

City of Palm Springs Rent Registry

Owner/Property Manager User Guide

Version 1.0

July 2025



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I received a letter from the City of Palm Springs Rental Registry

You received a letter from Palm Springs rental registry because our records show that you own at least one dwelling unit that is subject to the new registration requirement when rented.

The purpose of this user guide is to help you successfully complete registration of your property with the Rent Program.

In the first year of Registration, you will be required to ensure that the information related to your property is accurate, add units to help establish the inventory, enter occupancy information for each unit, and submit the property details to the City of Palm Springs Rental Registry. Once the property is registered, all changes to contact information, unit occupancies, monthly rents, etc. should be reported to City of Palm Springs so the property information is always updated.

In the future registration cycles, the unit inventory would already be established, so you will only be required to submit changes (i.e., occupancy changes, changes in rent, etc.), if any, and then confirm the property details by submitting the property for registration.

The sections and steps listed below are aimed to guide you through this process, depending on the scenario that best relates to you and your situation. Refer to the Table of Contents to follow along with the guide and review the sections that relate to you.

I am NOT the current property owner/I have sold my property. What should I do?

If you received a letter from the Palm Spring rental registry requesting you to register your rental property and you are no longer the owner, please contact the Palm Spring Rental Registry (rentregistry@palmspringsca.gov) to inform them. You may be asked for additional details/information so the records can be updated.

If you have registered your property or begun the registration process and have since sold the property, please contact the City of Palm Springs Rental Registry to inform them. You may be asked for additional details/information so the records can be updated.

I am the current property owner. What should I do?

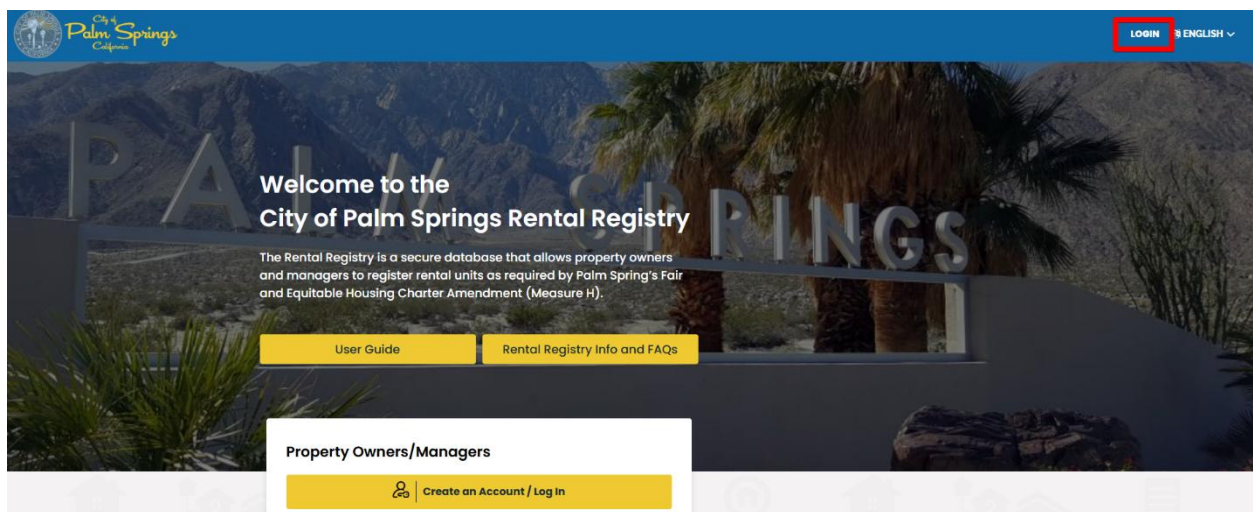
If you received a letter from the City of Palm Springs rental registry requesting you to register your rental property and you are the current owner, then you are responsible for registering the property.

Create a Login to the Website

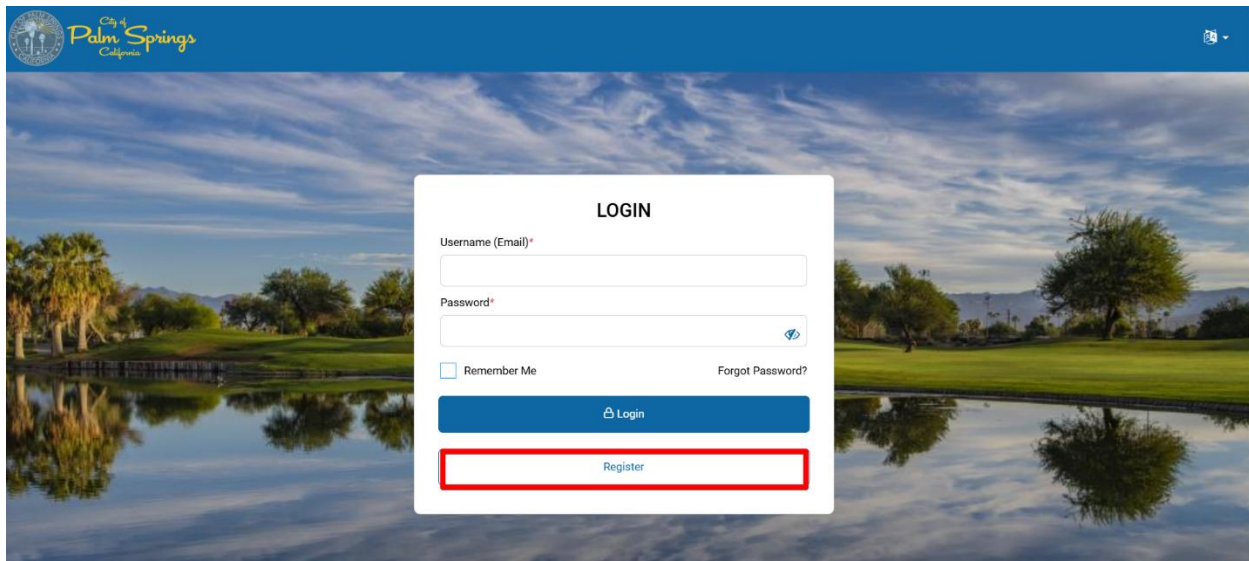
To register your property, you will need to create a login for the rental registry website.

The steps to complete this process are listed below.

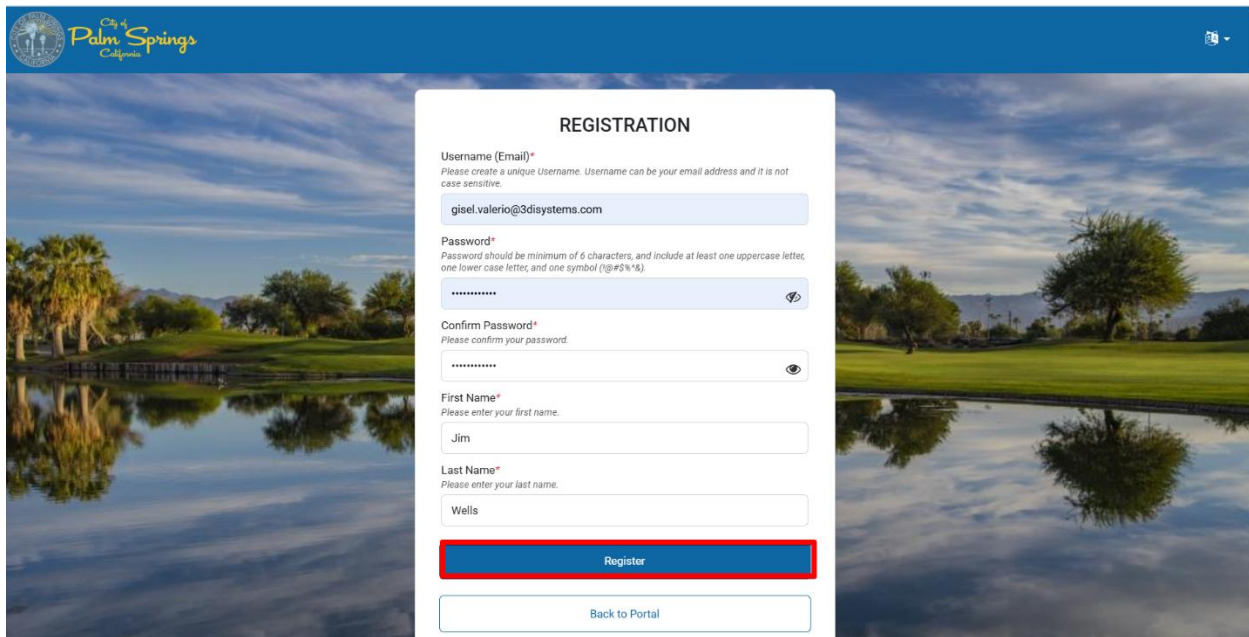
1. Open your web browser and go to <https://palmspringsportal-uat.3diengage.com/>
2. Click on the 'Login' link on the top right corner of the page.



3. Click on the Register button to create a login to the rental registry website.



4. Enter the following information to create your account:
 - **Username (Email Address)** – ensure you have access to this email address inbox as you will need to verify the email to complete account creation.
 - **Password** - Password should be minimum of 6 characters, and include at least one uppercase letter, one lower case letter, and one symbol (!@#\$%^&)
 - **First Name**
 - **Last Name**

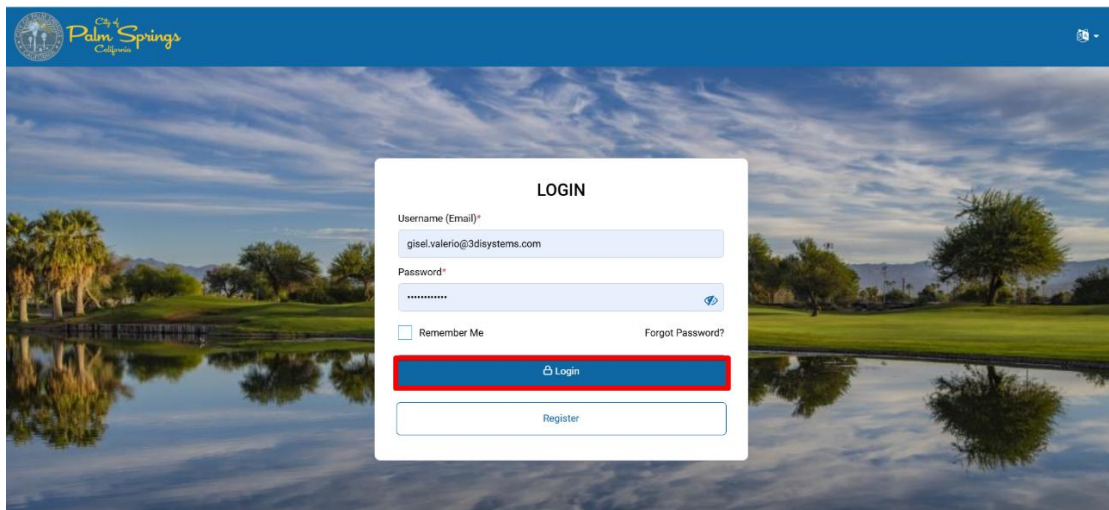


5. Click on the Register button to submit your account information.
6. The system will send an account verification email to the Username/Email Address you provided with an Activation Link. The email should arrive within a few minutes and the **activation link expires in 15 minutes**. If you do not see it in your inbox, please check your spam folder. Click on the activation link in the email to confirm your account and complete the account creation process.

