VACATION RENTAL FAQ'S

GENERAL INFORMATION

ARE VACATION RENTALS ALLOWED IN PALM SPRINGS?

Yes, but only under strict conditions. Vacation rentals (VRs) and homesharing are considered secondary uses of a home (not the primary use). They are allowed in single-family homes and condominiums only, subject to city regulations. Apartments and multifamily units cannot be used as vacation rentals.

WHAT IF I AM INTERESTED IN EXCLUSIVELY RENTING MY HOME FOR 30-DAYS OR MORE?

Stays of 29 days or more are not considered short-term in the City of Palm Springs and are not regulated by the Vacation Rental Ordinance.

DO OWNERS NEED A PERMIT TO OPERATE A VACATION RENTAL?

Yes. A Vacation Rental Registration Certificate is required. Operating/Advertising without one is illegal and subject to fines of up to $5,000 and permanent ineligibility.

CAN AN OWNER OWN MORE THAN ONE VACATION RENTAL OR HOMESHARE PROPERTY?

Only one vacation rental per natural person, partnership, LLC (non-business entity), or family trust is allowed. Business entities (like corporations) cannot hold a certificate. Ownership is considered jointly between spouses/partners.

DOES THE CITY OF PALM SPRINGS ISSUE SHORT-TERM RENTAL PERMITS FOR THE CITY OF PALM DESERT?

No, the City of Palm Springs can only issue a short-term permit within its jurisdiction (city limits). For short term rental information for other Coachella Valley communities (Cathedral City, Palm Desert, Rancho Mirage, Indian Wells, Indio, La Quinta, Desert Hot Springs,

Bermuda Dunes) they should be contacted individually for their short-term rental policy, rules and regulations.

ARE THERE ANY NEIGHBORHOODS IN PALM SPRINGS WHERE VACATION RENTAL ARE RESTRICTED?

Yes, if the property being applied for a Vacation Rental Registration Certificate is in a Neighborhood that is at a 20% or higher Vacation Rental to residential household percentage, the application will not be accepted. On the main Vacation Rental page, there is a link that will direct you to the Vacation Rental Density webpage where you can look at updated information related to specific Organized Neighborhood Vacation Rental Neighborhood Percentages and a web map (ONE-PS WEB MAP) to assist with searching to find out which Organized Neighborhood a property is located in. The Percentage Table (PDF) provides current neighborhood Vacation Rental property percentages. Additionally, if you are within an HOA, you must follow the HOA Rules and Regulations regarding Short Term Rentals.

I'M PURCHASING A HOME THAT HAS BEEN A VACATION RENTAL. CAN I HAVE THE PERMIT TRANSFERRED?

No, the previous owner must close their certificate and cancel all future bookings. As the new owner, you will need to apply as a new applicant. No bookings can occur until a new certificate is received.

CAN A BUSINESS APPLY FOR A VACATION RENTAL CERTIFICATE?

Applications are accepted from any partnership, limited liability partnership, or limited liability company consisting solely of natural persons, the number of whom does not exceed four (4). Business entities (like corporations) cannot hold a certificate.

I OWN A DWELLING THAT IS CLASSIFIED AS A TRIPLEX. CAN I APPLY FOR A SHORT TERM RENTAL CERTIFICATE?

No, the City of Palm Springs does not issue short term rental permits for dwellings classified as multi-unit. You may only rent 29 consecutive days or more.

WHAT IS A HOMESHARE?

An Owner of a property may apply for a Homeshare Short Term Vacation Rental Certificate. This means that the owner is hosting guest stays of 28 consecutive days or less and is present during each entire stay. There are other specific requirements for Homeshare. Homeowners may be required to present proof of occupancy.

WHAT IS A "JUNIOR" VACATION RENTAL REGISTRATION CERTIFICATE?

A Junior Vacation Rental Registration Certificate is available for a reduced fee in the City's Vacation Rental Program. The amount of Vacation Rental contracts per year allowed under this certificate is 6. Vacation Rental Percentage Caps do not apply to Junior Certificates. All other regulations of vacation rentals, including application requirements, operational requirements, TOT obligations, and penalties for violations apply.

WHAT IS AN ESTATE HOME?

