

OFFICE OF VACATION RENTAL COMPLIANCE



CITY OF CATHEDRAL CITY VACATION RENTAL ORDINANCE

REQUIREMENTS REMINDER

- **ALL VACATION RENTAL PROPERTY OWNERS RENTING SHORT TERM OR LONG TERM ARE REQUIRED TO OBTAIN A BUSINESS LICENSE**
- **SHORT TERM VACATION RENTALS ARE ALSO REQUIRED TO OBTAIN A VACATION PERMIT**
- **THE BUSINESS LICENSE/PERMIT NUMBER MUST BE POSTED IN YOUR RENTAL PROPERTY**
- **LIST YOUR BUSINESS LICENSE/PERMIT NUMBER ON ALL ADVERTISEMENTS**
- **SHORT TERM RENTALS ARE REQUIRED TO COLLECT 12% TRANSIENT OCCUPANCY TAX (TOT), AND SUBMIT A TOT RETURN AND TAXES COLLECTED TO THE CITY EACH MONTH**
- **MAKE SURE YOU SEND IN MONTHLY TOT RETURN FORMS – EVEN IF YOU DON'T HAVE ANY RENTAL ACTIVITY**
- **YOU ARE REQUIRED BY THE MUNICIPAL CODE TO MAKE PAYMENTS BY THE DUE DATE**
- **FAILURE TO SUBMIT MONTHLY RETURNS MAY RESULT IN AN AUDIT**
- **MAKE SURE YOUR CONTACT INFORMATION IS CURRENT SO THAT YOU CAN RECEIVE RETURNS AND UPDATED INFORMATION**

- **MONTHLY TAX RETURNS CAN EITHER BE MAILED OR EMAILED TO THE CONTACT PERSON ON FILE. PLEASE NOTIFY THE TAX ADMINISTRATOR OF YOUR NOTIFICATION PREFERENCE FOR MONTHLY TOT RETURNS.**