

# 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](mailto: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?

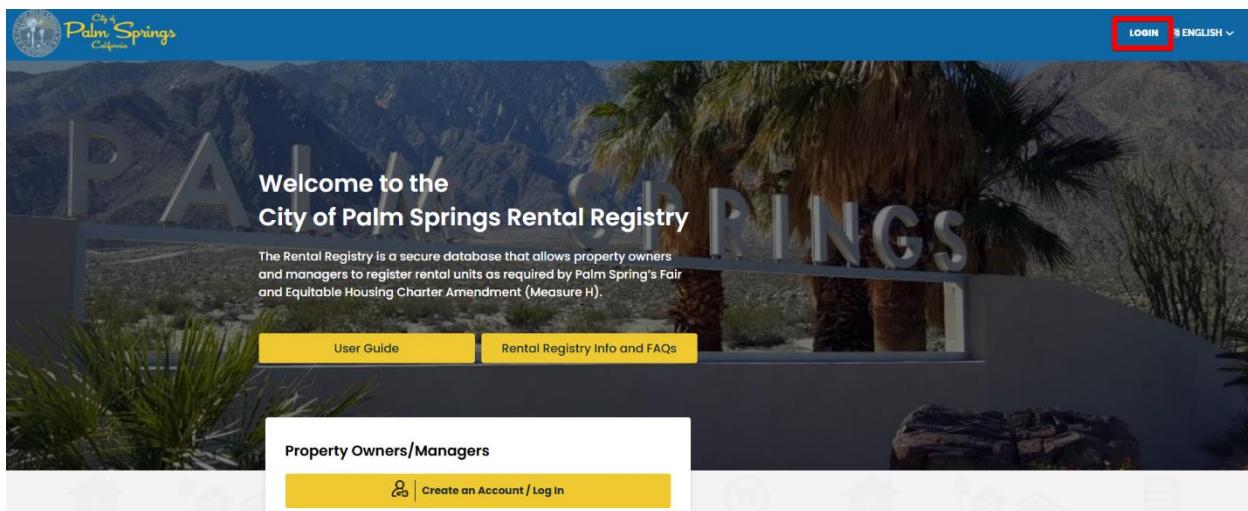
If you received a letter from the City of Palm Springs rental registry requesting you to register your rental property and you are the current owner, then you are responsible for registering the property.

### Create a Login to the Website

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

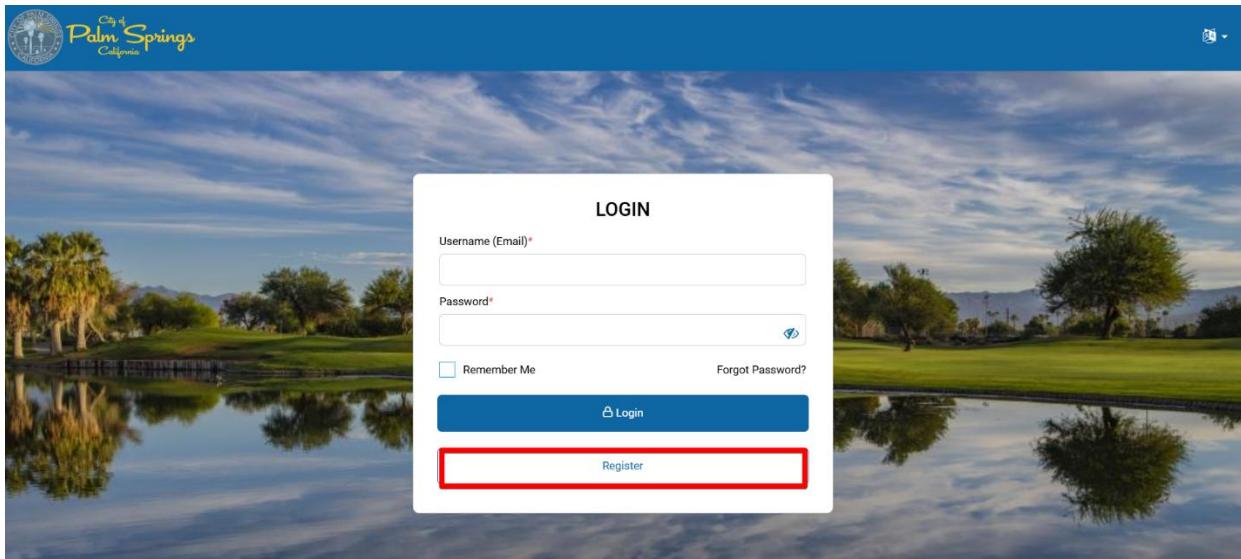
The steps to complete this process are listed below.

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.



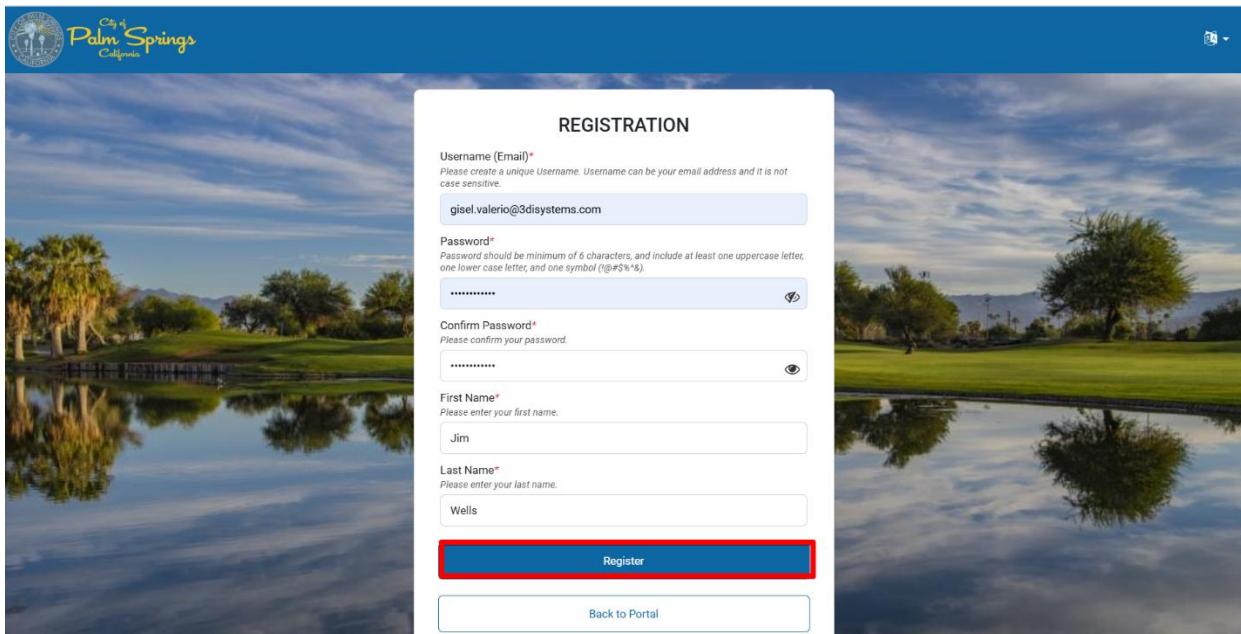
## City of Palm Springs Rent Registry Owner/Manager-User Guide

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**

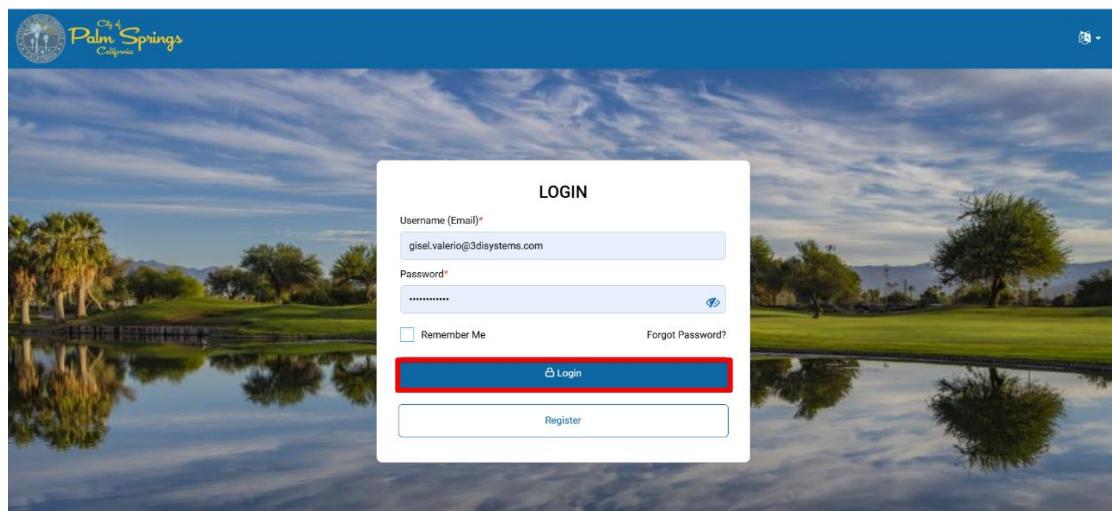


5. Click on the Register button to submit your account information.
6. The system will send an account verification email to the Username/Email Address you provided with an Activation Link. The email should arrive within a few minutes and the **activation link expires in 15 minutes**. If you do not see 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?