An Estate Home means a single-family dwelling with 5 or more bedrooms. There is a separate Addendum and other specific requirements when applying as an Estate Home that an owner must complete; and a one-time fee is required to obtain the required Land Use Permit. Registration Certificates will only be issued to an Estate Home for use of 5 or 6 bedrooms, regardless of a greater number of bedrooms that may exist or how many bedrooms the owner plans to rent. If the property has 4 bedrooms or less Estate Home requirements do not apply.

CAN PROPERTIES LOCATED WITHIN A HOMEOWNER'S ASSOCIATION REGISTER AS A VACATION RENTAL OR HOMESHARE PROPERTY?

Yes, but only if the Owner or Owner's Agent provides a letter from the HOA Board of Directors or the Property Management Company (please do not provide copies of the CC&Rs), when applying for or renewing a Registration Certificate, that states operating a Vacation Rental or Homeshare does not violate the CC&Rs. A current HOA letter will be required upon every renewal that states operating a Vacation Rental or Homeshare does not violate the CC&Rs.

HOW CAN I SUBMIT AN APPLICATION?

New and renewal applications and payment are submitted through our on-line service Muni-Revs/GovOS. Once registered, the on-line portal will be where you complete new and renewal applications, pay your monthly Transient Occupancy Tax, and enter contract summaries (if required).

APPLYING FOR A PERMT

WHAT IS REQUIRED TO APPLY FOR A REGISTRATION CERTIFICATE?

We recommend all applicants thoroughly read the PSMC 5.25 prior to submitting an application for a Vacation Rental or Homeshare, and contact the Department of Special

Program Compliance “DSPC” at vacation.rentals@palmspringsca.gov with any questions. The application will require that you have read and understood the requirements.

NEW APPLICANTS - A complete Vacation Rental Registration Certificate Application or Homeshare Certificate Application must be submitted along with a non-refundable registration fee. Additionally, a one-time Transient Occupancy Tax Permit fee of $25 is required. A Land Use Permit is required for an Estate Home (5 bedrooms or more) and a one-time fee. The Owner must sign since the owner is ultimately responsible for operation and compliance of their Vacation Rental or Homeshare property. DSPC processing time varies depending on volume and vary between 30 - 90 days for processing. No advertising or operating may occur until the DSPC notifies the applicant in writing, and it is a violation of the PSMC to do so.

ANNUAL RENEWAL APPLICATIONS – For all renewals of Registration Certificates, applicants must pay the annual registration fee and complete and submit a Renewal Registration Certificate application with supporting documents.

WHAT IS THE COST OF SHORT TERM RENTAL CERTIFICATE?

Vacation Rental and Homeshare related fees can be found on the Vacation Rental website under User Fees.

HOW DO I GET AN APPLICATION?

By visiting the Vacation Rental Certificate Online Application page on our website and submitting a Vacation Rental Application Request Form. Staff will review and respond with your account code and activation code. This will allow access to the Vacation Rental Registration Certificate Application. If you are a new homeowner please do not submit an application until escrow has closed and you can provide a file-stamped grant deed proving ownership of the property.

ARE THERE INSURANCE REQUIREMENTS?

Yes, an Owner must carry a short-term rental insurance policy or personal liability policy during the complete term of the Vacation Rental or Homeshare Registration Certificate with a minimum limit of $500,000 per occurrence. It is not required that the City of Palm Springs be an additional insured party on the policy. Evidence of insurance is required at time of application and renewal.

WHAT IS THE SAFETY INSPECTION?

The DSPC will schedule and conduct an annual safety inspection at the Vacation Rental or Homeshare property at time of a new application or renewal. The Owner, Agent or a representative must be at the property during the inspection. The Safety Inspection Checklist is available on our website. A Safety Inspection request form is included in both the new and renewal applications. Passing this Safety Inspection does not grant permission to advertise, operate or rent your property as a Vacation Rental..

WHAT IS THE POOL COMPLIANCE INSPECTION | STATEMENT

Certification by a licensed Electrical Contractor (C-10 License), California Pool Contractor (C-53 License) or Pool and Spa Maintenance Contractor (D-35 License), regarding the operability of GFI and safety of any pool and spa; this form is included on our website. It is the responsibility of the Owner/Agent to obtain the electrician's signature on this form and provide it at time of application and renewal. The Pool Certification form must be accompanied by the invoice for services provided by the contractor. If the property is located in an HOA and the HOA is responsible for the pool and spa, the Owner will indicate this in the new/renewal application. This Certification is needed every 5 years or if change of ownership.

