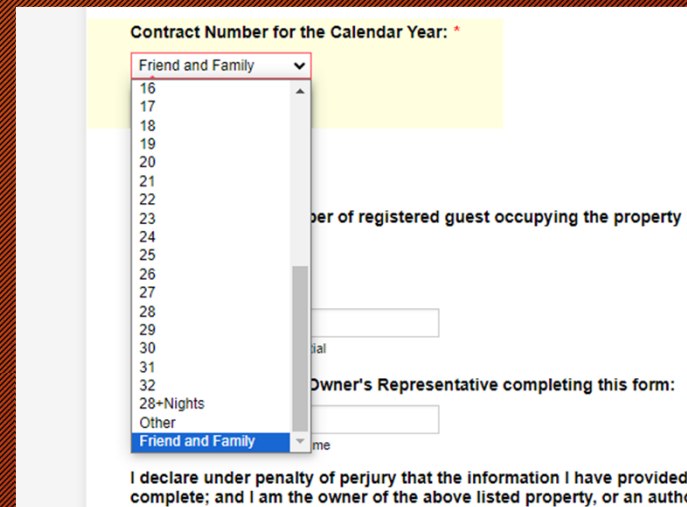
Update!

# The Department of Special Program Compliance

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  - This will not count towards the annual contract limit count.

Update!



The screenshot shows a web form titled "Contract Number for the Calendar Year: \*". A dropdown menu is open, displaying a list of numbers from 16 to 32, followed by "28+Nights", "Other", and "Friend and Family". The "Friend and Family" option is highlighted in blue. To the right of the dropdown, there is a label "Number of registered guest occupying the property" and a text input field. Below that, there is a label "Owner's Representative completing this form:" and another text input field. At the bottom of the form, there is a declaration: "I declare under penalty of perjury that the information I have provided complete; and I am the owner of the above listed property, or an autho".

# The Department of Special Program Compliance

## Event Houses

Palm Springs Municipal Code 5.25.070 (w)

For any Vacation Rental, including any Junior Vacation Rental, that is also used as an Event House, as that term is used in Palm Springs Municipal Code Chapter 5.75, each event shall be counted as a Contract, for purposes of Section 5.25.070's annual caps on the number of Contracts, for such property

# The Department of Special Program Compliance

## Why are the Contract Summaries Required?

### Supports Contract Requirements

- As described in Palm Springs Municipal Code 5.25.070(h):
- 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 each applicable occupancy, in a manner approved by the Enforcement Official

### Supports Annual Contract Limitations

- New permittees (permitted on or after October 18, 2022):
  - 26 Contracts each calendar year
- Existing permittees (permitted on or before October 17, 2022)
  - 32 Contracts for Vacation Rental use of a property shall be allowed or provided in any calendar year
  - Four 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
  - Reduced to 26, on January 1, 2026
- Junior Vacation Rentals
  - 6 contracts each calendar year.

### Supports Code Enforcement

- Allows to know when a property is rented short-term in the case a concern is called in.
- Allows to know who the Responsible Person is in case contact is needed for a concern
- Allows oversight to make sure contract limitations are being followed

# The Department of Special Program Compliance

What are the violations and penalties?

Failing to submit a summary?

- First offense
  - \$2,500 fine
  - Six-month suspension
- Second Offense
  - \$5,000 fine
  - Revocation of certificate

Exceeding short-term stay limitations in a calendar year?

- First Offense
  - \$500 penalty for each count over the permitted limit
    - For example, if you are permitted 36 contracts a calendar year and you have 38 short-term stays, this is 2 additional stays, and the penalty is \$1,000
- Second offense
  - \$1000 penalty for each count over the permitted limit
- If a contract summary was not submitted for the excessive stays, this would be a six-month suspension and \$2,500 penalty



# The Department of Special Program Compliance

## Contract Summary Audits

- Pursuant to 5.25.080 Audit
  - Each Owner and agent or representative of any Owner shall provide the Enforcement Official with access to each Vacation Rental and the books, records, documents, papers, tax returns, and bank accounts at any time during normal business hours as the Enforcement Official may determine are necessary or convenient for the purpose of inspection or audit to determine that the objectives and conditions of this Chapter are being fulfilled.
- Code Compliance are currently conducting audits
  - Please send all questions to the Code Compliance officer identified in the letter and or email using the contact information provided

# The Department of Special Program Compliance

Demonstration

# The Department of Special Program Compliance

Questions