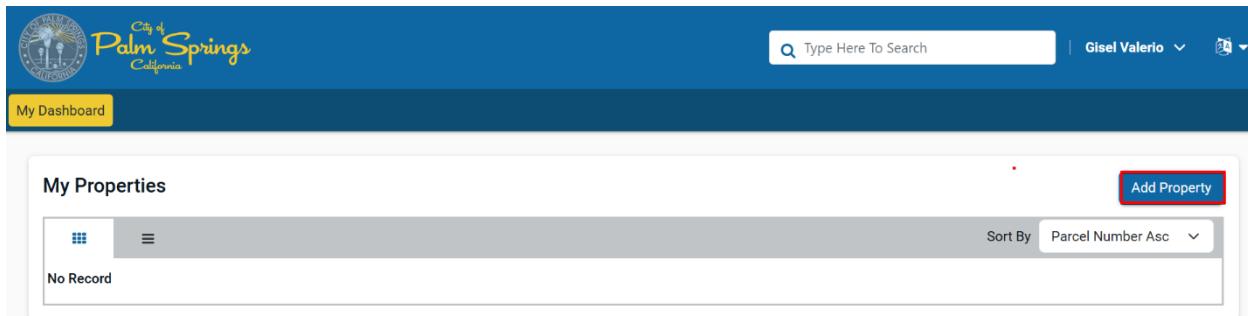
Now that you have created an account and activated it, you can login to the Rent Portal website. Once you login, you will be redirected to your dashboard. Your dashboard will be empty until you add your property to your profile. Follow the steps below to add your property. You will need to repeat for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



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

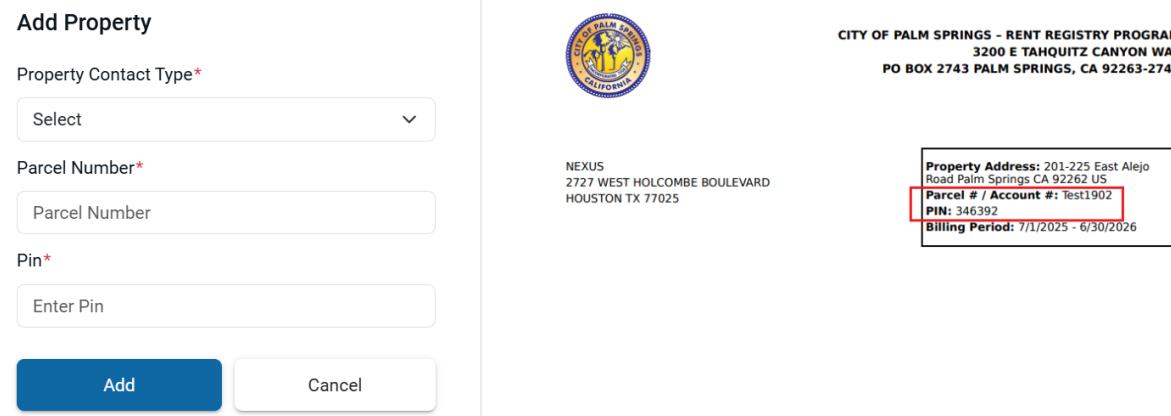
2. Retrieve the Registration Letter and click on the 'Add Property' button on the top right corner of your dashboard.



The screenshot shows the City of Palm Springs Rent Registry dashboard. At the top, there is a header with the city's logo and name. Below the header, a search bar and a user profile are visible. A yellow button labeled 'My Dashboard' is on the left. The main content area is titled 'My Properties' and shows a message 'No Record'. On the right side of this section, there is a 'Sort By' dropdown set to 'Parcel Number Asc'. At the top right of the 'My Properties' section, there is a red-bordered 'Add Property' button.

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



The screenshot shows the 'Add Property' pop-up window. On the left, there are three input fields: 'Property Contact Type\*' (dropdown menu 'Select'), 'Parcel Number\*' (text input 'Parcel Number'), and 'Pin\*' (text input 'Enter Pin'). On the right, there is a logo of the City of Palm Springs and text for the 'CITY OF PALM SPRINGS - RENT REGISTRY PROGRAM' with address '3200 E TAHQUITZ CANYON WAY PO BOX 2743 PALM SPRINGS, CA 92263-2743'. Below this, there is a box containing property details: 'NEXUS 2727 WEST HOLCOMBE BOULEVARD HOUSTON TX 77025', 'Property Address: 201-225 East Alejo Road Palm Springs CA 92262 US', 'Parcel # / Account #: Test1902', 'PIN: 346392', and 'Billing Period: 7/1/2025 - 6/30/2026'. At the bottom of the pop-up, there are 'Add' and 'Cancel' buttons.

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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

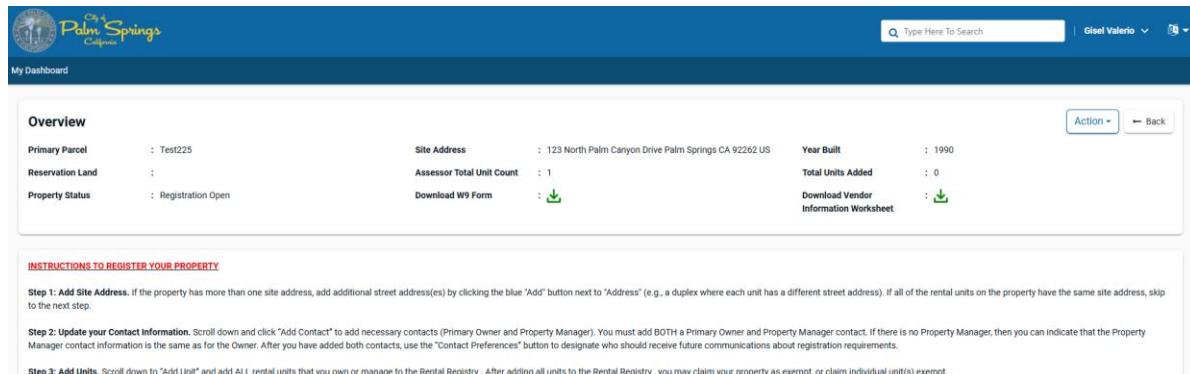
5. Your property will appear on your dashboard as shown below. Repeat these steps for each property that you are required to register.

A screenshot of a web-based application for managing rental properties. The top navigation bar includes the City of Palm Springs logo, a search bar, and a 'Global Filters' dropdown. The main content area is titled 'My Properties' and shows a list of registered properties. One property is highlighted, showing a thumbnail image of a white van parked in a lot, the parcel number (Test225), the site address (123 North Palm Canyon Drive, Palm Springs, CA 92262 US), and the property status (Preparing for Registration). A 'View' button is visible at the bottom of this card. The interface includes sorting and filtering options.

## 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.

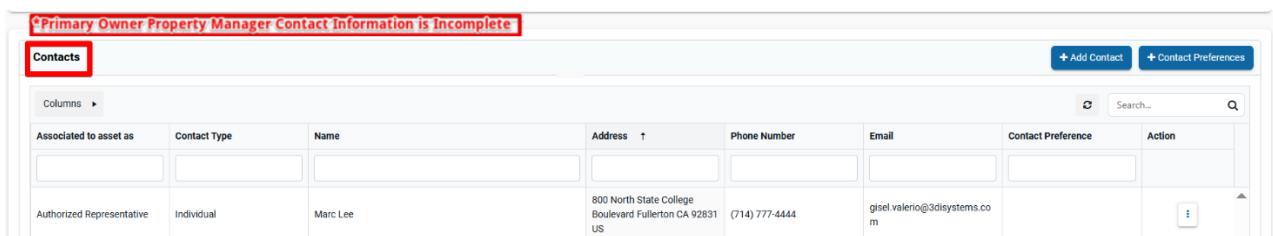


The screenshot shows the 'My Dashboard' page of the City of Palm Springs Rent Registry. At the top, there is a header with the city logo, a search bar, and a user dropdown for 'Gisel Valerio'. Below the header, the 'My Dashboard' section is visible. A large 'Overview' box contains property details: Primary Parcel (Test225), Site Address (123 North Palm Canyon Drive Palm Springs CA 92262 US), Year Built (1990), Reservation Land (empty), Assessor Total Unit Count (1), Total Units Added (0), Property Status (Registration Open), and Download W9 Form (link). Below the overview, a section titled 'INSTRUCTIONS TO REGISTER YOUR PROPERTY' provides three steps: 1. Add Site Address (skip if all units have same address). 2. Update your Contact Information (add both Primary Owner and Property Manager). 3. Add Units (scroll to 'Add Unit' and add all units). Buttons for 'Action' and 'Back' are at the top right of the instructions section.