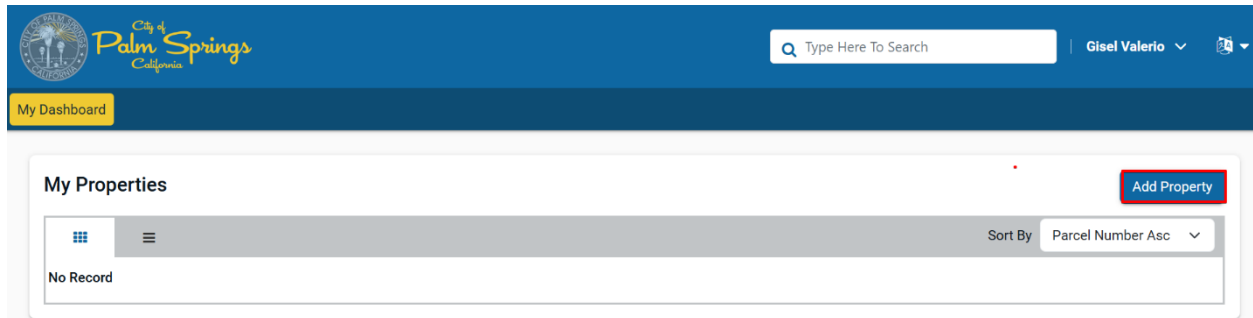
I have created a login to the rent portal. How do I see/access my property?

Now that you have created an account and activated it, you can login to the Rent Portal website. Once you login, you will be redirected to your dashboard. Your dashboard will be empty until you add your property to your profile. Follow the steps below to add your property. You will need to repeat for every property you own.

1. Click on the 'Register Sign In' link on the top right corner of the page, enter your username and password, then click on the Login button.



2. Retrieve the Registration Letter and click on the 'Add Property' button on the top right corner of your dashboard.



3. In the Add Property pop up, you will need to enter the following:
 - **Asset Contact Type** – indicate if you are the Owner or the Manager of the property.
 - **Parcel Number** – you can find this in the Registration Letter
 - **Pin** - you can find this in the Registration Letter

Add Property

Property Contact Type*

Parcel Number*

Pin*



NEXUS
2727 WEST HOLCOMBE BOULEVARD
HOUSTON TX 77025

CITY OF PALM SPRINGS - RENT REGISTRY PROGRAM
3200 E TAHQUITZ CANYON WAY
PO BOX 2743 PALM SPRINGS, CA 92263-2743

Property Address: 201-225 East Alejo
Road Palm Springs CA 92262 US
Parcel # / Account #: Test1902
PIN: 346392
Billing Period: 7/1/2025 - 6/30/2026

4. Enter the necessary information and click on the 'Add' button.



CITY OF PALM SPRINGS - RENT REGISTRY PROGRAM
3200 E TAHQUITZ CANYON WAY
PO BOX 2743 PALM SPRINGS, CA 92263-2743

PALM SPRINGS PROPERTY OWNER
123 NORTH PALM CANYON DRIVE
PALM SPRINGS CA 92262
United States

Property Address: 123 North Palm
Canyon Drive Palm Springs CA 92262 US
Parcel # / Account #: Test225
PIN: 132295
Billing Period: 7/1/2025 - 6/30/2026

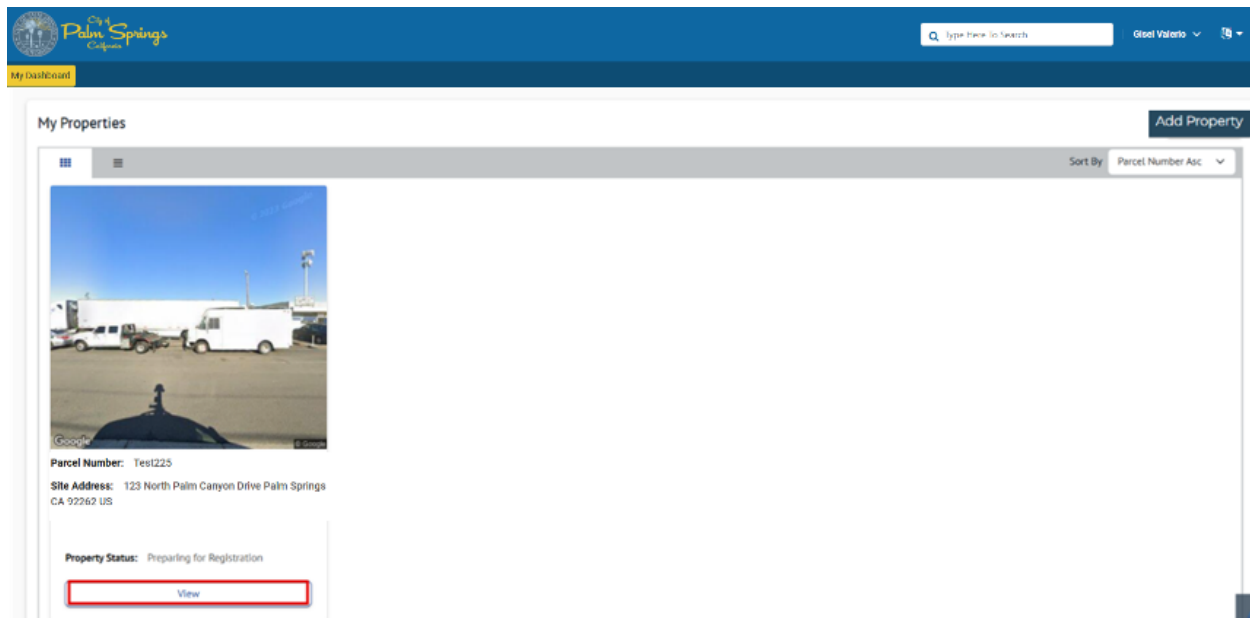
April 25, 2025

Dear PALM SPRINGS PROPERTY OWNER,

Effective January __, 2025, the City adopted Ordinance No. __, known as the Rent Registry Ordinance ("Ordinance"). Under the Ordinance, the City shall create a rental registry and all landlords with long term rental units (over six months) in the City shall complete and submit registration forms for each rental unit.

Information from the County of Riverside Treasurer - Tax Collector shows that you own at least one rental unit

5. Your property will appear on your dashboard as shown below. Repeat these steps for each property that you are required to register.



I have added my property to my profile. How do I register?

Now that you have added your property to your profile, you need to complete the Registration process. Click on the View button to begin the registration process.

The property details page will open. The page is broken down into different sections, where each section displays different information as part of the registration process.

My Dashboard

Overview

Primary Parcel : Test225 Site Address : 123 North Palm Canyon Drive Palm Springs CA 92262 US Year Built : 1990

Reservation Land : Assessor Total Unit Count : 1 Total Units Added : 0

Property Status : Registration Open Download W9 Form Download Vendor Information Worksheet

INSTRUCTIONS TO REGISTER YOUR PROPERTY

Step 1: Add Site Address. If the property has more than one site address, add additional street address(es) by clicking the blue "Add" button next to "Address" (e.g., a duplex where each unit has a different street address). If all of the rental units on the property have the same site address, skip to the next step.

Step 2: Update your Contact Information. Scroll down and click "Add Contact" to add necessary contacts (Primary Owner and Property Manager). You must add BOTH a Primary Owner and Property Manager contact. If there is no Property Manager, then you can indicate that the Property Manager contact information is the same as for the Owner. After you have added both contacts, use the "Contact Preferences" button to designate who should receive future communications about registration requirements.

Step 3: Add Units. Scroll down to "Add Unit" and add ALL rental units that you own or manage to the Rental Registry. After adding all units to the Rental Registry, you may claim your property as exempt, or claim individual unit(s) exempt.

Step 1: Update Contact Information

The first step to property registration is to add/update the property contacts. It is required that each property contains at least (1) Owner contact and at least (1) Property Manager.

1. Scroll down to the Contacts area. You will be able to manage the property contacts from this section. If you see the red text "Primary Owner and Property Manager Contact Information is Incomplete" as shown in the image below, you will need to add the missing contact type.

Primary Owner Property Manager Contact Information is Incomplete

Contacts

+ Add Contact + Contact Preferences

Associated to asset as	Contact Type	Name	Address	Phone Number	Email	Contact Preference	Action
Authorized Representative	Individual	Marc Lee	800 North State College Boulevard Fullerton CA 92831 US	(714) 777-4444	gisel.valerio@3diaystems.com		

2. Click on the Add Contact button to add the missing contact type.

Associated to asset as	Contact Type	Name	Address	Phone Number	Email	Contact Preference	Action
Authorized Representative	Individual	Marc Lee	800 North State College Boulevard Fullerton CA 92831 US	(714) 777-4444	gisel.valeria@3disystems.com		
Owner	Individual	PS Staff			psstaff@3diemail.com		

3. The Add Contact pop up will appear. Select the **Contact Type** from the dropdown list. If your property already has an “Owner” contact added, then you will need to add a “Property Manager”.

Add Contact

Contact Type*
Select

Owner Type*
Individual

First Name*
Last Name*

Title
Company Name

Address
Address Type*
Select
Search Address
Enter a location

Save Cancel

4. Add the required information in the pop up and then Save the contact. You are required to provide the First Name, Last Name, Mailing Address, Email Address, and Phone Number.

City *

Oxnard

State *

CA

Zip *

Country *

United States

Communication Type *

Email

Email *

☒ Primary

Communication Type *

Phone

Country Code

1

Phone *

(714) 555-0010

Extension

☒ Primary

+ Add Contact Details

Save

Cancel

5. The contacts table will be updated. If the "Owner" contact is missing any information in the grid (Mailing Address, Email, or Phone), click on the 3-dot Action menu as shown below to edit the contact details.

Contacts							
Associated to asset as	Contact Type	Name	Address	Phone Number	Email	Contact Preference	Action
Authorized Representative	Individual	Marc Lee	800 North State College Boulevard Fullerton CA 92831 US	(714) 777-4444	gisel.valerio@3disystems.com		
Owner	Individual	PS Staff			psstaff@3diemail.com		

6. Select the “Edit” action.

Contacts + Add Contact + Contact Preferences							
Columns Search...							
Associated to asset as	Contact Type	Name	Address ↑	Phone Number	Email	Contact Preference	Action
Property Manager	Individual	Marc Lee	12...ast Broadway Manhattan New York NY 10002 US	(333) 333-3333	PalmSpring@3diemail.com		⋮
Authorized Representative	Individual	Marc Lee	800 North State College Boulevard Fullerton CA 92831 US	(714) 777-4444	gisel.valerio@palmsprings.co m		⋮

7. The ‘Edit Contact’ pop up will appear. Many of the required fields may be missing (i.e., Ownership share %, Phone, Email, etc.). Enter the required information and then Save the contact.

Edit Contact ×

Zip*

91766

Country*

United States

Communication

Communication Type*

Email

Email*

john@3diemail.com

☒ Primary

Communication Type*

Phone

Country Code

1

Phone*

(485) 915-1615

Extension

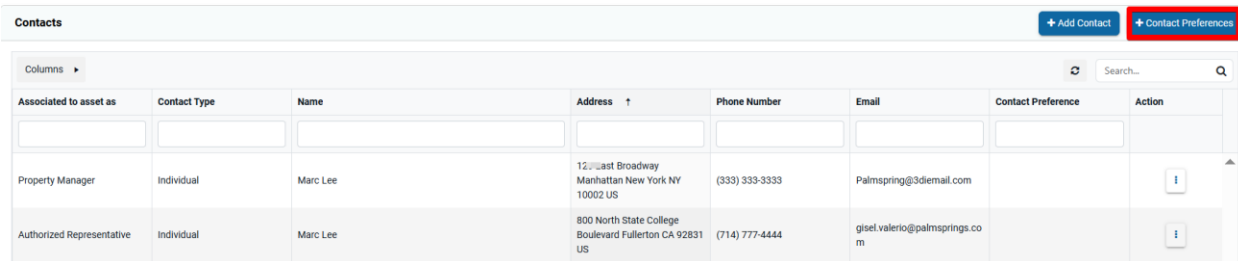
☒ Primary

+ Add New communication

Save

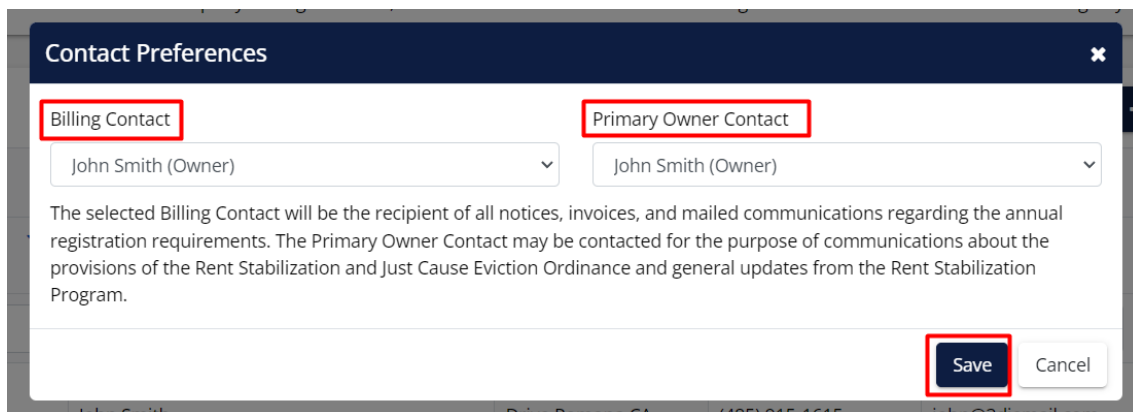
Cancel

8. The contacts table will be updated. Next, click on the “Contact Preferences” button to set the preferences for the contacts. You may already see preset values for this on your property. You can edit/modify this at any time.