ACTIVE VACATION RENTAL OPERATION REQUIREMENTS

WHAT IS GovOS?

The City of Palm Springs (City) has implemented a short-term rental software platform called GovOS. This streamlined, account-based experience will allow users to easily register their Vacation Rental or Homesharing property, submit required contract summaries, pay TOT (Transient Occupancy Tax) payment monthly, update account information, print certificates, and renew registrations annually. Please save the below link information on your electronic device as you will need it to access your GovOS account. We recommend using a laptop or ipad device and not a cell phone.

https://palmspringsca.munirevs.com

WHAT OPERATING REQUIREMENTS MUST I MEET AS AN OWNER OR AGENT?

- Owners are limited to the number of guest stays per calendar year. Owners are allowed 26 contract stays per calendar year. For new Registration Certificates, this is pro-rated for the 1st Calendar year.

- Before each short-term rental occupancy, a contract summary must be submitted to the Enforcement Official using a format approved by the City.
    - It is critical that contract summaries are submitted promptly. Delays can lead to serious consequences.
    - *Need help?* Visit our website to view step-by-step instructions and watch the "How-To" video.
    - If our Code Compliance Department receives a nuisance complaint and no contract summary is on file for the stay, you may be subject to a $2,500 citation and a 6-month suspension of your Short-Term Rental Certificate.
    - **Homesharing properties are not required to submit contract summaries.**

For Vacation Rentals and Homeshares, there are requirements for guest contracts and providing information to guests to help ensure that guests are good neighbors. This includes the Owner/Agent contact information 24x7, and notification that the guest may be cited or fined by the City for creating a disturbance or violating the rules and regulations. The Owner/Agent must greet all guests in person or online prior to the stay or within 24 hours of arrival) and describe all rules and regulations. Obtaining signature of the Responsible Party and all guests to a Statement of Rules and Regulations is required.

WHAT ARE THE GOOD NEIGHBOR BROCHURE AND THE CITY MANAGER'S STATEMENT OF RULES AND REGULATIONS?

The Good Neighbor Brochure and Statement of Rules and Regulations can be found on our website on the Ordinance No. 2075 Tool Kit page. The Owner/Agent must provide these to the guests and obtain signatures of all guests on the Statement of Rules and Regulations. Copies of these must be posted in the Vacation Rental and Homesharing property and maintained in the Owner's/Agent's records for 4 years. If a City responder receives a Hotline call and arrives at the Vacation Rental or Homeshare property, the responder may ask the guest to see the signed copy of the Statement of Rules and Regulations.

WHAT ARE THE POSTING REQUIREMENTS?

The Good Neighbor Brochure must be posted on the inside of the front door and the primary door to the backyard, or in a conspicuous location near each such door. Keep the Statement of Rules and Regulations close to the front door and obtain signatures since this is a companion document to the Good Neighbor Brochure. The Registration Certificate must also be posted by the front door. Conspicuous placement helps remind guests of the rules and regulations, including outdoor music and noise restrictions.

ARE THERE OCCUPANCY LIMITS?

Yes, the occupancy limits are below.

Number of Bedrooms	Total Overnight Occupants*	Additional Daytime Occupants	Total Daytime Occupancy	Total Overnight Vehicles	Additional Daytime Vehicles Allowed	Total Daytime Vehicles
Studio |1	2	4	6	1	2	3
2	4	4	8	2	2	4
3	6	4	10	3	2	5
4	8	4	12	4	2	6
5 Estate Only	**10**	**4**	**14**	**5**	**2**	**7**
6 Estate Only	**12**	**4**	**16**	**6**	**2**	**8**
*Plus 2 children age 12 or under						

"Daytime occupancy"
means the hours between 10:00 a.m. and 10:00 p.m.

*Estate Home (Vacation Rental or Homeshare with more than 4 bedrooms)

** Overnight occupancy also allows for two (2) minors age twelve (12) and under.

ARE THERE PARKING/CAR, TRASH OR MAINTENANCE HOURS REQUIREMENTS FOR A SHORT TERM VACATION RENTAL?

Yes, Only one overnight guest vehicle is allowed per bedroom, with up to two additional vehicles permitted during daytime occupancy hours. Please use the driveway or garage before parking on the street and never block driveways or street access.