### Step 1: Update Contact Information

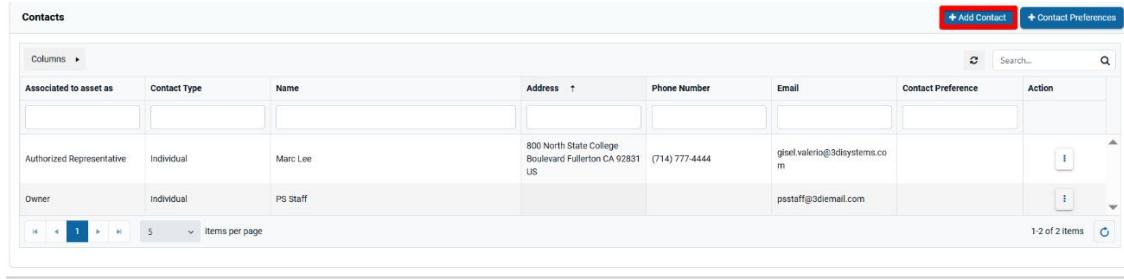
The first step to property registration is to add/update the property contacts. It is required that each property contains at least (1) Owner contact and at least (1) Property Manager.

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.



The screenshot shows the 'Contacts' page. At the top, a red box highlights the error message 'Primary Owner and Property Manager Contact Information is Incomplete'. Below the message, there is a table with columns: Associated to asset as, Contact Type, Name, Address, Phone Number, Email, Contact Preference, and Action. A single row is visible, showing 'Authorized Representative' as the contact type, 'Individual' as the name, 'Marc Lee' as the contact name, '800 North State College Boulevard Fullerton CA 92831 US' as the address, '(714) 777-4444' as the phone number, 'gisel.valerio@3disystems.com' as the email, and an empty contact preference field. Buttons for '+ Add Contact' and '+ Contact Preferences' are at the top right of the table.

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

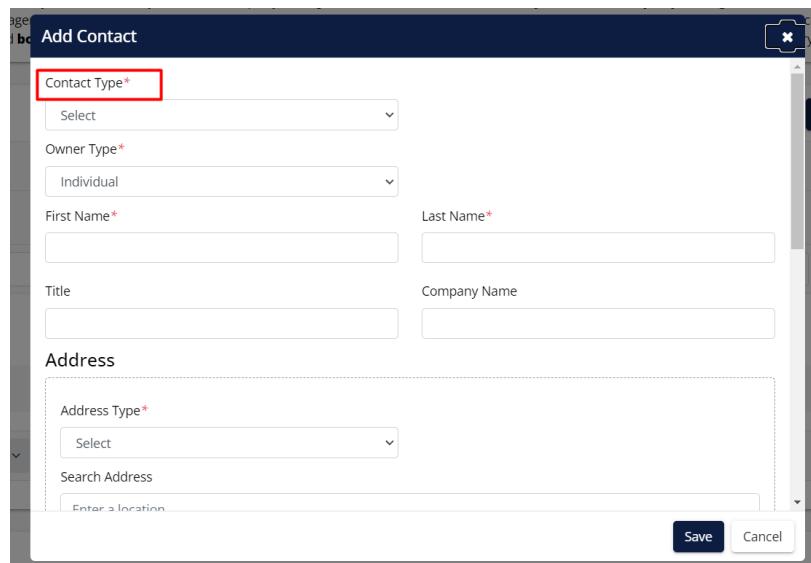


The screenshot shows a table with columns: Associated to asset as, Contact Type, Name, Address, Phone Number, Email, Contact Preference, and Action. There are two rows of data:

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		

At the bottom, there are buttons for '1' (selected), '5', '10', '20', '50', '100', and 'Items per page'. A status bar at the bottom right says '1-2 of 2 items'.

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”.



The 'Add Contact' modal dialog is displayed. It has the following fields:

- Contact Type\***: A dropdown menu with 'Select' as the current value.
- Owner Type\***: A dropdown menu with 'Individual' as the current value.
- First Name\***: An input field.
- Last Name\***: An input field.
- Title**: An input field.
- Company Name**: An input field.
- Address**: A section with a 'Address Type\*' dropdown (Select) and a 'Search Address' input field with placeholder 'Enter a location'.
- Buttons**: 'Save' and 'Cancel' at the bottom right.

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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.

The form consists of several input fields and dropdown menus. At the top, there are fields for 'City \*' (Oxnard), 'State \*' (CA), 'Zip \*' (left empty), and 'Country \*' (United States). Below this is a 'Contact Details' section with two rows. The first row contains 'Communication Type \*' (Email), 'Email \*' (input field), and a 'Primary' checkbox (checked). The second row contains 'Communication Type \*' (Phone), 'Country Code' (1), 'Phone \*' (714) 555-0010, and an 'Extension' field (left empty). A 'Primary' checkbox is also checked here. At the bottom of the 'Contact Details' section is a blue button labeled '+ Add Contact Details'. At the very bottom right are 'Save' and 'Cancel' buttons, with 'Save' being highlighted with a red box.

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.

The table has columns: Associated to asset as, Contact Type, Name, Address, Phone Number, Email, Contact Preference, and Action. The first row (Authorized Representative) has a single entry: Individual, Marc Lee, 800 North State College Boulevard Fullerton CA 92831, (714) 777-4444, gisel.valerio@3disystems.com, and an empty Contact Preference field. The second row (Owner) has entries: Individual, PS Staff, and a red box highlights the Email field (psstaff@3diemail.com) and the Action menu button (a blue square with a white dot).

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### 6. Select the “Edit” action.

Contacts								<a href="#">+ Add Contact</a>	<a href="#">+ Contact Preferences</a>
Associated to asset as		Contact Type	Name	Address ↑	Phone Number	Email	Contact Preference	Action	
Property Manager	Individual	Marc Lee		123 Last Broadway Manhattan New York NY 10002 US	(333) 333-3333	Palmspring@3diemail.com		<a href="#">:</a>	
Authorized Representative	Individual	Marc Lee		800 North State College Boulevard Fullerton CA 92831 US	(714) 777-4444	gisel.valerio@palmsprings.co m		<a href="#">:</a>	

### 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\*  Country\*

#### Communication

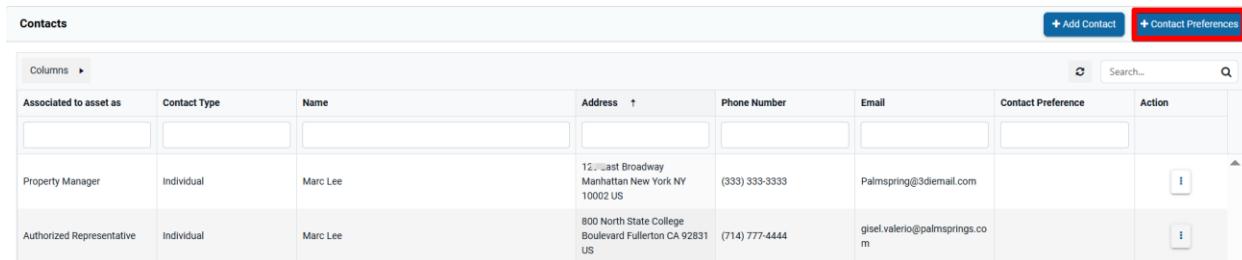
Communication Type*	Email*	<input checked="" type="checkbox"/> Primary	
<input type="button" value="Email"/>	john@3diemail.com		
Communication Type*	Country Code	Phone*	Extension
<input type="button" value="Phone"/>	<input type="text" value="1"/>	<input type="text" value="485 915-1615"/>	<input checked="" type="checkbox"/> Primary

[+ Add New communication](#)

[Save](#) [Cancel](#)

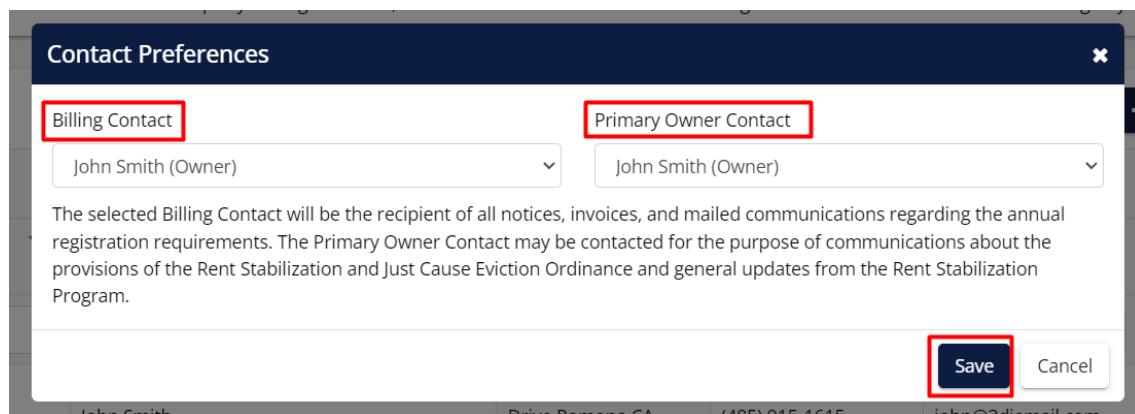
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8. The contacts table will be updated. Next, click on the “Contact Preferences” button to set the preferences for the contacts. You may already see preset values for this on your property. You can edit/modify this at any time.



