



# COUNTY OF RIVERSIDE CALIFORNIA

## COUNTY OF RIVERSIDE DESERT PERMIT ASSISTANCE CENTER

77588 EL DUNA CT. SUITE H  
PALM DESERT, CA 92211

ATTENTION: CINDY GOSSELIN  
760-799-5748

### VACATION RENTAL MANAGEMENT COMPANY APPLICATION FOR NEW SHORT TERM RENTAL CERTIFICATES

County Ordinance NO. 927 requires a valid short term rental certificate for all short term rentals (overnight rentals of less than 30 consecutive days)

***The registration for the first year is \$250 per rental property.***

Subsequent years will be \$100 per rental property.

***Please attach a copy of the transient occupancy registration certificate - you can find it at:***

<http://www.CountyTreasurer.org/Portals/0/pdf/TOTapp.pdf>

MANAGEMENT COMPANY: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

NAME OF MANAGER: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

Vacation Rental Management Companies must authorize a local emergency contact person who is available 24 hours a day, seven days a week, 365 days a year to answer and respond to HOTLINE complaint calls within 60 minutes.

LOCAL EMERGENCY CONTACT PERSON: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

**If your property is located within a Home Owners Association (HOA) it is your responsibility to adhere to any HOA restrictions regarding short term rentals.**

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

APPLICATION BY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

#### FOR COUNTY USE ONLY

PERMIT NUMBER: \_\_\_\_\_ DATE PROCESSED: \_\_\_\_\_