Associated to asset as	Contact Type	Name	Address	Phone Number	Email	Contact Preference	Action
Property Manager	Individual	Marc Lee	12 West Broadway Manhattan New York NY 10002 US	(333) 333-3333	PalmSpring@3diemail.com		
Authorized Representative	Individual	Marc Lee	800 North State College Boulevard Fullerton CA 92831 US	(714) 777-4444	gisel.valerio@palmSprings.co m		

9. The ‘Contact Preferences’ pop up will appear. Select the “Billing Contact”. This contact will be the recipient of the communications from Santa Ana. Next, select the Primary Owner Contact. This can also be the same as the Billing Contact. Save your preferences using the “Save” button.



Contact Preferences

Billing Contact

John Smith (Owner)

Primary Owner Contact

John Smith (Owner)

The selected Billing Contact will be the recipient of all notices, invoices, and mailed communications regarding the annual registration requirements. The Primary Owner Contact may be contacted for the purpose of communications about the provisions of the Rent Stabilization and Just Cause Eviction Ordinance and general updates from the Rent Stabilization Program.

Save

Cancel

10. The Contacts table will be updated. If there are additional Property Manager(s) or Property Owner(s) associated with the property, you can add them using the “Add Contact” button.

Contacts + Add Contact + Contact Preferences

Columns Search...

Associated to asset as	Contact Type	Name	Address ↑	Phone Number	Email	Contact Preference	Action
Property Manager	Individual	Marc Lee	120 East Broadway Manhattan New York NY 10002 US	(333) 333-3333	PalmSpring@3diemail.com	Billing Contact	i
Authorized Representative	Individual	Marc Lee	800 North State College Boulevard Fullerton CA 92831 US	(714) 777-4444	gisel.valerio@palmsprings.com		i
Owner	Individual	PS Staff			psstaff@3diemail.com		i

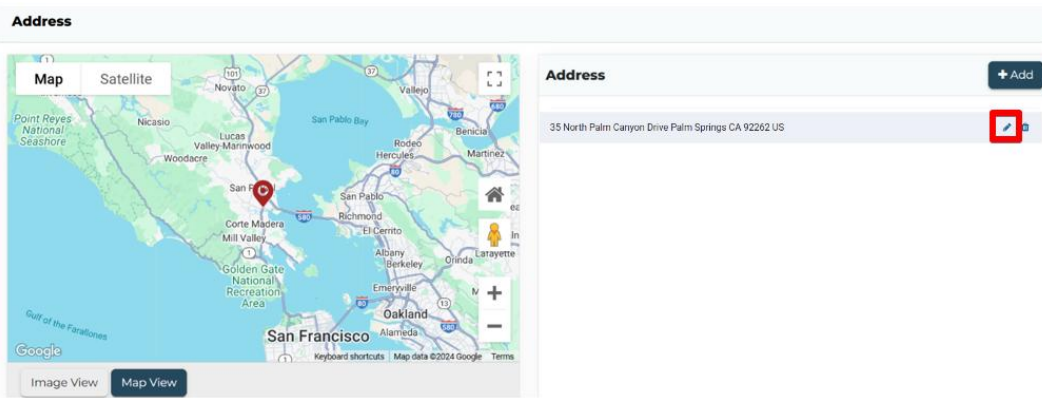
1-3 of 3 items

Step 2: Property Site Address(es)

Your property will have only the primary site address (primary address for mailing) added to it. Some properties are large and may contain more than one site address. Please review the Address(es) associated with your property and follow the steps listed below if changes are required.

***Note:** the site address(es) will also be used as the unit’s mailing address. You will be required to select the mailing address associated with each unit. Please ensure this data is accurate.

1. Scroll to the Address area. You will be able to manage the site addresses from this section. The Address listed on the property is the primary site address. Check to see if this looks correct. If it does not look accurate, click on the Edit icon next to the address to modify it, as shown below.



2. The 'Edit Site Address' pop up will appear. Modify the necessary information and save your changes.

Edit Site Address

Address 1*

35 North Palm Canyon Drive

City*

Palm Springs

Zip*

92262

☒ Primary

Address 2

State*

CA

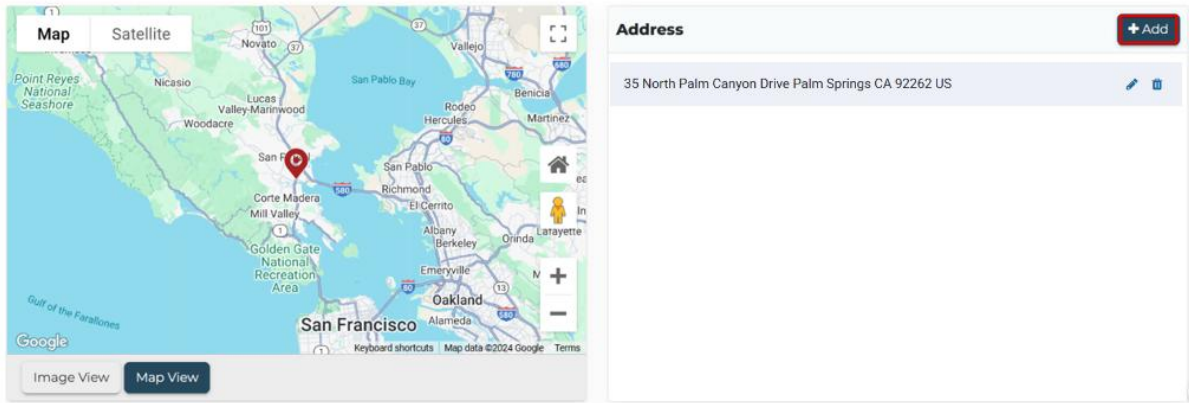
Country*

United States

Save

Cancel

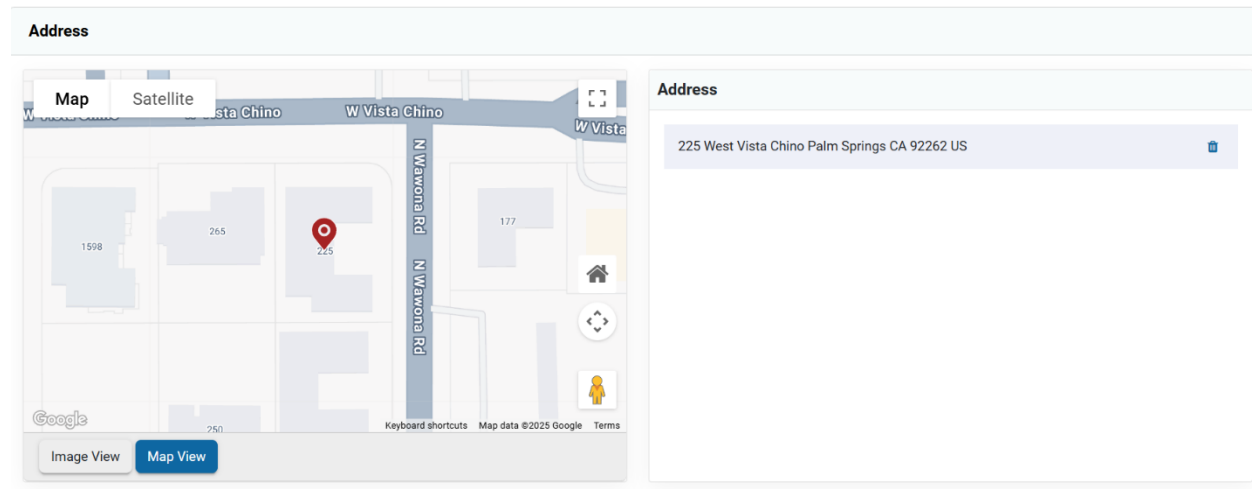
3. If a new site address needs to be added, click on the “Add” button.



4. The ‘Add Site Address’ pop up will appear. Enter the required information (Address Line 1, City, Zip) and save your changes.

The image shows a dark blue header for a pop-up window titled "Add Site Address" with a close button (X) in the top right corner. The form contains several input fields: "Address 1*" (a text box), "Address 2" (a text box), "City*" (a text box), "State*" (a dropdown menu showing "CA"), "Zip*" (a text box), and "Country*" (a dropdown menu showing "United States"). There is also a checkbox labeled "Primary". At the bottom right, there are two buttons: "Save" (dark blue) and "Cancel" (light gray).

- The Addresses section will be updated with the newly added site address. Repeat as needed until all the site addresses associated with your property are added.



Step 3: Add Unit(s)

You now need to add units to your property so you can provide details regarding the occupancies of these units. Adding units is an activity that you will only need to complete in the first year of registration. Once the inventory of units is established on your property, you will only need to provide updates to the occupancies and rents of those units moving forward. Follow the steps listed below to add unit(s) to your property.

***Note:** not every unit field will be explained in this guide. If you have specific questions, contact the City of Palm Springs Rental Registry (rentregistry@palmspringsca.gov).

- Scroll down to the Unit Inventory area. Click on the “Add Unit” button to begin adding a unit to your property.

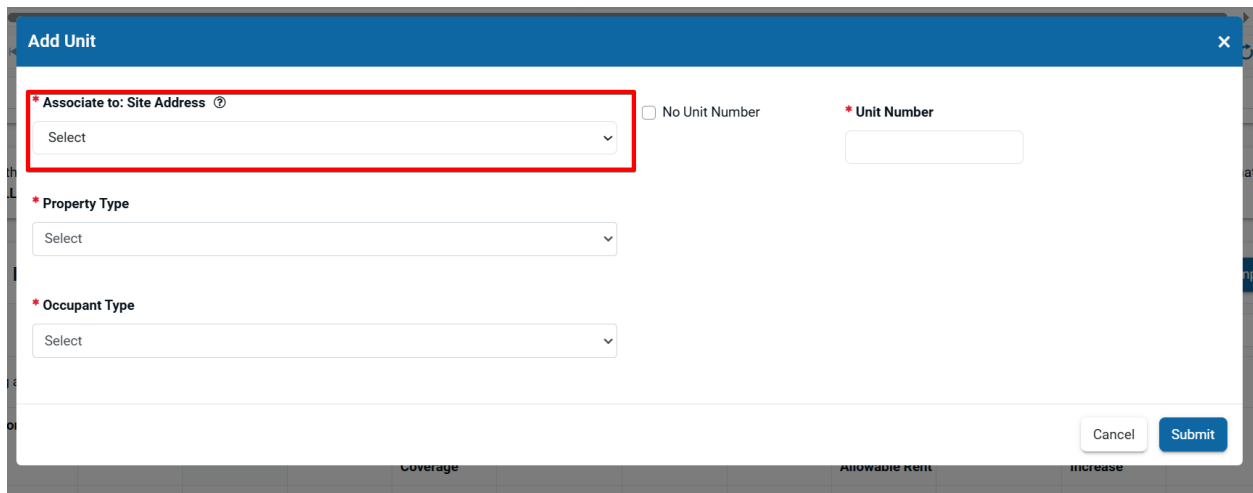
Unit Inventory + Add Unit

Export to Excel Search...