Associated to asset as	Contact Type	Name	Address	Phone Number	Email	Contact Preference	Action
Property Manager	Individual	Marc Lee	12 East Broadway Manhattan New York NY 10062 US	(333) 333-3333	Palmspring@3diemail.com		<a href="#">Edit</a>
Authorized Representative	Individual	Marc Lee	800 North State College Boulevard Fullerton CA 92831 US	(714) 777-4444	gisel.valorio@palmsprings.co m		<a href="#">Edit</a>

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** **Primary Owner Contact**

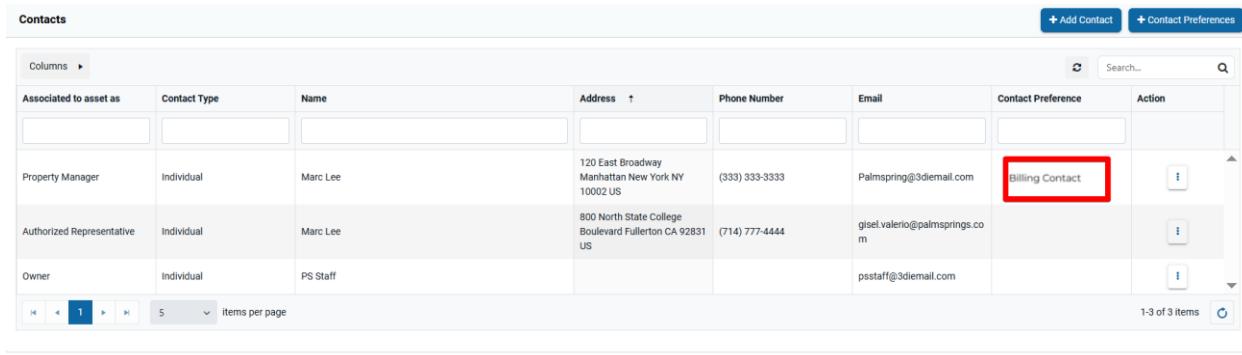
John Smith (Owner) John Smith (Owner)

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**

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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.



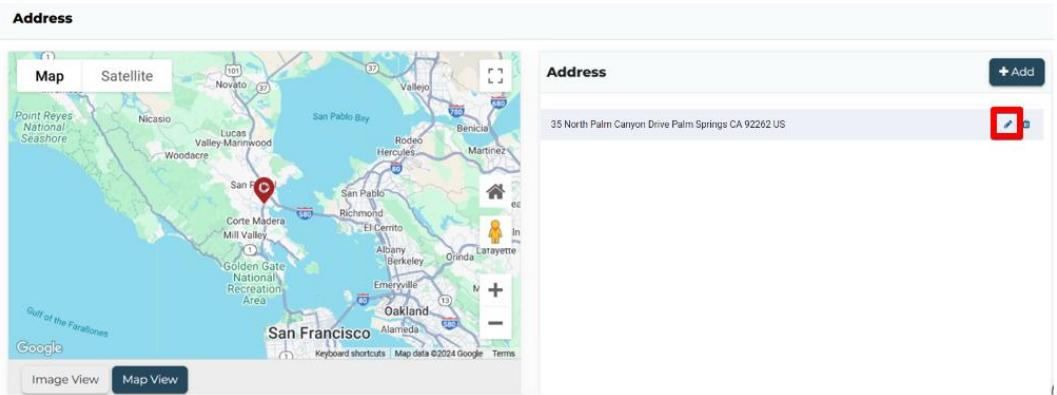
Contacts							
Associated to asset as		Contact Type	Name	Address	Phone Number	Email	Contact Preference
Property Manager	Individual	Marc Lee	120 East Broadway Manhattan New York NY 10002 US	(333) 333-3333	Palmspring@3diemail.com	Billing Contact	
Authorized Representative	Individual	Marc Lee	800 North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

### 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.



Address

Map Satellite

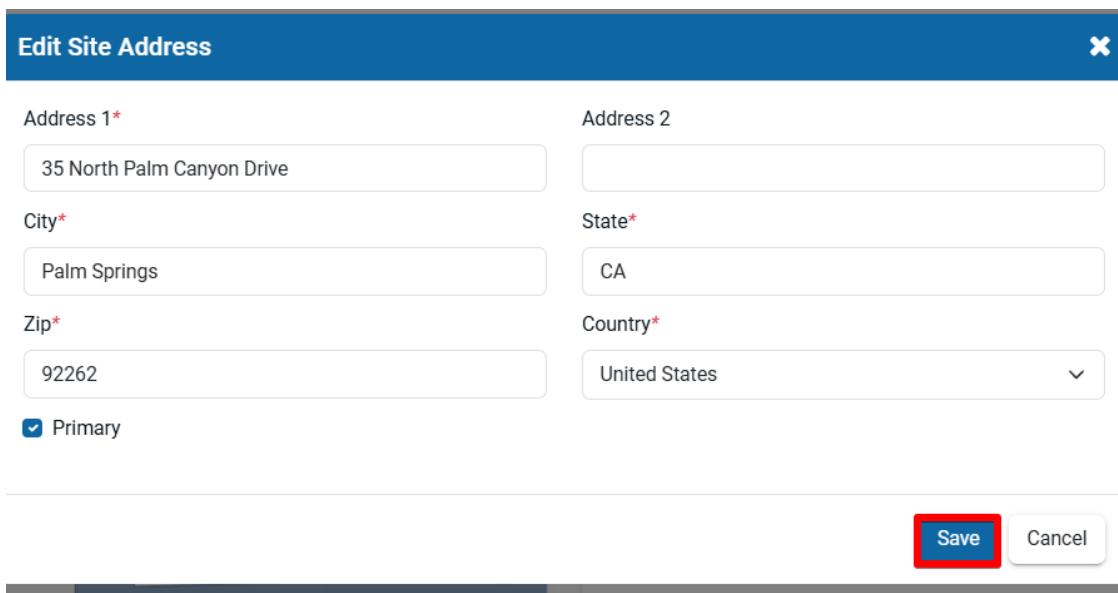
Point Reyes National Seashore Nicasio Lucas Valley-Marinwood Novato Vallejo San Pablo Bay Rodeo Hercules Martinez Martinez

San Francisco Corte Madera Mill Valley Golden Gate National Recreation Area Richmond El Cerrito Albany Berkeley Emeryville Oakland Alameda