Trash may not be visible to public view, except on designated pick up day and in proper containers and from 5am to 8pm. Owners are required to upgrade trash service to “walk up” with Palm Springs Disposal Service (PSDS), and this will occur when the Registration Certificate application is processed.

All home repairs (external and internal), garden and yard maintenance, and pool cleaning and maintenance may not be performed between the hours of 5pm on Friday and 8am on Monday except in case of emergency or unexpected event that reasonably warrants an immediate response.

WHAT IS A LOCAL CONTACT?

A Local Contact can be an Owner, a local property manager, or agent of the Owner, who is available twenty-four hours per day, seven days per week for the purpose of responding in-person within thirty (30) minutes to complaints regarding the condition, operation, or conduct of occupants of the Vacation Rental, or any agent of the Owner authorized by the Owner to take remedial action and who responds to any violation of this code.

Example: Your local contact may not live in Los Angeles as it would take more than 30 minutes to arrive at the vacation rental property address in Palm Springs if requested to do so by a Code Compliance Officer.

HOW DO I SUBMIT MY CONTRACT SUMMARY TO THE CITY?

The DSPC has developed a simple online tool that is accessible on your property account. Contract Summaries must be entered before the guest arrives. A contract may be submitted or cancelled prior to and including the day the guest stay begins. It is essential that the homeowner submits contract summaries in a timely manner as DSPC staff is unable to correct user error after the first day of the stay has occurred. Staff recommends all users review the video "How To Submit A Contract Summary" which can be found on the "Education and Training" page on our City website so as to avoid entry errors.

A copy of the guest contract is not required. The DSPC will use this contract summary information for audit purposes to help verify actual guest stays occurring within the annual contract limit. Contract Summaries are not required for Homehares. It also informs DSPC Code Officers who the responsible renter is in case of a call.

HOW DO I PAY TRANSIENT OCCUPANCY TAXES (TOT) TO THE CITY OF PALM SPRINGS?

TOT payments of 11.5% are required to be reported and paid monthly, even if there was no guest activity or payment received in that period. Payments may be ~~paid~~ reported and paid using the online portal. Please call the TOT Desk at #760-323-8226 with any questions on completion and submittal of Transient Occupancy Tax.

WHAT IS THE TBID ASSESSMENT?

Effective July 1, 2021, Vacation Rental and Homeshare lodgings began paying the 1% TBID (Tourism Business Improvement District) assessment on short term stays of 27 days or less. The Greater Palm Springs Convention & Visitors Bureau (CVB) has further information on their website: https://www.visitgreaterpalmsprings.com/2020- tbid/ Although the 1% TBID will be paid at the same time as your monthly TOT payments, TBID money is a separate item that will be directed to the CVB.

ARE THERE RESTRICTIONS ON THE NUMBER OF DAYS OR CONTRACTS THAT A VACATION RENTAL PROPERTY CAN OPERATE?

There is no restriction on the number of days. However, no more than twenty-six (26) contracts for Vacation Rental use of a property is allowed in any calendar year. For the first year a Vacation Rental Registration Certificate is in effect the contract limit will be prorated. This contract limit does not apply to Homeshares. Junior Vacation Rental Certificates are limited to six (6) calendar contracts.

WHAT ARE THE FAMILY AND FRIENDS REQUIREMENTS?

An Owner may, at the Owner's option, identify 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 during the stay; this is for the purpose of not including their guest stays in the annual contract limit. However, all occupants at a Vacation Rental property without the owner present must always comply with Vacation Rental rules. The owner will provide the list at the time of application and at time of renewal if there are changes; no changes will be permitted otherwise. The Friends and Family list is not applicable to Homeshares since there is no annual contract limit for Homeshares.

ADVERTISING A VACATION RENTAL OR HOMESHARE PROPERTY.

Owners must include their Account number on all advertising in the property description or other prominent area. The six-digit Account number is identified on your Registration Certificate.

I HAVE SOLD MY PROPERTY OR NO LONGER WANT TO RENT SHORT TERM. HOW DO I CLOSE MY PERMIT?

If you're selling your property or stopping short-term rentals, you need to fill out a Closure Form within 7 days. You can find the form on the website, and once you fill it out, just email it to Shantel.sterling@palmspringsca.gov. The instructions are on the form itself, so it's simple to follow. If you don't complete the form, you could get a $500 fine, so it's important to do it as soon as you can!