Drag a column header and drop it here to group by that column

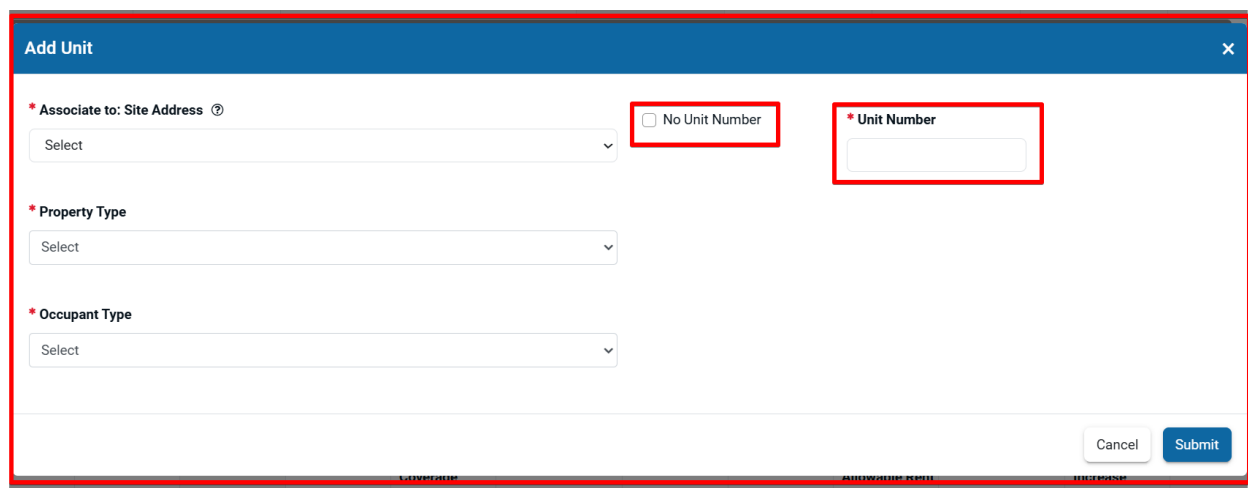
History	Unit Site Address	Unit Number	Status	Type of Ordinance Coverage	Occupancy Type	Initial Rent	Current Rent	Apparent Maximum Allowable Rent	Occupancy Start Date	Date of Most Recent Rent Increase	Action
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

- Select the Unit’s Site Address from the dropdown as shown below. This dropdown will contain all the added property site addresses. If you realize an address is missing, you can close this window and add it in the ‘Address’ section of the property page. The selected address should be part of the unit’s mailing address.



The screenshot shows the 'Add Unit' form with a blue header bar. The first dropdown menu, labeled '* Associate to: Site Address' with a help icon, is highlighted by a red rectangular box. Below it are two more dropdown menus: '* Property Type' and '* Occupant Type'. To the right of the first dropdown is a checkbox labeled 'No Unit Number'. Further right is a text input field labeled '* Unit Number'. At the bottom right are 'Cancel' and 'Submit' buttons. The background of the form is white, and the header bar is blue.

3. Next, we need to know the name of the unit. This, too, should be part of the unit's mailing address. If the unit does not have a specified name, click the 'No Unit Number' checkbox. This would indicate that the unit's mailing address is the same as the site address.



This screenshot shows the same 'Add Unit' form, but with two different elements highlighted by red rectangular boxes. The 'No Unit Number' checkbox is highlighted, and the '* Unit Number' text input field is also highlighted. The rest of the form, including the dropdown menus and the 'Cancel' and 'Submit' buttons, remains the same as in the previous screenshot.

- Enter the required fields listed in the pop up to continue adding the unit to your property. Note that some field selections may require you to provide more information. The required fields will contain a red asterisk (*) next to them. The form cannot be saved until all required fields are entered. Once all the required information is entered, click on the “Submit” button.

- The Unit Inventory table will be updated. Each unit that gets added will have its own action menu displayed in yellow. If you made any error in the entry, you can use the yellow action menu to select the ‘Edit’ option and correct the details. Repeat these steps to add all the units on your property.

Unit Inventory

[+ Add Unit](#)
[+ Bulk Import](#)

[Export to Excel](#)
[Refresh](#)

Drag a column header and drop it here to group by that column

History	Unit Site Address	Unit Number	Status	Type of Ordinance Coverage	Occupancy Type	Initial Rent	Current Rent	Apparent Maximum Allowable Rent	Occupancy Start Date	Date of Most Recent Rent Increase	Action
	1477 West El Alameda Palm Springs CA 92262 US	1.1	Non-Exempt	Just Cause Eviction (JCE)	Owner				01/02/2025		Edit View

Step 4: Submit Unit Exemption(s)

It is possible that one or more of your units may qualify for an Exemption from the fees. You can reference the ordinance to see if you qualify. If you believe one (or more) of your Units should be exempt, you can follow the steps listed below to submit your request for Staff to review. If you do not have any exemptions to claim, you can skip to the next section.

***Note:** not every unit field will be explained in this guide. If you have specific questions, contact the City of Palm Springs Rental Registry (rentregistry@palmspringsca.gov).

1. Scroll down to the Unit Inventory area. Each unit listed has a yellow action menu. Click on the action menu for the unit which you believe qualifies for an exemption.

Unit Inventory

[+ Add Unit](#) [+ Bulk Import](#)

[Export to Excel](#) [Refresh](#)

Drag a column header and drop it here to group by that column

History	Unit Site Address	Unit Number	Status	Type of Ordinance Coverage	Occupancy Type	Initial Rent	Current Rent	Apparent Maximum Allowable Rent	Occupancy Start Date	Date of Most Recent Rent Increase	Action
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	14 East El Alameda Palm Springs CA 92262 US	1.1	Non-Exempt	Just Cause Eviction (JCE)	Owner				01/02/2025		
	14 East El Alameda Palm Springs CA 92262 US	1.3	Non-Exempt	Just Cause Eviction (JCE)	Tenant		\$ 1,000.00	\$ 1,000.00	01/13/2025	01/14/2025	

2. Select 'Apply for Exemption'.

Unit Inventory

[+ Add Unit](#) [+ Bulk Import](#)

[Export to Excel](#) [Refresh](#)

Drag a column header and drop it here to group by that column

History	Unit Site Address	Unit Number	Status	Type of Ordinance Coverage	Occupancy Type	Initial Rent	Current Rent	Apparent Maximum Allowable Rent	Occupancy Start Date	Date of Most Recent Rent Increase	Action
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	14 East El Alameda Palm Springs CA 92262 US	1.1	Non-Exempt	Just Cause Eviction (JCE)	Owner				01/02/2025		
	14 East El Alameda Palm Springs CA 92262 US	1.3	Non-Exempt	Just Cause Eviction (JCE)	Tenant		\$ 1,000.00	\$ 1,000.00	01/13/2025		
	14 East El Alameda Palm Springs CA 92262 US	10	Non-Exempt	Just Cause Eviction (JCE)	Manager				01/03/2025		

Edit

Report New Occupancy

Apply for Exemption

Delete Unit

- The unit exemption application form will appear. Select the Exemption reason. You may be required to provide documentation to support your claim. Failure to provide adequate documentation may result in the denial of your claim. Enter the required fields and then submit your application.

Apply for Exemption

Instructions

Certain rental units are exempt from some or all of the provisions of the Rent Stabilization and Just Cause Eviction Ordinance. Further, certain units are exempt from paying the Rental Registry Fee. Please submit this form for any unit at the property that qualifies as an exempt unit for the fiscal year based on the reasons listed below. If you have any questions on whether your unit is exempt, please contact the Rent Stabilization Program.

*** Exemption Reason**

☐ Unit is fully Owner-Occupied and does not meet the definition of a rental unit
☐ Unit is vacant and unavailable for rent for the entire fiscal year and does not meet the definition of a rental unit
☐ Unit is occupied rent-free and does not meet the definition of a rental unit

*** Date of Exemption** ⓘ

MM/DD/YYYY

Comments

Declaration Statement

☐ * By checking this box, I declare under penalty of perjury under the laws of the State of California that the information I have provided in this form is true and correct to the best of my knowledge and belief. Any attachments included here are either original documents or true and correct copies of the original documents.

Submitter's Info

*** Full Name**

*** Title**

Select

Cancel Submit

- The Unit status will change to “Applied for Exemption” upon successful submission. You can repeat these steps as needed if you have any more exemption claims to submit for review.

Unit Site Address	Unit Name	Status	Type of Ordinance Coverage	Occupancy Type	Initial Rent	Current Rent	Apparent Maximum Allowable Rent	Occupancy Start Date	Date of Most Recent Rent Increase	Action
1512 N DURANT ST SARASOTA CA 92706 US	101	Non-Exempt	Just Cause Eviction	Manager				05/28/2023		
1512 N DURANT ST SARASOTA CA 92706 US	102	Non-Exempt	Just Cause Eviction	Tenant	\$ 2,500.00	\$ 3,000.00	\$ 3,000.00	02/01/2023	06/01/2023	
1512 N DURANT ST SARASOTA CA 92706 US	103	Applied for Exemption	Just Cause Eviction and Rent Stabilization	Rent Subsidized Tenant	\$ 2,500.00	\$ 2,750.00	\$ 2,750.00	04/01/2023	06/01/2023	

Step 5: Submit Property for Registration

Before you submit your property for Registration, double check the following:

- Property Contacts are accurate (Contacts section)
- All Units are added (Unit Inventory Section)
 - Unit Mailing Addresses are accurate.
 - Unit Details provided are accurate.
 - Unit Exemptions are applied for, as needed (My Cases section or the Unit's Status)

If the information looks accurate, follow the steps listed below to complete your property registration for the fiscal year.

1. Scroll to the top of the property page. Click on the blue “Action” button.

The screenshot shows the 'Overview' section of the City of Palm Springs Rent Registry. The page has a blue header with the city logo and a search bar. Below the header is a navigation bar with links: Dashboard, Property Inventory, Contacts, Mailing List, and Case Reports. The main content area is titled 'Overview' and contains a table with property details. The 'Action' button is highlighted with a yellow box.

Overview	
Primary Parcel	: Palms02
Reservation Land	:
Property Status	: Registration Open
Site Address	: 1471 East El Alameda Palm Springs CA 92262 US
Assessor Total Unit Count	: 10
Download W9 Form	: Download
Year Built	: 1998
Total Units Added	: 25
Download Vendor Information Worksheet	: Download

2. Select the option for “Submit Rent Registration”.

The screenshot shows the 'Overview' section of the City of Palm Springs Rent Registry. The 'Action' button is highlighted with a blue box, and its dropdown menu is open. The 'Submit Rental Registration' option is highlighted with a red box.

Overview	
Primary Parcel	: Palms02
Reservation Land	:
Property Status	: Registration Open
Site Address	: 1471 East El Alameda Palm Springs CA 92262 US
Assessor Total Unit Count	: 10
Download W9 Form	: Download
Year Built	: 1998
Total Units Added	: 25
Download Vendor Information Worksheet	: Download

- Apply for Property Exemption
- Submit Rental Registration**
- Show PIN
- Generate new PIN
- Download Registration Letter
- New Property Ownership
- Edit APN
- View Property History
- Report Capital Improvement Petition
- Report Fair Return Petition

3. Read the text in the 'Submit Rent Registration' pop up. You will be asked to confirm that all exemptions are applied for and that you are submitting the information to the best of your knowledge under the penalty of perjury.
4. Click on "Submit" to complete the registration of your property.

Submit Rent Registration

Please Take Note: You must submit an exemption request for each unit that you believe is not subject to the program fees for the upcoming fiscal year. The annual program fee is based on your registration statement and you cannot apply for an exemption from the fee after registration is submitted.

Submitted Exemption Request

☒ * By checking this box, I understand that all unit exemption(s) and property exemption request must be submitted prior to completing registration.