35 North Palm Canyon Drive Palm Springs CA 92262 US

+ Add Edit

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

Address 2

City\*

Palm Springs

State\*

CA

Zip\*

92262

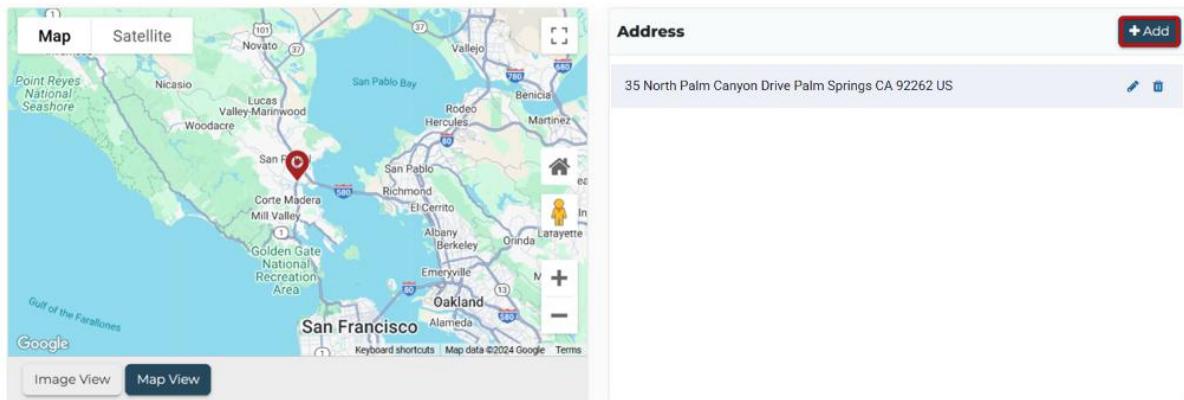
Country\*

United States

Primary

Save Cancel

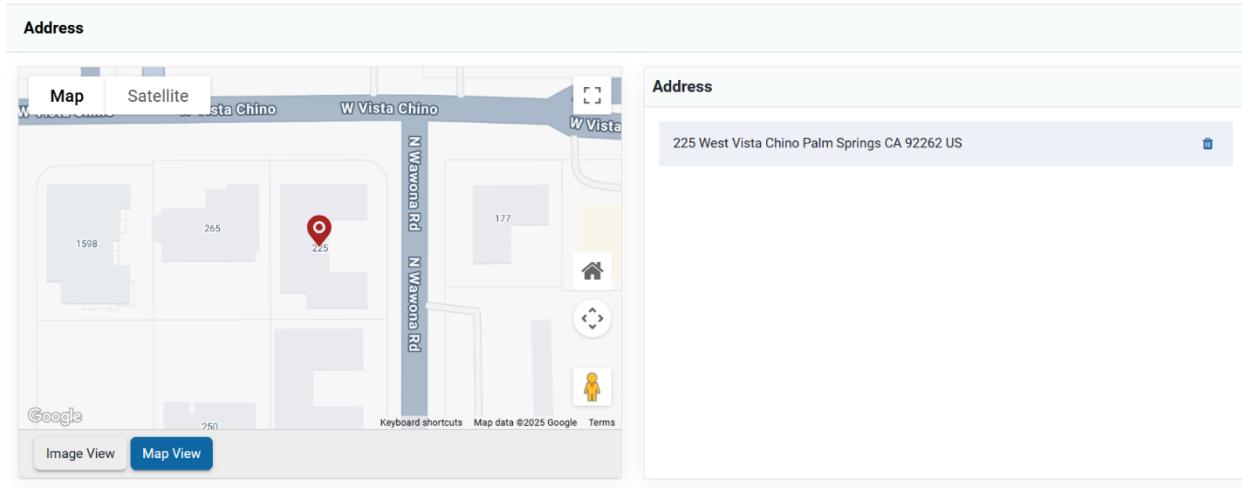
3. If a new site address needs to be added, click on the “Add” button.



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

A screenshot of a modal dialog titled "Add Site Address". The form contains the following fields: "Address 1\*" (input field), "Address 2" (input field), "City\*" (input field), "State\*" (input field with "CA" selected), "Zip\*" (input field), "Country\*" (dropdown menu set to "United States"), and a checkbox labeled "Primary". At the bottom right are "Save" and "Cancel" buttons.

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.



### 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](mailto:rentregistry@palmspringsca.gov)).

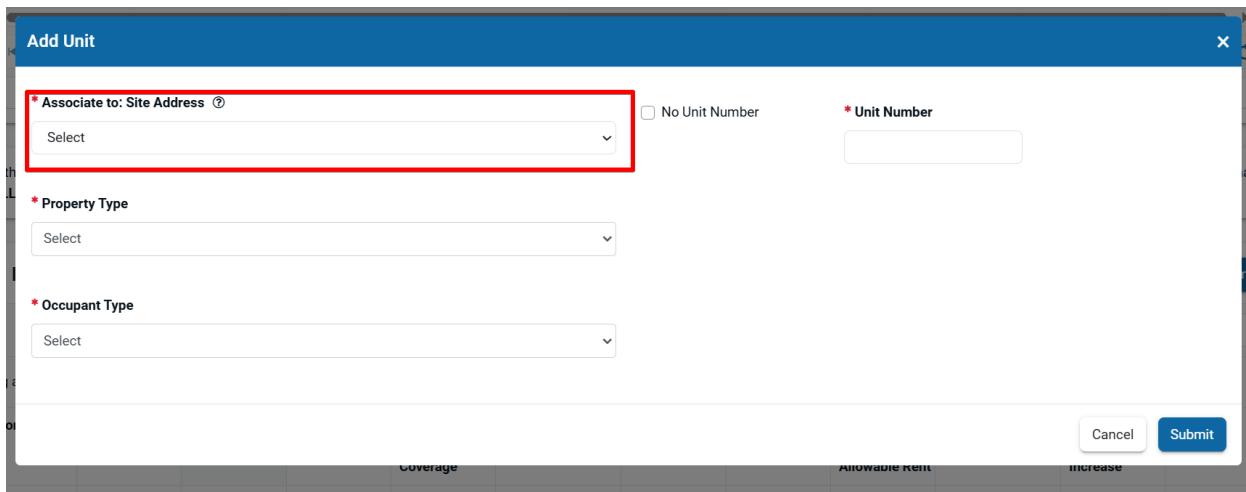
1. Scroll down to the Unit Inventory area. Click on the “Add Unit” button to begin adding a unit to your property.

Unit Inventory

+ Add Unit

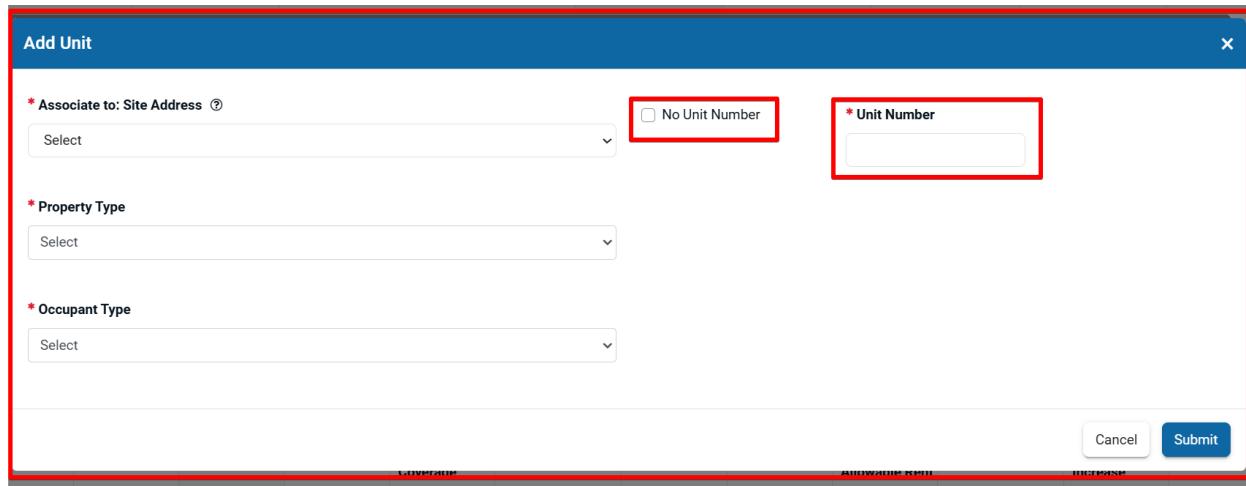
												<input type="button" value="Export to Excel"/>	<input type="button" value="Search..."/>	<input type="button" value=""/>
Drag a column header and drop it here to group by that column														
History	Unit Site Address	Unit Number	Status	Type of Ordinance Coverage	Occupancy Type	Initial Rent	Current Rent	Apparent Maximum Allowable Rent	Occupancy Start Date	Date of Most Recent Rent Increase	Action			

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 'Associate to: Site Address' dropdown is highlighted with a red box. To its right is a checkbox for 'No Unit Number' and an input field for 'Unit Number' with a red asterisk. Below these are fields for 'Property Type' and 'Occupant Type', each with a 'Select' dropdown. At the bottom right are 'Cancel' and 'Submit' buttons.

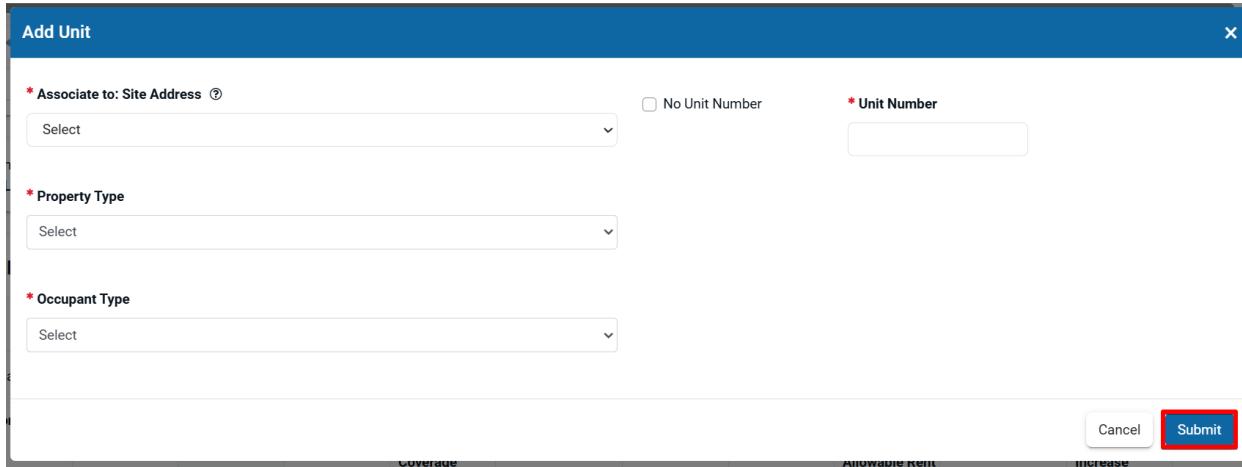
3. Next, we need to know the name of the unit. This, too, should be part of the unit's mailing address. If the unit does not have a specified name, click the 'No Unit Number' checkbox. This would indicate that the unit's mailing address is the same as the site address.



