City of Palm Springs

Department of Special Program Compliance

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OWNER AUTHORIZATION FOR VACATION RENTAL REQUIREMENTS

An owner may retain an agent with an exclusive listing arrangement or a representative to assist in the compliance with the requirements of the Vacation Rental Ordinance, 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.

In the event an owner enters into an exclusive listing arrangement, the vacation rental registration certificate may be secured, and the transient occupancy registration certificate requirements provided in this chapter may be performed, by the agent or representative and not by the owner; however, the agent or representative shall separately account all revenues and costs on a per property basis, including without limitation transient occupancy taxes and the gross rent amounts used to calculate such taxes.

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
1. The failure of an agent to comply with this chapter shall not relieve the owner of the owner's obligations under the provisions of this chapter.	
2. 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, even if no tax is due.	
3. "Vacation rental registration certificate" or "registration certificate" means the **annual permit and/or a registration** for a vacation rental or a homeshare interest issued by the city pursuant to this chapter and must be renewed annually.	
4. "Exclusive listing arrangement" means a written agreement between an owner and an agent or representative where the agent or representative has the sole and exclusive right to rent or lease a vacation rental unit to any person and the owner is prohibited from renting or leasing the vacation rental unit except through the owner's agent or representative.	
5. Short-term Vacation Rental shall only by rented 26 times in any Calendar year, with	

	exception to existing permittees, Homesharing and Junior Vacation Rental Certificates[1]. 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.	
6.	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 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, as set forth in Section 5.25.070(h)	
7.	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.	
8.	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.	
9.	NO outside amplified music is allowed while being rented. Indoor amplified music shall not be heard at the property line.	
10.	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.	
11.	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. **This is not applicable to Homesharing Properties**	
12.	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,	

[1] 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.

for each occupancy. In addition, a copy of the Registration Certificate must be posted conspicuously at the front door.	
13. 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.[2]	
14. 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 www.psvacationrentalcompliance.com.	
15. 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: _____

[2] Administrative Regulation dated 9/28/21: "In person" at the Vacation Rental or the Owner's or Owner's agents' office includes Videotelephony or Videoconferencing where simultaneous, two-way communication comprising both audio and video elements occur at the Vacation Rental property or Owner's or Owner's agent office. Participants in a video telephone call or Videoconferencing can both see and hear each other in real time.