Unit Exemption(s): 1 Property Exemption(s): 0

Please return to the home screen to submit an exemption request. For information on how to apply for an exemption, please review the user guide

Declaration Statement

☒ * I have used all reasonable diligence in preparing this statement. I have reviewed the statement and, to the best of my knowledge, the information contained herein is true and complete. To the extent I was unable, despite the use of reasonable diligence, to ascertain the exact information to be reported, I have provided the most accurate approximation possible based on information and belief where possible or, where such approximation is not feasible, I have stated that the information is unknown. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

* Enter Full Name: John Doe * Select Title: Property Owner

Cancel Submit

5. Your property status will be updated accordingly. You can click on 'My Dashboard' at the top left of the page to return to your dashboard to view/register your other properties. Repeat these steps for any other properties you may be required to register.

City of Palm Springs

Dashboard Property Inventory Contacts Mailing List Case Reports

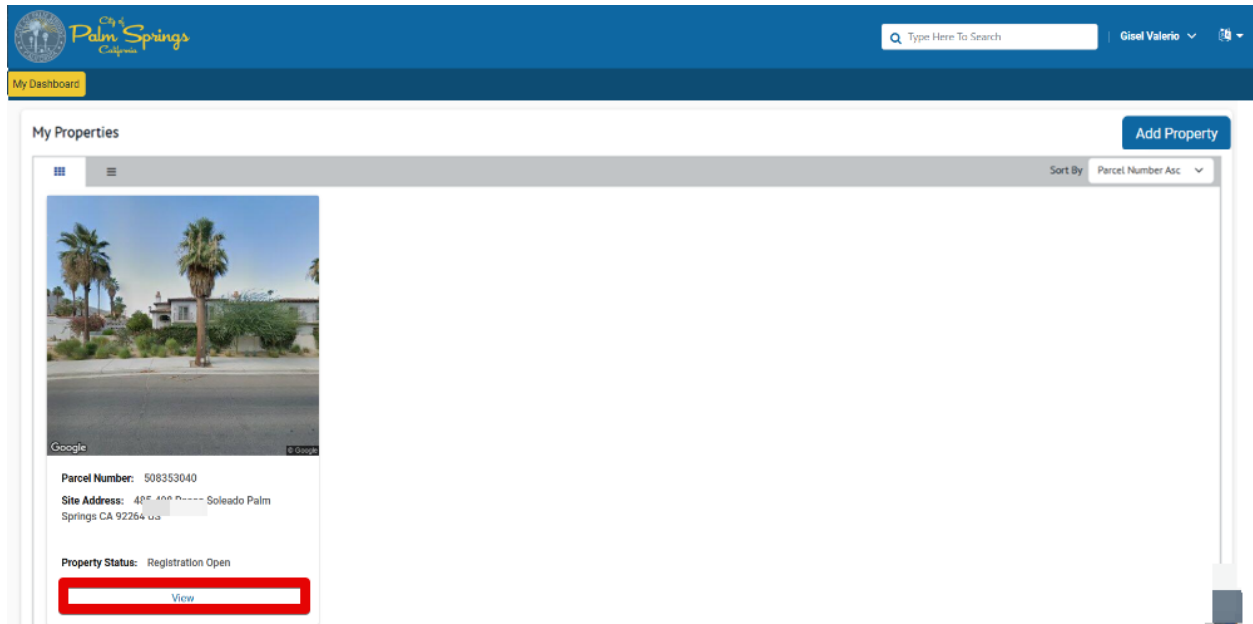
Search: Type Here To Search PS Staff

Overview Action Back

Primary Parcel : Palms02	Site Address : 1471 East El Alameda Palm Springs CA 92262 US	Year Built : 1998
Reservation Land :	Assessor Total Unit Count : 10	Total Units Added : 25
Property Status : Pending Staff Review	Download W9 Form :	Download Vendor Information Worksheet :

I have added my property to my profile, but I should be completely Exempt from the registry. What should I do?

Now that you have added your property to your profile, you need to complete the Registration process. If you believe your property is Exempt from the program, you will still need to take action to inform the Rent Registry. To begin, click on the property's View button to begin the registration process.



The property details page will open. The page is broken down into different sections, where each section houses different information as part of the registration process.

Step 1: Update Contact Information

The first step to claim your property exemption with the Rent Board is to add/update the property contacts. It is required that each property contains at least (1) Owner contact and at least (1) Property Manager before any applications can be submitted.

1. Scroll down to the Contacts area. You will be able to manage the property contacts from this section. If you see the red text "Primary Owner and Property Manager Contact Information is Incomplete" as shown in the image below, you will need to add the missing contact type.

City of Palm Springs Rent Registry Owner/Manager-User Guide

Primary Owner Property Manager Contact Information is Incomplete

Contacts

+ Add Contact

+ Contact Preferences

Columns ▾

Search...

Associated to asset as	Contact Type	Name	Address ↑	Phone Number	Email	Contact Preference	Action
Owner	Individual	Larkspur Landlord	120 Broadway Manhattan New	(333) 333-3333	larkspurlandlorduat	Billing Contact	

- Click on the Add Contact button to add the missing contact type.

Contacts

+ Add Contact

+ Contact Preferences

Columns ▾

Search...

Associated to asset as	Contact Type	Name	Address ↑	Phone Number	Email	Contact Preference	Action
Property Manager	Individual	Marc Lee	120 East Broadway Manhattan New York NY 10002 US	(333) 333-3333	PalmSpring@3diemail.co m		
Authorized Representative	Individual	Marc Lee	800 North State College Boulevard Fullerton CA 92831 US	(714) 777-4444	gisel.valerio@palmSpring s.com		
Owner	Individual	PS Staff			psstaff@3diemail.com		

1

5

Items per page

1-3 of 3 items

- The Add Contact pop up will appear. Select the **Contact Type** from the dropdown list. If your property already has an “Owner” added, then you will need to add a “Property Manager”.

Add Contact

Contact Type*
Select

Owner Type*
Individual

First Name*
Last Name*

Title
Company Name

Address

Address Type*
Select

Search Address
Enter a location
123, Main Street, Los Angeles, CA

☐ Update Address?

Address Line 1*
Address 2

Save Cancel

- Add the required information in the pop up and then Save the contact. You are required to provide the First Name, Last Name, Mailing Address, Email Address, and Phone Number.

☒ Update Address?

Address Line 1*
120 East Broadway

Address 2

City*
Palm Spring

State*
NY

Zip*
10002

Country*
United States

Contact Details

Communication Type*
Email

Email*
Palmspring@3diemail.com

☒ Primary

Communication Type*
Phone

Country Code
1

Phone*
(333) 333-3333

Extension
☒ Primary

+ Add Contact Details

Save Cancel

- The contacts table will be updated. If the “Owner” contact is missing any information in the grid (Email, Phone, etc.), click on the 3-dot Action menu as shown below to edit the contact details.

Contacts + Add Contact + Contact Preferences

Columns Search...

Associated to asset as	Contact Type	Name	Address ↑	Phone Number	Email	Contact Preference	Action
Owner	Individual	Vedali Citizen	12 Marigold St Palm Springs CA 92034 US		Billing Contact,Primary Owner Contact	⋮
Property Manager	Individual	Vedali Citizen	12 Marigold St Palm Springs CA 92034 US	(888) 777-6666	vedali.citizen@3diemail.com		⋮
Owner	Individual	PSUser dan			psccitizen@3diemail.com		⋮

1-3 of 3 items

- Select the “Edit” action.

Contacts + Add Contact + Contact Preferences

Columns Search...

Associated to asset as	Contact Type	Name	Address ↑	Phone Number	Email	Contact Preference	Action
Owner	Individual	Vedali Citizen	12 Marigold St Palm Springs CA 92034 US	(888) 777-6666	vedali.citizen@3diemail.com	Billing Contact,Primary Owner Contact	⋮
Property Manager	Individual	Vedali Citizen	12 Marigold St Palm Springs CA 92034 US	(888) 777-6666	vedali.citizen@3diemail.com		⋮
Owner	Individual	PSUser dan			psccitizen@3diemail.com		⋮

1-3 of 3 items

- The 'Edit Contact' pop up will appear. Many of the required fields may be missing (i.e., Ownership %, Phone, Email, etc.). Enter the required information and then Save the contact.

Address Line 1 *

12 Marigold St

Address 2

City *

Palm Springs

State*

CA

Zip *

92034

Country *

United States

Contact Details

Communication Type*

Email

Email*

vedali.citizen@3diemail.com

☒ Primary

Communication Type*

Phone

Country Code

1

Phone*

(901) 824-7596

Extension

☐ Primary

Communication Type*

Phone

Country Code

1

Phone*

(888) 777-6666

Extension

☒ Primary

+ Add Contact Details

Save

Cancel

- The contacts table will be updated. Next, click on the "Contact Preferences" button to set the preferences for the contacts. You may already see preset values for this on your property. You can edit/modify this at any time.

Contacts

+ Add Contact

+ Contact Preferences

Columns

Search...

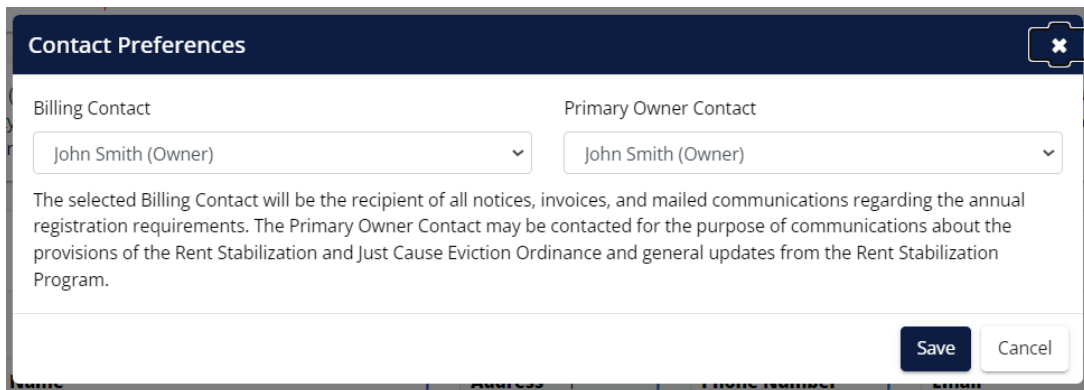
Associated to asset as	Contact Type	Name	Address ↑	Phone Number	Email	Contact Preference	Action
Owner	Individual	Vedali Citizen	12 Marigold St Palm Springs CA 92034 US	(888) 777-6666	vedali.citizen@3diemail.com	Billing Contact,Primary Owner Contact	<div></div>
Property Manager	Individual	Vedali Citizen	12 Marigold St Palm Springs CA 92034 US	(888) 777-6666	vedali.citizen@3diemail.com		<div></div>
Owner	Individual	PSUser dan			pscitizen@3diemail.com		<div></div>

1

5 items per page

1-3 of 3 items

9. The 'Contact Preferences' pop up will appear. Select the "Billing Contact". This contact will be the recipient of the communications from the program. Next, select the Primary Owner Contact. This can also be the same as the Billing Contact. Save your preferences using the "Save" button.



Contact Preferences

Billing Contact: John Smith (Owner)

Primary Owner Contact: John Smith (Owner)

The selected Billing Contact will be the recipient of all notices, invoices, and mailed communications regarding the annual registration requirements. The Primary Owner Contact may be contacted for the purpose of communications about the provisions of the Rent Stabilization and Just Cause Eviction Ordinance and general updates from the Rent Stabilization Program.

Save **Cancel**

10. The Contacts table will be updated. If there are additional Property Manager(s) or Property Owner(s) associated with the property, you can add them using the "Add Contact" button.

Contacts							
<div> + Add Contact + Contact Preferences </div>							
<div> <div>Columns</div> <div> <div>Search...</div> <div>Q</div> </div> </div>							
Associated to asset as	Contact Type	Name	Address	Phone Number	Email	Contact Preference	Action
Owner	Individual	Vedali Citizen	12 Marigold St Palm Springs CA 92034 US	(888) 777-6666	vedali.citizen@3diemail.com	Billing Contact, Primary Owner Contact	i
Property Manager	Individual	Vedali Citizen	12 Marigold St Palm Springs CA 92034 US	(888) 777-6666	vedali.citizen@3diemail.com		i
Owner	Individual	PSUser dan			psccitizen@3diemail.com		i
<div> <div> <div>1</div> <div>5</div> <div>Items per page</div> </div> <div>1-3 of 3 items</div> </div>							

Step 2: Determine Exemption Eligibility

There are different reasons why you believe your property may qualify for an Exemption. You can read through the Ordinance to see which, if any, exemption reasons may apply to you and your property.