The screenshot shows the 'Add Unit' form with a large red box enclosing the 'Associate to: Site Address' dropdown, the 'No Unit Number' checkbox, and the 'Unit Number' input field. The 'No Unit Number' checkbox is checked. The 'Unit Number' input field has a red asterisk. The other fields and buttons are visible but not highlighted.

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4. 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 [?](#)

No Unit Number

\* Unit Number

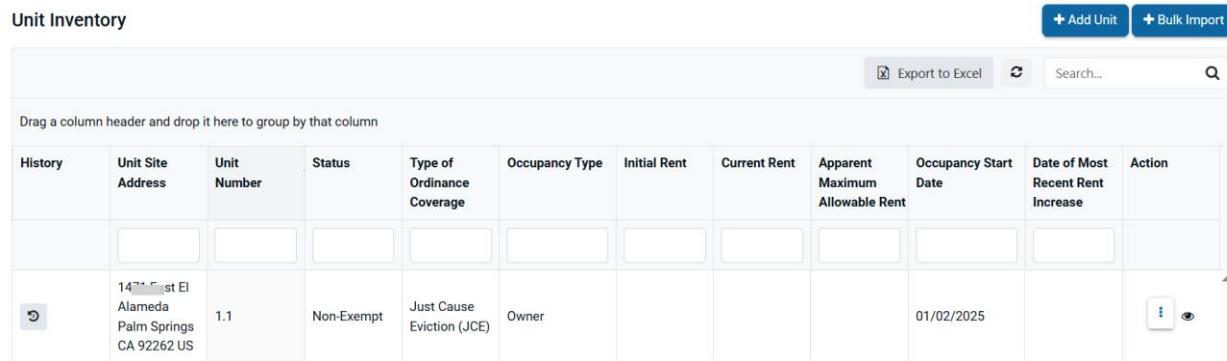
\* Property Type

\* Occupant Type

Coverage      Allowable Rent      Increase

Cancel      **Submit**

5. 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      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
	1474 East El Alameda Palm Springs CA 92262 US	1.1	Non-Exempt	Just Cause Eviction (JCE)	Owner				01/02/2025		 

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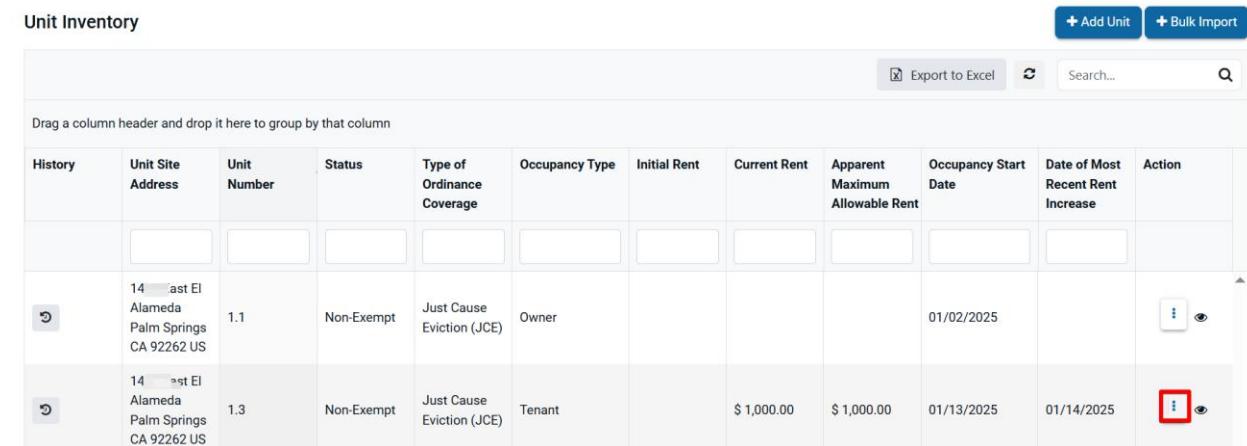
### Step 4: Submit Unit Exemption(s)

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](mailto: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.

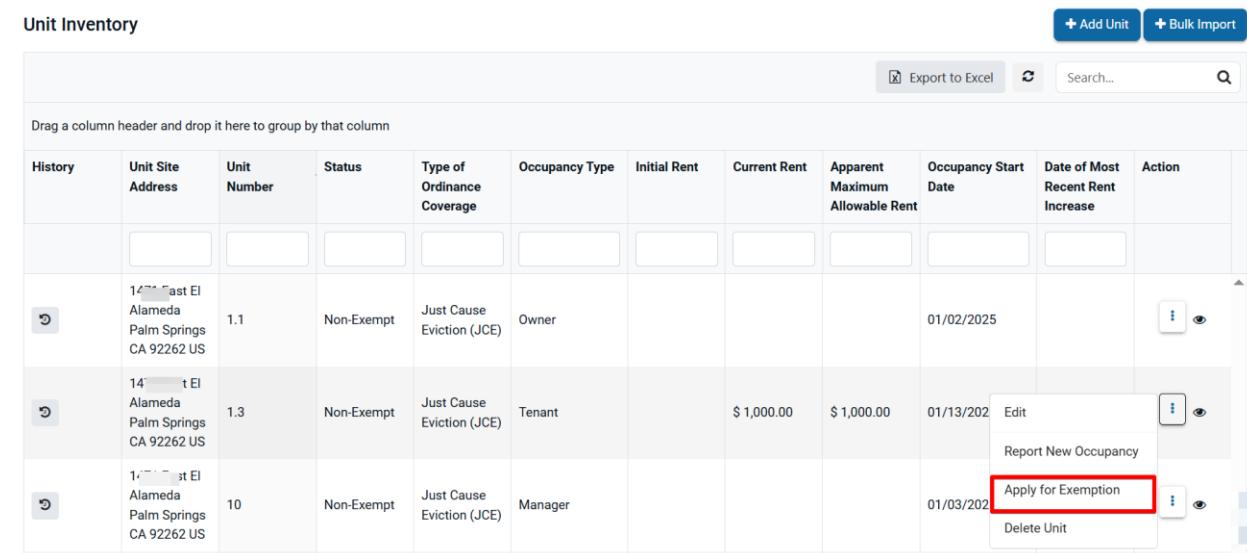
Unit Inventory



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
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



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
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	01/13/2022	Edit		
14 East El Alameda Palm Springs CA 92262 US	10	Non-Exempt	Just Cause Eviction (JCE)	Manager					01/03/2022	Apply for Exemption	

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

3. 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**

**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**

4. 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 Inventory

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

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 SACRAMENTO, CA 95826	101	Non-Exempt	Just Cause Eviction	Manager				05/28/2023		<input type="button" value="i"/>
1512 N DURANT ST SACRAMENTO, CA 95826	102	Non-Exempt	Just Cause Eviction	Tenant	\$ 2,500.00	\$ 3,000.00	\$ 3,000.00	02/01/2023	06/01/2023	<input type="button" value="i"/>
1512 N DURANT ST SACRAMENTO, CA 95826	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	<input type="button" value="i"/>

Export to Excel

Items per page: 5

1 of 3 items

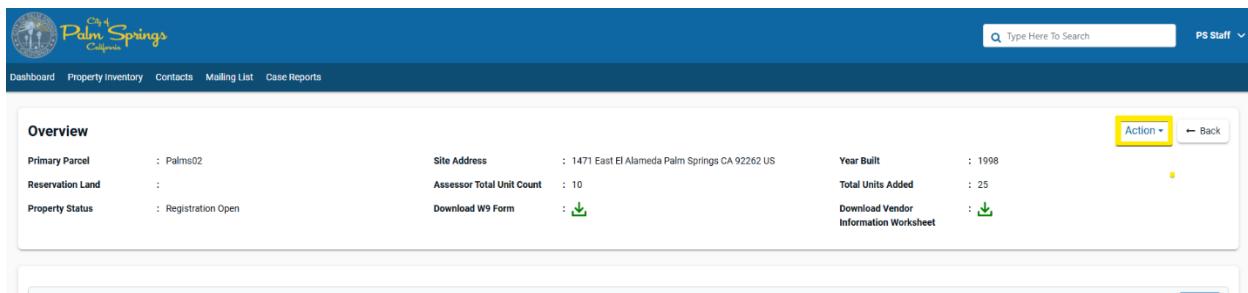
## Step 5: Submit Property for Registration

