



GEM of the DESERT

Design & Development Department

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VACATION



VACATION RENTAL REGISTRATION APPLICATION & REQUIREMENTS

PLEASE CHECK HERE: NEW APPLICATION RENEWAL (PERMIT # _____)

Property Owner must complete, sign and provide the following information with this Vacation Rental Registration Application. This application is required for all Short-Term Rentals of 30 days or less. Payment in full must accompany the application.

ALL BELOW ITEMS MUST BE CHECKED BEFORE APPROVAL

- Completed Application with signature of Homeowner(s)
Copy of valid Government Issued ID or Copy of Driver's License
Proof of Ownership (Grant Deed or Tax Bill)
Local Contact person is required to obtain a City of La Quinta Business License
Registration Fee (\$110.00 per property)
Business License Fee (based on annual Gross Receipts. Required for all applicants. See page 3)
Number of bedrooms listed MUST match the Building Code Standards
You must pay all outstanding TOT, Vacation Rental Registration, Fines and penalties

VACATION RENTAL REGULATIONS/HOA DISCLAIMER

It is the Property Owner's responsibility to understand and comply with City of La Quinta Municipal Code, Title 3, Chapter 3.25. Below are key requirements but please note that this is NOT a complete list. Please see the La Quinta Municipal Code for full list of requirements. Owner, please read and initial below.

INITIAL

If you choose not to renew or to terminate your active license, you must contact the City within 14 days and complete an Opt-Out Form to release you from TOT liability. Short-Term Rental Permits are not transferrable and must be renewed annually to remain active. A new STR permit is require after any changes in ownership or changes to the dwelling that result in additional bedrooms.

INITIAL

Property Owner is responsible for compliance with laws, rules and regulation regardless of whether such noncompliance was committed by agent/representative or occupants. Transient Occupancy Tax (TOT) of 10% must be collected on short term stays of 30 consecutive days or less. A TOT return must be filled monthly, even if no tax is due.

INITIAL

Acknowledgement of review of Occupancy Restrictions below:

Table with 3 columns: # of Bedrooms, Total # of *Overnight Occupants, Total # of **Daytime Occupants. Rows range from 0-Studio to 9 bedrooms.

HOA NOTICE AND DISCLAIMER: IF YOUR PROPERTY IS SUBJECT TO AND GOVERNED BY A HOMEOWNER'S ASSOCIATION OR OTHER INDIVIDUAL OR ENTITY WITH LEGAL AUTHORITY OVER YOUR REQUEST (HOA), IT IS YOUR RESPONSIBILITY TO COMPLY WITH ANY AND ALL COVENANTS, CONDITIONS AND RESTRICTIONS, AND/OR OTHER AGREEMENTS WITH THE HOA THAT TOUCH AND CONCERN YOUR PROPERTY (COLLECTIVELY, "CC&Rs"), REGARDING USE OF YOUR PROPERTY FOR SHORT-TERM VACATION RENTALS AS DESCRIBED IN LA QUINTA MUNICIPAL CODE (LQMC) Chapter 3.25. IF YOU ARE PERMITTED UNDER THE CC&Rs TO USE YOUR PROPERTY FOR SHORT-TERM VACATION RENTALS, IT IS YOUR RESPONSIBILITY TO OBTAIN ANY AND ALL CONSENTS FROM THE HOA AS MAY BE REQUIRED BY THE CC&Rs. IF YOU ARE CONDITIONALLY PERMITTED AND/OR NOT PERMITTED UNDER THE CC&Rs TO USE YOUR PROPERTY FOR SHORT-TERM VACATION RENTALS, THE HOA MAY CHALLENGE YOUR USE EVEN THOUGH YOUR USE OF YOUR PROPERTY AS A SHORT-TERM VACATION RENTAL OTHERWISE MAY BE IN COMPLIANCE WITH THE LQMC.

BY SUBMITTING AND SIGNING THIS APPLICATION FOR A SHORT-TERM VACATION RENTAL PERMIT, YOU DECLARE, UNDER PENALTY OF PERJURY PURSUANT TO THE LAWS OF CALIFORNIA, THAT YOU HAVE THE AUTHORITY TO SUBMIT THIS APPLICATION AND THAT THE STATEMENTS HEREIN ARE TRUE, CORRECT AND COMPLETE. IN ADDITION, YOU HAVE READ, UNDERSTAND, AND AGREE TO BE BOUND BY THE CITY'S REQUIREMENTS FOR THE USE OF YOUR PROPERTY FOR SHORT-TERM VACATION RENTALS PURSUANT TO THE LQMC, INCLUDING Chapter 3.25. IN ADDITION, YOU UNDERSTAND THAT USE OF YOUR PROPERTY FOR SHORT-TERM VACATION RENTALS SUBJECTS YOUR PROPERTY TO THE TRANSIENT OCCUPANCY TAX (TOT), WHICH MUST BE PAID AND REPORTED MONTHLY, PURSUANT TO LQMC Chapter 3.24.