Technically, if your property does qualify for an exemption and it is granted by the Rent Program, you are not required to add any units to your property. However, it is not guaranteed that your property exemption will be granted. It may also not be a permanent exemption.

Some property exemptions are temporary, which means in future, you will be required to provide unit and tenancy information for the rental units on your property. If you believe that your exemption may be temporary, you can elect to add units before submitting the Exemption application for Staff review.

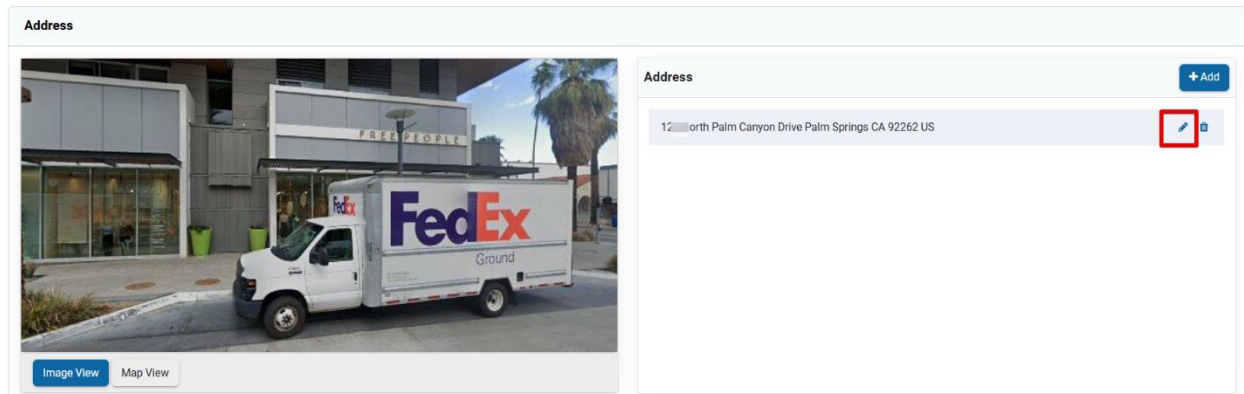
Follow the steps in this section if you would like to add units to your property before submitting a Property Exemption application. If not, you can skip ahead to Step 3.

Step 2A: Property Site Address(es)

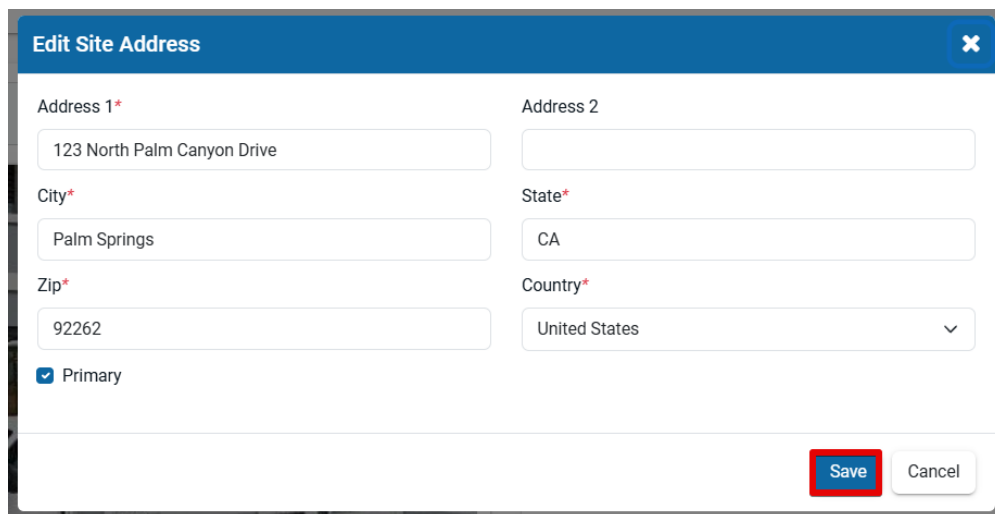
Your property will have only the primary site address (primary address for mailing) added to it. Some properties are large and may contain more than one site address. Please review the Address(es) associated with your property and follow the steps listed below if changes are required.

***Note:** the site address(es) will also be used as the unit's mailing address. You will be required to select the mailing address associated with each unit. Please ensure this data is accurate.

1. Scroll to the Address area. You will be able to manage the site addresses from this section. The Address listed on the property is the primary site address. Check to see if this looks correct. If it does not look accurate, click on the Edit icon next to the address to modify it, as shown below.



2. The 'Edit Site Address' pop up will appear. Modify the necessary information and save your changes.



3. If a new site address needs to be added, click on the “Add” button.

Address




Image View Map View

Address

+ Add

123 North Palm Canyon Drive Palm Springs CA 92262 US

✎ 🗑

4. The ‘Add Site Address’ pop up will appear. Enter the required information (Address Line 1, City, Zip) and save your changes.

Add Site Address

Address 1*

Address 2

City*

State*

CA

Zip*

Country*

United States

☐ Primary

Save Cancel

5. The Addresses section will be updated with the newly added site address. Repeat as needed until all the site addresses associated with your property are added.

Address




Image View Map View

Address

+ Add

147 El Alameda Palm Springs CA 92262 US

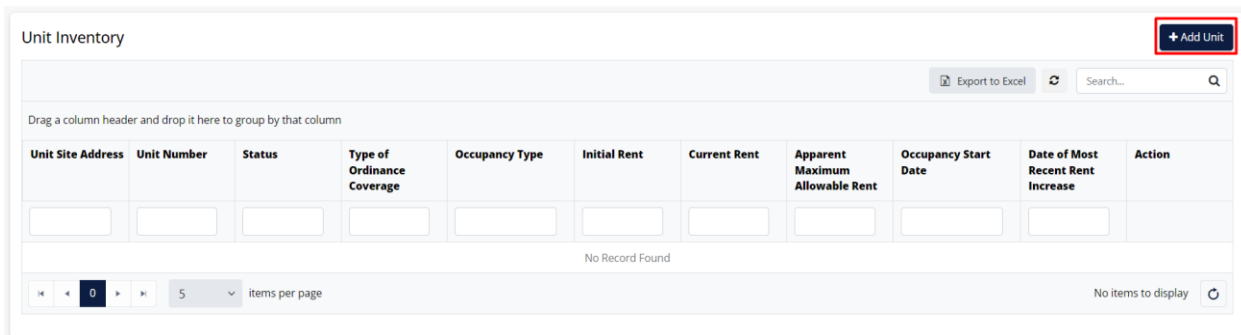
✎ 🗑

Step 2B: Add Unit(s)

You now can add units to your property and provide details regarding the occupancies of these units. Adding units is an activity that you will only need to complete once. Once the inventory of units is established on your property, you will only need to provide updates to the occupancies and rents of those units moving forward. Follow the steps listed below to add unit(s) to your property.

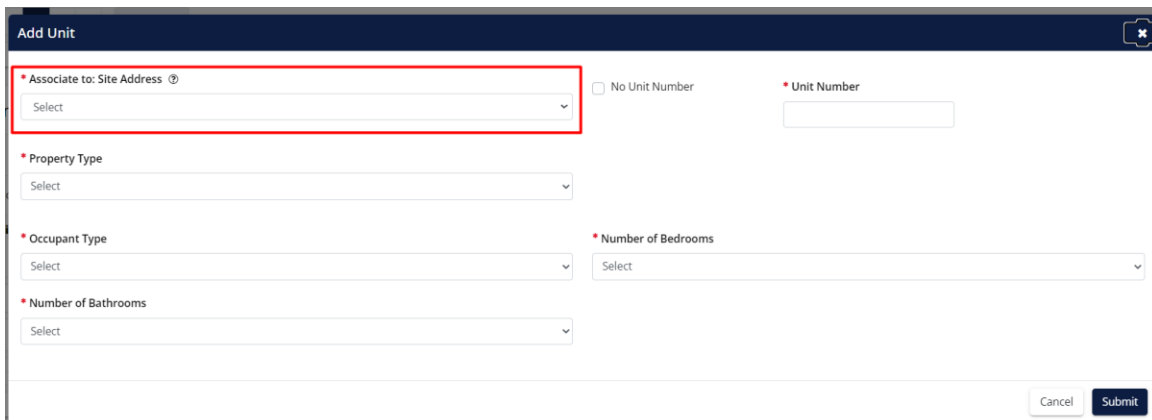
***Note:** not every unit field will be explained in this guide. If you have specific questions, contact the Santa Ana Rent Program.

1. Scroll down to the Unit Inventory area. Click on the “Add Unit” button to begin adding a unit to your property.



The screenshot shows the 'Unit Inventory' section of a web application. At the top right, there is a red-bordered button labeled '+ Add Unit'. Below this is a table with the following columns: Unit Site Address, Unit Number, Status, Type of Ordinance Coverage, Occupancy Type, Initial Rent, Current Rent, Apparent Maximum Allowable Rent, Occupancy Start Date, Date of Most Recent Rent Increase, and Action. The table is currently empty, and a message 'No Record Found' is displayed at the bottom. A pagination bar at the bottom shows '0' items per page and 'No items to display'.

2. Select the Unit’s Site Address from the dropdown as shown below. This dropdown will contain all the added property site addresses. If you realize an address is missing, you can close this window and add it in the ‘Address’ section of the property page. The selected address should be part of the unit’s mailing address.



The screenshot shows the 'Add Unit' form. The first field, 'Associate to: Site Address', is highlighted with a red box and contains a dropdown menu with 'Select' as the current option. Other fields include 'Property Type' (dropdown), 'Occupant Type' (dropdown), 'Number of Bedrooms' (dropdown), and 'Number of Bathrooms' (dropdown). There is also a checkbox for 'No Unit Number' and a text input for 'Unit Number'. At the bottom right, there are 'Cancel' and 'Submit' buttons.

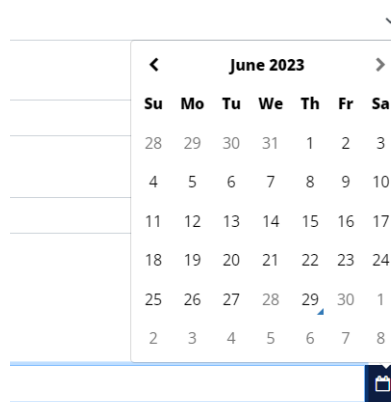
- Next, we need to know the name of the unit. This, too, should be part of the unit's mailing address. If the unit does not have a specified name, click the 'No Unit Number' checkbox. This would indicate that the site address doubles as the unit address.

The screenshot shows a web form titled "Add Unit" with a blue header bar. The form contains several fields and a checkbox:

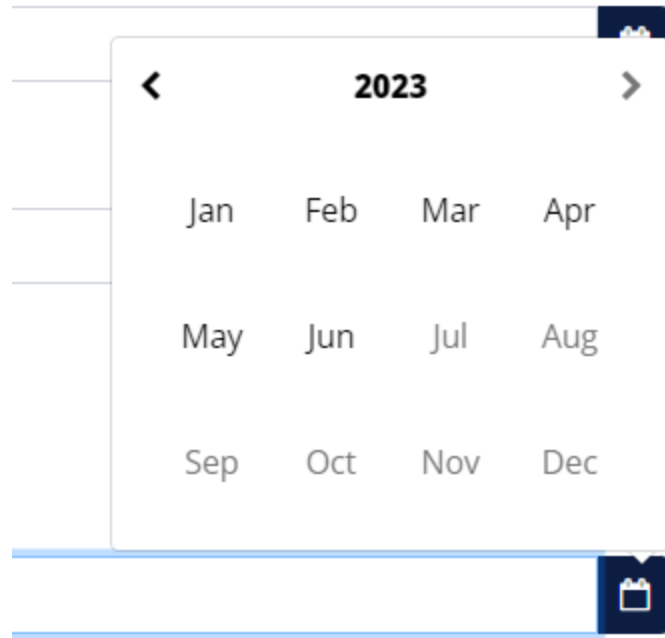
- * Associate to: Site Address**: A dropdown menu showing "1471 East El Alameda Palm Springs CA 92262 US-Parcels".
- No Unit Number**: A checkbox that is currently unchecked.
- * Unit Number**: An empty text input field.
- * Property Type**: A dropdown menu showing "Select".
- * Occupant Type**: A dropdown menu showing "Select".