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)

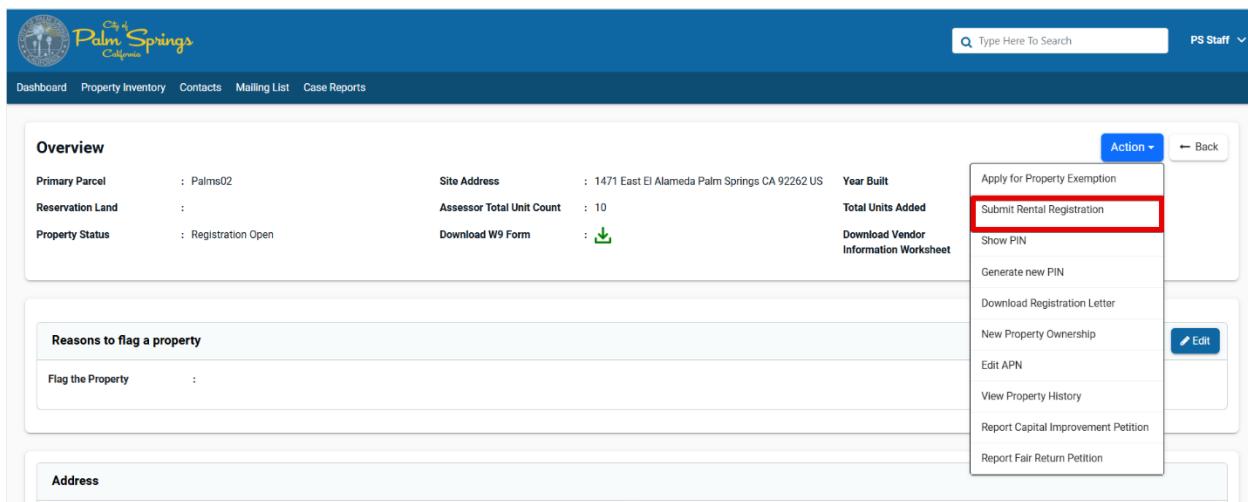
If the information looks accurate, follow the steps listed below to complete your property registration for the fiscal year.

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



The screenshot shows the 'Overview' section of the property page. It includes details like Primary Parcel (Palms02), Site Address (1471 East El Alameda Palm Springs CA 92262 US), Year Built (1998), and Total Units Added (25). The 'Action' button is highlighted with a yellow box.

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

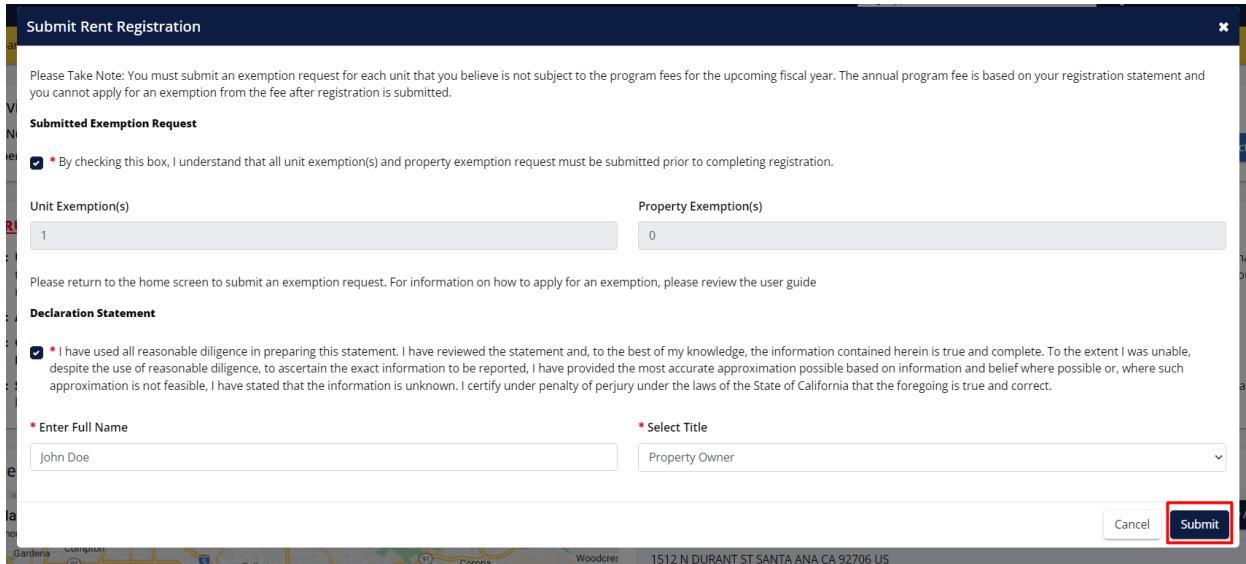


The screenshot shows the 'Overview' section with the 'Action' dropdown menu open. The 'Submit Rent Registration' option is highlighted with a red box.

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

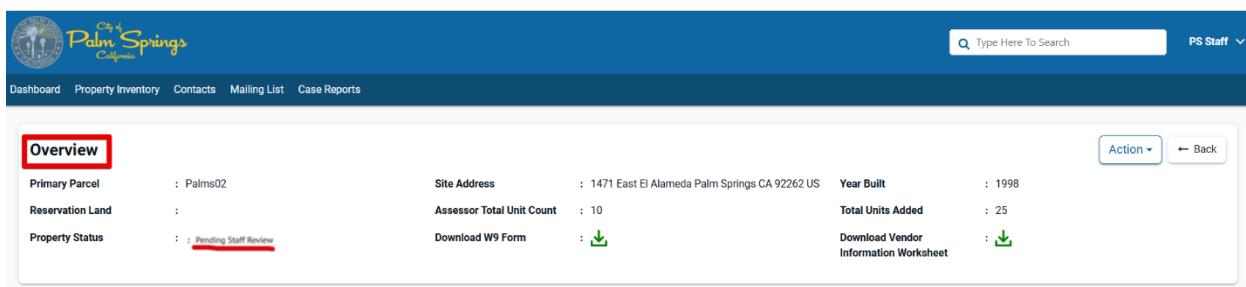
3. Read the text in the ‘Submit Rent Registration’ pop up. You will be asked to confirm that all exemptions are applied for and that you are submitting the information to the best of your knowledge under the penalty of perjury.

4. Click on “Submit” to complete the registration of your property.



The dialog box is titled "Submit Rent Registration". It contains a note: "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." Below this is a section titled "Submitted Exemption Request" with a checkbox: "By checking this box, I understand that all unit exemption(s) and property exemption request must be submitted prior to completing registration." There are two input fields: "Unit Exemption(s)" with value "1" and "Property Exemption(s)" with value "0". A note below says "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". A "Declaration Statement" section contains a checkbox: "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." Below this are fields for "Enter Full Name" (John Doe) and "Select Title" (Property Owner). At the bottom are "Cancel" and "Submit" buttons, with "Submit" highlighted by a red box.

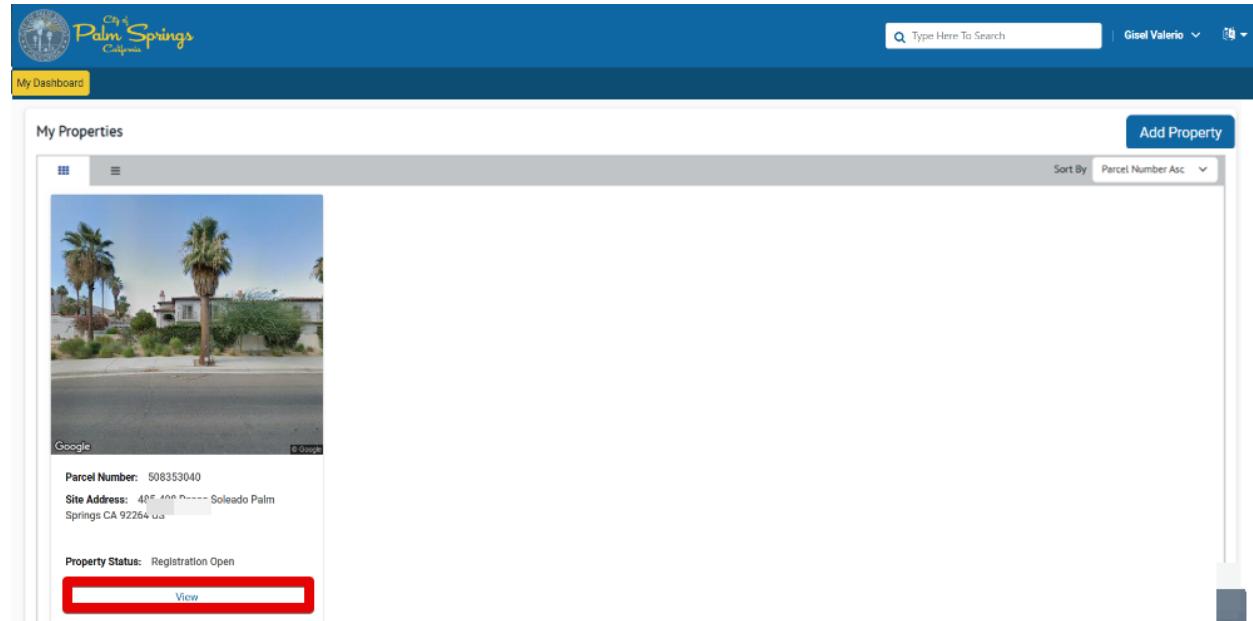
5. Your property status will be updated accordingly. You can click on ‘My Dashboard’ at the top left of the page to return to your dashboard to view/register your other properties. Repeat these steps for any other properties you may be required to register.



