



City of Palm Springs

3200 E. Tahquitz Canyon Way • Palm Springs, California 92262
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Department of Vacation Rental Compliance

IMPORTANT NOTICE – YOUR ACTION IS REQUIRED

July 31, 2017

Subject: Submittal of Contract Summary

Dear Owner/Agent of a Vacation Rental Property,

Thank you for your continued attention and compliance with Ordinance No. 1918 that became effective April 16, 2017. As you are aware, there are new operational requirements for owners and agents specific to limiting the use of a property in any calendar year (see Section 5.25.070(b)), and submitting a summary of each written Contract prior to occupancy in a form approved by the Enforcement Official (see Section 5.25.070(h)).

This letter is to notify you that our Department has prepared an on-line tool for your submittal of the Contract summary. **You will be required to begin submitting your Contract summaries using this tool for all guest stays that have 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.

We appreciate that your time is valuable and this Contract summary tool has been designed with that in mind. You will be receiving an email link in the next thirty (30) days from our office that you will use to access the Contract summary form.

To prepare in advance for submittal of Contract summaries, we suggest you do the following:

- Preview a PDF copy of the Contract summary form by visiting our website at www.psvacationrentalcompliance.com. You will find the form under Ordinance No. 1918 Toolkit. Note that there are two (2) different forms: one for Owner Operators to complete, and one for Agency Operators to complete.
- Know your current Contract count; when you submit your first Contract summary, the Contract number you select on the form will represent your number of guest stays to date. For example, if you have had a total of twenty (20) guest stays already since January 1, 2017, and you are reporting on your Contract summary your twenty first guest stay, on your first Contract summary you must select Contract #21.
- Make a plan for submittal of Contract summaries that ensures they are all submitted after booking and prior to the start date of the occupancy. Early submittal is fine; please note you will also use this form if a change occurs, such as a cancellation or relocation of the guest to another property.
- If you are interested, make sure you have submitted a Friends and Family List (optional form found at www.psvacationrentalcompliance.com) to the Vacation Rental Compliance Department office. These guest stays are not included when counting annual contract limits. Friend and Family occupants must comply with Vacation Rental Rules and Regulations under Ordinance No.1918, Vacation Rentals. This form may only be updated once annually when you renew your Vacation Rental Registration Certificate.

On the back side of this letter, Page 2, we have included some additional information from the Ordinance that may be helpful. For a complete copy of Ordinance No. 1918, please visit our website at www.psvacationrentalcompliance.com. As always, please do not hesitate to contact us should questions arise.

Sincerely,

Suzanne Severin
Vacation Rental Compliance Official

Boris Stark
Vacation Rental Compliance Official

- a. No more than 32 contracts for Vacation Rental use of a property shall be allowed or provided in any calendar year; however, up to four additional Contracts shall be allowed in the Third Quarter (July, August, and September) provided the entire term of the contract occurs during such Third Quarter. (Section 5.25.070(b)).
- b. If the number of fully executed and enforceable contracts for calendar year 2017 exceeds the above limitations as of February 15, 2017, the limits will not apply for calendar year 2017; however, no new or additional contracts will be allowed for calendar year 2017. (Section 5.25.070(b)(i)).
- c. For the first year a Vacation Rental Registration Certificate is in effect, the 32 contract limit shall be prorated. If the Third Quarter occurs during this first year, the 4 additional contracts may be used in the Third Quarter. (Section 5.25.070(b)(iii)). See Contract Count Prorating in d. below.
- d. The Vacation Rental Owner at the time of the application or renewal submission may designate and file with the Enforcement Official the names of up to five (5) persons who may occupy the Vacation Rental at no cost and without requiring presence of the Owner on the premises of the Vacation Rental. These stays are not included when counting annual contract limits. Occupants must comply with Vacation Rental rules and regulations.
- e. If you have not provided our office with recent Owner contact information, please do so as soon as possible. You may fax, mail or email to vacation.rentals@palmspringsca.gov. We need the following information:

Vacation Rental Property Address: _____

Agent/Owner Name (include both if applicable): _____

Agent/Owner Email (include both as applicable): _____

Agent/Owner Phone Number (include both as applicable): _____