At the bottom right of the form are two buttons: "Cancel" and "Submit".

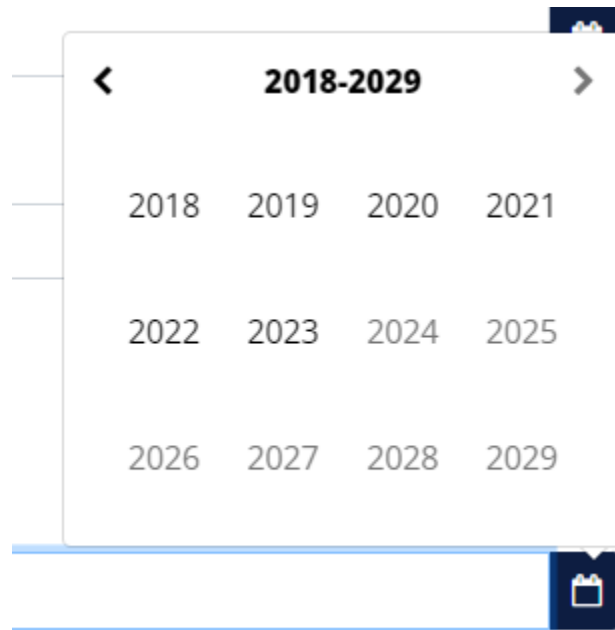
- In some places, you will be asked to enter a date. First click on the calendar



- If you need to scroll to a different year, first click on the Month Year located at the top of the calendar. When you do so, the calendar will change to a monthly calendar.



6. If you need to see a selection of years, rather than months, click on the Year at the top of the calendar



7. Then you can use the left right arrows to scroll to the desired year
8. Continue on the rest of the form and enter the required fields listed in the pop up to continue adding the unit to your property. Note that some field selections may require you to provide more information. The required fields will contain a red asterisk (*) next to them. The form cannot be saved until all required fields are entered. Once all the required information is entered, click on the "Submit" button.

Add Unit ✕

*** Associate to: Site Address** ⓘ

1471 East El Alameda Palm Springs CA 92262 US-Parcels ▼

☐ No Unit Number

*** Unit Number**

*** Property Type**

Select ▼

*** Occupant Type**

Select ▼

Cancel
Submit

9. The Unit Inventory table will be updated. Each unit that gets added will have its own action menu displayed in yellow. If you made any error in the entry, you can use the yellow action menu to select the 'Edit' option and correct the details. Repeat these steps to add all the units on your property.

Unit Inventory
+ Add Unit

Export to Excel
↺
Search...
🔍

Drag a column header and drop it here to group by that column

History	Unit Site Address	Unit Number ↑	Status	Type of Ordinance Coverage	Occupancy Type	Initial Rent	Current Rent	Apparent Maximum Allowable Rent	Occupancy Start Date	Date of Most Recent Rent Increase	Action
🔍	35 North Palm Canyon Drive Palm Springs CA 92262 US	11	Exempt	Just Cause Eviction and Rent Stabilization (JCE/RS)	Owner				03/09/2025		ⓘ ⚙️
🔍	35 North Palm Canyon Drive Palm Springs CA 92262 US	12	Non-Exempt	Rent Stabilization (RS)	Manager				03/06/2025		ⓘ ⚙️

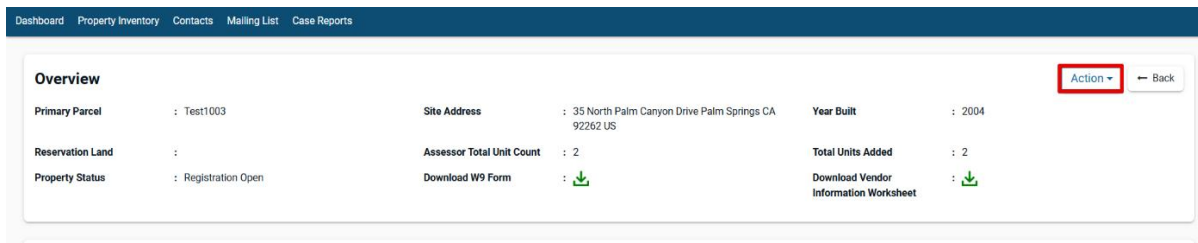
⏪ 1 ⏩
5 Items per page
1-2 of 2 Items 🔄

Step 3: Submit a Property Exemption Application

It is possible that your property may qualify for an Exemption from the fees. Follow the steps listed below to submit your request for Staff to review.

***Note:** not every exemption field will be explained in this guide. If you have specific questions, contact the City of Palm Springs rental registry.

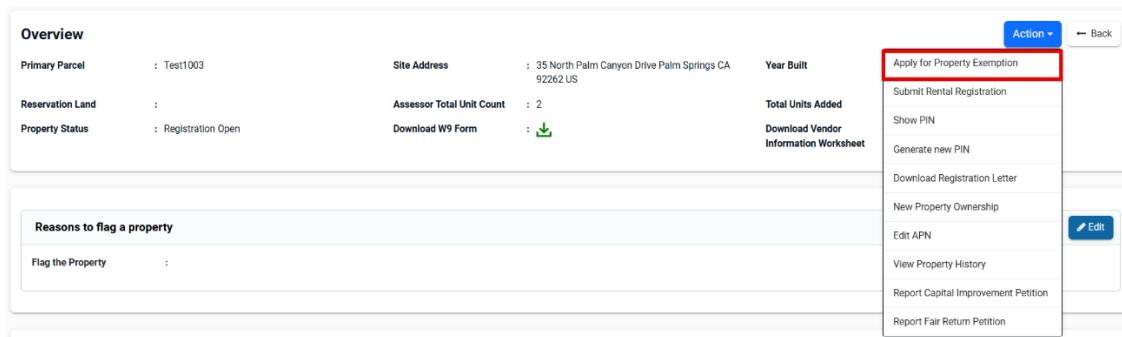
1. Scroll to the top of the property page. Click on the blue “Action” button.



The screenshot shows the 'Overview' section of a property page. At the top right, there is a blue 'Action' button with a dropdown arrow, which is highlighted with a red box. To its right is a 'Back' button. Below these buttons, the property details are listed in a grid format:

Primary Parcel	: Test1003	Site Address	: 35 North Palm Canyon Drive Palm Springs CA 92262 US	Year Built	: 2004
Reservation Land	:	Assessor Total Unit Count	: 2	Total Units Added	: 2
Property Status	: Registration Open	Download W9 Form	:	Download Vendor Information Worksheet	:

2. Select ‘Apply for Property Exemption’.



This screenshot shows the same 'Overview' section as the previous one, but with the 'Action' dropdown menu open. The 'Apply for Property Exemption' option is highlighted with a red box. Other options in the menu include 'Submit Rental Registration', 'Show PIN', 'Generate new PIN', 'Download Registration Letter', 'New Property Ownership', 'Edit APN', 'View Property History', 'Report Capital Improvement Petition', and 'Report Fair Return Petition'. Below the property details, there is a section titled 'Reasons to flag a property' with a 'Flag the Property' button.

3. The property exemption application form will appear. Select the Exemption reason. You may be required to provide documentation to support your claim. Failure to provide adequate documentation may result in the denial of your claim. Enter the required fields and then submit your application.

City of Palm Springs Rent Registry Owner/Manager-User Guide

The screenshot shows a web form titled "Apply for Property Exemption". At the top right is a close button (X). The form contains the following sections:

- * Please select the qualifying grounds for the property exemption**: A dropdown menu with "Select" as the current option.
- Comments**: A text input field.
- Declaration Statement**: A checkbox followed by the text: "By checking this box, I declare under penalty of perjury under the laws of the State of California that the information I have provided in this form is true and correct to the best of my knowledge and belief. Any attachments included here are either original documents or true and correct copies of the original documents."
- Submitter's Info**:
 - * Full Name**: A text input field.
 - * Title**: A dropdown menu with "Select" as the current option.

At the bottom right are "Cancel" and "Submit" buttons.

- To confirm that your application was submitted successfully, scroll down to the "My Cases" section. You will see the Property Exemption Case in the 'Pending Review' status. You can check back periodically to see if it is approved or denied. You will also get an email notification once your Property Exemption case is processed.

The screenshot shows a table titled "My Cases". The table has columns: Case Number, Created On Entity, Case Type, Created On, Updated Date, and Status. The first row is highlighted with a red border. The second row is also highlighted.



Case Number	Created On Entity	Case Type	Created On	Updated Date	Status
PE2023-2317553	APN: 00814411	Property Exemption	06/23/2023 02:17 PM	06/23/2023 02:17 PM	Pending Review
RR2023-2316946	APN: 00814411	Rental Registry	05/17/2023 07:36 AM	06/23/2023 02:01 PM	Registration Open

At the bottom of the table, there is a pagination control showing "1" of 2 items, and a "10 items per page" dropdown.

If your Property Exemption application is approved, your property status will read “Property Exempt” as shown below. Your registration for the current fiscal year will be complete.

Overview

Action ▾ ← Back

Primary Parcel	: 508353040	Site Address	: 485-498 Paseo Soleado Palm Springs CA 92264 US	Year Built	: 2009
Reservation Land	: No - Off Reservation	Assessor Total Unit Count	: 11	Total Units Added	: 0
Property Status	Property Exempt	Download W9 Form	: 	Download Vendor Information Worksheet	: 

INSTRUCTIONS TO REGISTER YOUR PROPERTY

Step 1: Add Site Address. If the property has more than one site address, add additional street address(es) by clicking the blue “Add” button next to “Address” (e.g., a duplex where each unit has a different street address). If all of the rental units on the property have the same site address, skip to the next step.

Step 2: Update your Contact Information. Scroll down and click “Add Contact” to add necessary contacts (Primary Owner and Property Manager). You must add BOTH a Primary Owner and Property Manager contact. If there is no Property Manager, then you can indicate that the Property Manager contact information is the same as for the Owner. After you have added both contacts, use the “Contact Preferences” button to designate who should receive future communications about registration requirements.

Step 3: Add Units. Scroll down to “Add Unit” and add ALL rental units that you own or manage to the Rental Registry . After adding all units to the Rental Registry , you may claim your property as exempt, or claim individual unit(s) exempt.

Step 4: Apply for an Exemption(s). If you believe your entire property may be exempt from paying the Rental Registry Fee, then use the blue property “Action” button at the top-right of this page to apply for a property exemption. If you believe only certain units on the property may be exempt, use each unit’s “Action” button to apply for an exemption for individual units (e.g., “Owner-occupied”).

What Does My Property Status Mean?

Your property status can tell you about the registration status of your property. Review the statuses and their meanings below:

Property Status	Meaning
Registration Open	<p>The registration period is open, and you need to provide updated information about your property and submit for registration.</p> <p>You may have submitted a property exemption and are waiting for staff to review; your property may be in this status until your application is processed. Check the status of your Property Exemption case to ensure it is not denied. If so, you will be required to register.</p>
Registration Denied	<p>Your registration was submitted, but Staff denied it due to some errors. You will need to review your inputs, make necessary edits, and re-submit the property.</p>
Unit Discrepancy	<p>Your property has been submitted for registration, and the number of units you have added to the property does not match with the assessor's records. Your property is flagged for Staff to review. You do not need to take any action. Staff will reach out if there are any questions.</p>
Pending Staff Review	<p>Your property has been submitted for registration and there are exemption applications that still need to be reviewed by the Staff. You do not need to take any action. Staff will reach out if there are any questions.</p>
Registration Form Submitted	<p>Your property has been submitted for registration. Staff will let you know when you can return to the system to submit a payment. You do not need to take any action at this time.</p>

Bulk Import

For any parcel with 10 or more units, a user can import their units in Bulk using the bulk import feature available from the Unit Inventory section of the APN detail page.