SIGNATURE OF PROPERTY OWNER: [Redacted] PRINT NAME: [Redacted] DATE: [Redacted]



VACATION



VACATION RENTAL PROPERTY INFORMATION

(ATTACH ADDITIONAL SHEETS AS NECESSARY)

NAME OF PROPERTY OWNER(s): _____

MAILING ADDRESS: _____

CITY/STATE: _____ ZIP: _____

PHONE: _____ CELL: _____ EMAIL: _____

RENTAL PROPERTY ADDRESS: _____

Number of bedrooms in main dwelling: _____ Number of bedrooms advertised for rent: _____

Does this include a Casita: Yes OR No

Does this include any other alterations to the original dwelling: Yes OR No

If number of bedrooms does not match the county records, please provide an explanation, in writing, for the discrepancy. If the discrepancy is not resolved, a Code Inspection may be required at additional owner's expense of **\$325.00 per inspection.*

List all advertising sites and listing numbers: _____

Check here if owner will be the 24/7 local contact person who will respond to a complaint within 45 minutes. **Otherwise** please fill out section below.

Local contact must be physically at the Vacation Rental property within 45 minutes from the time of call.

**Local Contact/Authorized Agent generating revenue must obtain a business license.*

Local Contact Company/Name: _____

Local Contact Phone: _____ Other Phone: _____

Local Contact Email: _____ Business Lic#* _____

Please note: City of La Quinta's processing time is up to **45 days** from the date we receive your completed application and payment.

- You are not authorized to advertise or otherwise operate as a Vacation Rental UNTIL you receive written authorization from the City of La Quinta; administrative fines may apply.**

VACATION RENTAL REGISTRATION/BUSINESS LICENSE APPLICATION FEE CALCULATIONS AND ACKNOWLEDGEMENTS

EXPECTED ANNUAL GROSS RECEIPTS \$

1. BUSINESS LICENSE FEE (USE BUSINESS TAX SCHEDULE BELOW) \$ _____ (1)

BUSINESS TAX SCHEDULE	
<u>GROSS RECEIPTS RANGE</u>	<u>CLASS B</u>
0 – 25,000	\$22.00
25,001 – 50,000	\$34.00
50,001 – 100,000	\$40.00
100,001 – 250,000	\$59.00

2. **\$110** X _____ NO. OF REGISTERED VACATION RENTAL PROPERTIES \$ _____ (2)

TOTAL DUE (Add items 1 and 2) \$ _____ (1+2)

Acceptance of this application and fees does not constitute approval or issuance of permit. You are not authorized to advertise or otherwise operate as a Short-Term Rental **UNTIL** you receive a Permit; administrative fines and penalties may apply for violation. Vacation Rental Permits are valid for 1 year from the last day of the month of application, and issuance does not guarantee of future renewal for any subsequent years. STVR Permit Cancellations, are the sole responsibility of the applicant. Contact City of La Quinta to cancel or close the permit prior to expiration using the Opt-Out Form.

By signing this application, you are conforming to the indemnification/hold harmless agreement below:

Owner, agrees to indemnify, save, protect, hold harmless, and defend the City of La Quinta, the City Council of La Quinta, individually and collectively, and the City of La Quinta representatives, officers, officials, employees, agents, and volunteers from any and all claims, demands, damages, fines, obligations, suits, judgments, penalties, causes of action, losses, liabilities, or costs at any time received, incurred, or accrued as a result of, or arising out of Owner's actions, or inaction in the operation, occupancy, use, and/or maintenance of the Property.


I declare under penalty of perjury that the information on the Application is to the best of my knowledge, true, correct and complete. Any false statements will deem my Short-Term Rental Permit void and will preclude any future Short-Term Rental Permits within the City of La Quinta.

SIGNATURE OF PROPERTY OWNER: DATE:

Chapter 3.25 of the La Quinta Municipal Code requires a valid registration permit of all short-term vacation rental units rented 30 consecutive days or less. A business license is required to any persons generating income.

Thank you for your Application

The City will deposit funds associated with this application as they are received; please be aware that acceptance of funds does not constitute permit issuance. City staff will process your application and will notify you when your permit is approved, which may take up to 45 days.

	<u>FOR OFFICE USE ONLY:</u>
DATE APPLICATION RECEIVED: _____	RECEIVED BY: _____
APPROVED OR DENIED DATE: _____	APPROVED BY: _____
DATE INSPECTION PERFORMED: _____	CODE OFFICER: _____