Unit Inventory

+ Add Unit

+ Bulk Import

Export to Excel

Search...

Drag a column header and drop it here to group by that column

History	Unit Site Address	Unit Number	Status	Type of Ordinance Coverage	Occupancy Type	Initial Rent	Current Rent	Apparent Maximum Allowable Rent	Occupancy Start Date	Date of Most Recent Rent Increase	Action
	102 Larkspur Plaza Drive Larkspur CA 94939 US	#301	Non-Exempt	Just Cause Eviction (JCE)	Owner				02/02/2021		
	102 Larkspur Plaza Drive Larkspur CA 94939 US	1	Non-Exempt	Just Cause Eviction (JCE)	Manager				02/02/2025		

Steps to follow for the bulk import

1. Click on the “+Bulk Import” menu. Bulk Import tool page as shown below will open.

Bulk Import tool

1. Download the Excel worksheet template by clicking here.

The template is only compatible with Microsoft Excel version 2013 or later, and should not be opened in Google Sheets or Numbers for Mac.

2. Follow the instructions included in the “Instructions” worksheet tab to complete the template in full. You must complete a separate worksheet for each property.

3. Upload the completed worksheet template by using the “Select files” button below.

Choose File*

Select files...

You can only upload *.xlsx* files.

☐

* I have used all reasonable diligence in preparing this statement. I have reviewed the statement and to the best of my knowledge the information contained herein is true and complete. To the extent I was unable, despite the use of reasonable diligence, to ascertain the exact information to be reported, I have provided the most accurate approximation that I can based on information and belief where possible or, where such approximation is not feasible, I have stated that the information is unknown. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature

* Type the name of the person signing this declaration. Do not provide the name of a business.

* Date

3/31/2025

Cancel

Submit

If you have any questions, contact the City of Larkspur Rental Registry Note: images may differ slightly from the application.

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- Click on the [“Download the Excel worksheet template by clicking here”](#). This will open the excel sheet template for the user to fill in the details.

Note: - The template is only compatible with Microsoft Excel version 2013 or later, and should not be opened in Google Sheets or Numbers for Mac.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	Site Address	Unit Number	Occupancy Type	Number of Bedrooms *	Number of Bathrooms *	Date Vacancy Began (MM/DD/YYYY)	Initial Rent Unknown	Initial Rent	Date of Owner Move In (MM/DD/YYYY)	Current Monthly Rent	Tenancy Start Date (MM/DD/YYYY)	Number of Occupants	Date of Last Rent Increase (MM/DD/YYYY)	Amount of Security Deposit Provided at Start of Tenancy is Unknown	Amount of Security Deposit Provided at Start of Tenancy is Unknown
1															
2	1515 Larkspur Landing	Unit 1	Owner	1	1.5	Leave Blank	Leave Blank	Leave Blank	3/1/2022	Leave Blank	Leave Blank	Leave Blank	Leave Blank	Leave Blank	Leave Blank
3	1515 Larkspur Landing	Unit 7	Vacant - Available for Rent	3	1	2/2/2021	Leave Blank	Leave Blank	Leave Blank	Leave Blank	Leave Blank	Leave Blank	Leave Blank	Leave Blank	Leave Blank
4				Leave Blank	Leave Blank	Leave Blank	Leave Blank	Leave Blank	Leave Blank	Leave Blank	Leave Blank	Leave Blank	Leave Blank	Leave Blank	Leave Blank
5				Leave Blank	Leave Blank	Leave Blank	Leave Blank	Leave Blank	Leave Blank	Leave Blank	Leave Blank	Leave Blank	Leave Blank	Leave Blank	Leave Blank
6				Leave Blank	Leave Blank	Leave Blank	Leave Blank	Leave Blank	Leave Blank	Leave Blank	Leave Blank	Leave Blank	Leave Blank	Leave Blank	Leave Blank
7				Leave Blank	Leave Blank	Leave Blank	Leave Blank	Leave Blank	Leave Blank	Leave Blank	Leave Blank	Leave Blank	Leave Blank	Leave Blank	Leave Blank
8				Leave Blank	Leave Blank	Leave Blank	Leave Blank	Leave Blank	Leave Blank	Leave Blank	Leave Blank	Leave Blank	Leave Blank	Leave Blank	Leave Blank
9				Leave Blank	Leave Blank	Leave Blank	Leave Blank	Leave Blank	Leave Blank	Leave Blank	Leave Blank	Leave Blank	Leave Blank	Leave Blank	Leave Blank

- Follow the below instructions included in the “Instructions” worksheet tab of the excel template to complete the template in full. You must complete a separate worksheet for each property.

- PLEASE be sure that you are uploading this sheet for the correct property. If you upload this sheet for the wrong property, you will have to manually delete each unit from the property’s page in the Rental Registry one by one.
- If the property has more than one street address, **you must add the street address to the property page prior to upload**; otherwise the file will not upload. You may add addresses to the property by going to the “Address” field in the property’s page and clicking on the red “Add” button.
- In column A, provide the Street Address **for the unit exactly as it appears in the Rental Registry “Address” field**, see example below. If the Street Address in Column A does not exactly match an address as listed in the property’s address field, you will receive an error message when uploading the data.

It is recommended that you copy/paste the unit’s Street Address into Column A to ensure that it appears exactly as it appears in the Address field. Street Address is case sensitive.

DO NOT USE AUTOFILL to provide the unit street addresses for Column A; you will receive an error message when uploading the data.
- In column B, provide the Unit Number for the unit (i.e., "5", "A", "1/2"). If there is no unit number, leave Column B blank. **Unit numbers must be individually entered into Column B. DO NOT USE AUTOFILL** when listing Unit Numbers in Column B; you will receive an error message when uploading the data.
- Do not add duplicate unit numbers for the same street address**; you will receive an error message when you try to upload the data.
Note: If you have already manually added a unit to the Rental Registry database and try to add that same unit to the database using the Excel spreadsheet, the unit data entered in the Excel spreadsheet will not override the unit data already provided manually.
- In column C, specify the "Occupancy type" for each unit. Upon selecting "Occupancy Type" in column C, you will see the contents of the columns from D-AL update. You must enter a value for each box that reads, "Enter Value." If you do not enter a value for each box, you will receive an error message when you try to upload the data.
Note: If a box has a dropdown menu, you must use the dropdown menu to enter the data for that box. Otherwise, you will receive an error message when you upload the data.
- Columns D and E ("Number of Bedrooms" and "Number of Bathrooms") are mandatory for ALL entries.** You must enter the required information **using the dropdown selections**. If you manually enter the numbers, you will receive an error message when you try to upload the data.
- DO not include any dollar signs (\$)** in fields where dollar amounts are requested (i.e., rent amounts and rent increase amounts). If you include dollar signs, you will receive an error message when you upload the data.
- Do not enter any future dates; this will result in an error when you try to upload the data.
- Errors will be individually identified and will occur if:**
 - A required field is left blank.
 - You have not made dropdown selections for "Number of Bedrooms" and "Number of Bathrooms" columns (Columns D and E)
 - Duplicate records are entered (i.e., duplicate unit numbers)
 - The site address does not exactly match the address as displayed in the property page's Address field. (Address section is case sensitive.)
 - A value is entered manually rather than selected from the dropdown list.
 - Autofill was used to provide street addresses in Column A. These values must be individually copied/pasted from the property page’s Address section.
 - Autofill was used to provide Unit Numbers in Column B. These values must be individually entered.
 - If a site address entered in Column A has not been added to the property’s Address section.
 - A future date is entered.
 - Dollar signs are included in any fields.

4. Upload the completed worksheet template by using the “Select files” button below.

Bulk Import tool

1. Download the [Excel worksheet template by clicking here](#). The template is only compatible with Microsoft Excel version 2013 or later, and should not be opened in Google Sheets or Numbers for Mac.
2. Follow the instructions included in the “Instructions” worksheet tab to complete the template in full. You must complete a separate worksheet for each property.
3. Upload the completed worksheet template by using the “Select files” button below.

Choose File *

Select files...

You can only upload '.xlsx' files.

☐ * I have used all reasonable diligence in preparing this statement. I have reviewed the statement and to the best of my knowledge the information contained herein is true and complete. To the extent I was unable, despite the use of reasonable diligence, to ascertain the exact information to be reported, I have provided the most accurate approximation that I can based on information and belief where possible or, where such approximation is not feasible, I have stated that the information is unknown. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature

* Type the name of the person signing this declaration. Do not provide the name of a business.

* Date

4/1/2025

Cancel Submit

5. Complete the remaining information in the form and click Submit.

Bulk Import tool

1. [Download the Excel worksheet template by clicking here](#). The template is only compatible with Microsoft Excel version 2013 or later, and should not be opened in Google Sheets or Numbers for Mac.

2. Follow the instructions included in the "Instructions" worksheet tab to complete the template in full. You must complete a separate worksheet for each property.

3. Upload the completed worksheet template by using the "Select files" button below.

Choose File*

Select files...

You can only upload **.xlsx** files.

☐ * I have used all reasonable diligence in preparing this statement. I have reviewed the statement and to the best of my knowledge the information contained herein is true and complete. To the extent I was unable, despite the use of reasonable diligence, to ascertain the exact information to be reported, I have provided the most accurate approximation that I can based on information and belief where possible or, where such approximation is not feasible, I have stated that the information is unknown. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature

* Type the name of the person signing this declaration. Do not provide the name of a business.

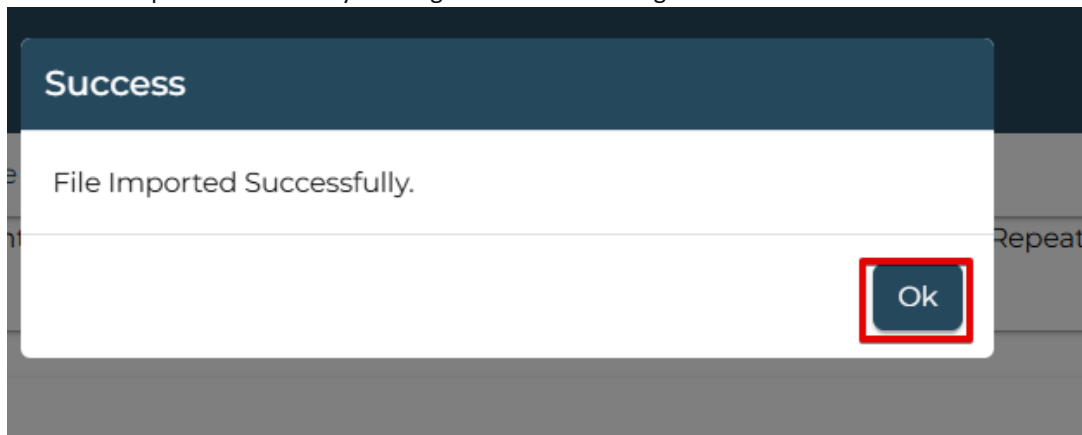
* Date

4/1/2025

Cancel

Submit

6. If the Bulk import is successful you will get the below message.



7. The added units will appear under the Unit Inventory grid.

City of Palm Springs Rent Registry Owner/Manager-User Guide

Unit Inventory

[+Add Unit](#) [+Bulk Import](#)

[Export to Excel](#) [Search...](#)

Drag a column header and drop it here to group by that column

History	Unit Site Address	Unit Number ↑	Status	Type of Ordinance Coverage	Occupancy Type	Initial Rent	Current Rent	Apparent Maximum Allowable Rent	Occupancy Start Date	Date of Most Recent Rent Increase	Action
	320 Magnolia Avenue Larkspur CA 94939 US	5	Applied for Exemption	Just Cause Eviction and Rent Stabilization (JCE/RS)	Manager				12/10/2024		
	320 Magnolia Avenue Larkspur CA 94939 US	6	Non-Exempt	Rent Stabilization (RS)	Owner				12/04/2024		

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