The screenshot shows the "My Dashboard" page with a "Overview" section. The "Primary Parcel" is Palms02, "Site Address" is 1471 East El Alameda Palm Springs CA 92262 US, "Year Built" is 1998, "Assessor Total Unit Count" is 10, "Total Units Added" is 25, and "Download W9 Form" and "Download Vendor Information Worksheet" are available. The "Property Status" is listed as "Pending Staff Review". There are "Action" and "Back" buttons at the top right of the overview section.

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							
Columns ▾ <span style="float: right;">Search... </span>							
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	larkspurlandlord@	Billing Contact	

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

Contacts							
Columns ▾ <span style="float: right;">Search... </span>							
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@palmsprin g.com		
Owner	Individual	PS Staff			psstaff@3diemail.com		

Items per page       1-3 of 3 items 

3. 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\*  
[Empty]

Last Name\*  
[Empty]

Title  
[Empty]

Company Name  
[Empty]

**Address**

Address Type\*  
Select

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

Update Address?

Address Line 1\*  
123, Main Street, Los Angeles, CA

Address 2  
[Empty]

**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.

Update Address?

Address Line 1\*  
120 East Broadway

Address 2  
[Empty]

City\*  
Palm Spring

State\*  
NY

Zip\*  
10002

Country\*  
United States

**Contact Details**

Communication Type\*  
Email\*  
Email  
Palmspring@3diemail.com  Primary

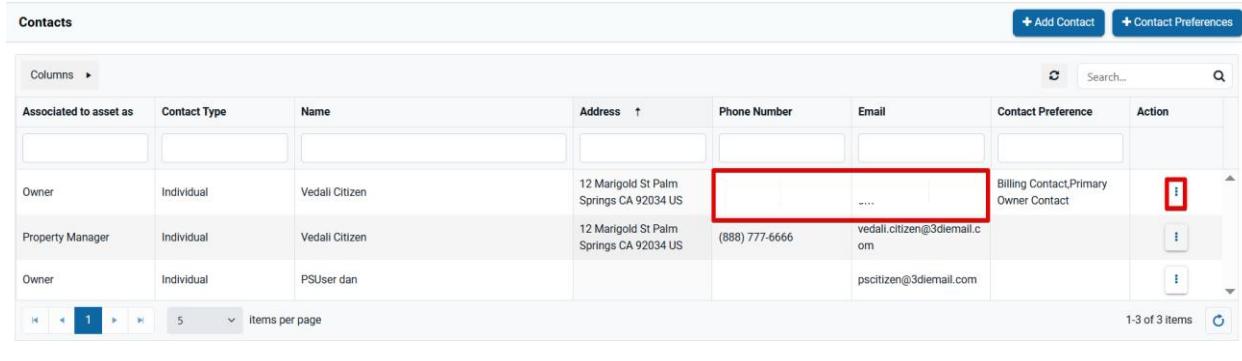
Communication Type\*  
Country Code  
Phone\*  
Phone  
1  Primary  
(333) 333-3333

**+ Add Contact Details**

**Save** **Cancel**

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

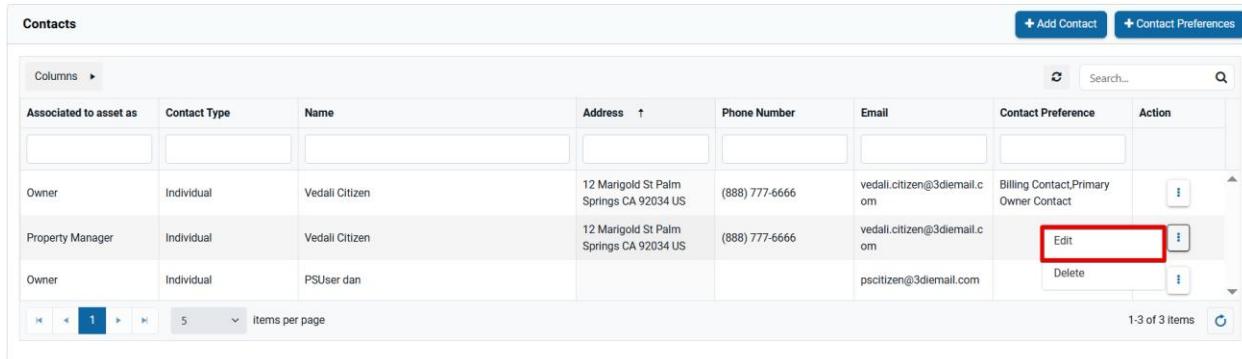
5. The contacts table will be updated. If the “Owner” contact is missing any information in the grid (Email, Phone, etc.), click on the 3-dot Action menu as shown below to edit the contact details.



A screenshot of a web-based application titled 'Contacts'. The table has columns: Associated to asset as, Contact Type, Name, Address, Phone Number, Email, Contact Preference, and Action. The 'Action' column contains a 3-dot menu icon. The first contact, 'Owner' type 'Individual' named 'Vedali Citizen', has a red box around the 'Edit' icon in the 'Action' column. The second contact, 'Property Manager' type 'Individual' named 'Vedali Citizen', and the third contact, 'Owner' type 'Individual' named 'PSUser dan', also have 3-dot menu icons in their 'Action' columns. The table shows 1-3 of 3 items.

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			pscitizen@3diemail.com		

6. Select the “Edit” action.



A screenshot of the same 'Contacts' table. The first contact's 'Edit' icon is highlighted with a red box. The other contacts and their 3-dot menu icons are visible. The table shows 1-3 of 3 items.

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			pscitizen@3diemail.com		

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

7. 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

Phone (901) 824-7595 Primary

Phone (888) 777-6666 Primary

+ Add Contact Details

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.

Contacts

+ Add Contact Contact Preferences

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

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**

**Add Contact** **Contact Preferences**

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			pscitizen@3diemail.com		

Items per page: 5

## 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.

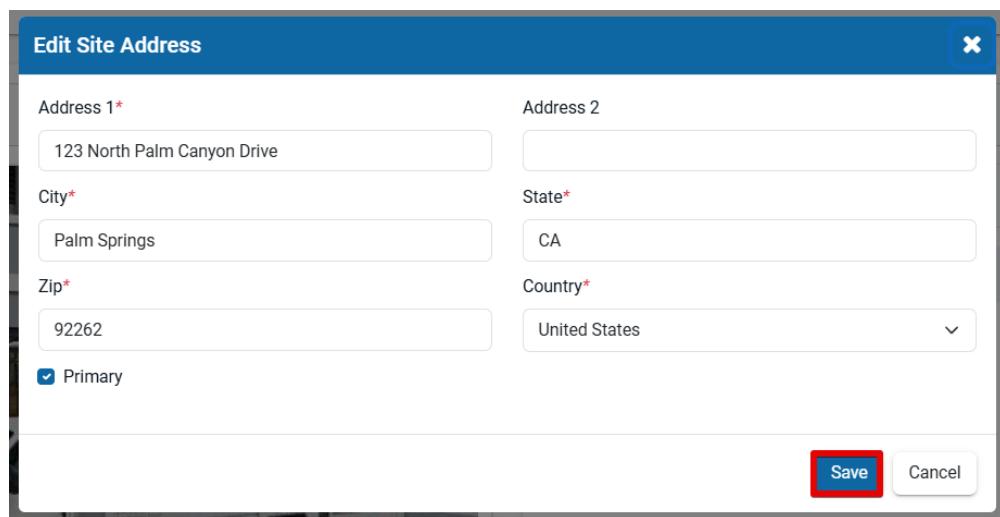
**\*Note:** the site address(es) will also be used as the unit's mailing address. You will be required to select the mailing address associated with each unit. Please ensure this data is accurate.

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.



The screenshot shows the 'Address' section of the application. On the left, there is a thumbnail image of a building with a FedEx truck in front. Below the thumbnail are 'Image View' and 'Map View' buttons. On the right, there is a detailed address view with a red box highlighting the edit icon next to the address line.

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



The screenshot shows the 'Edit Site Address' pop-up window. It contains fields for Address 1 (123 North Palm Canyon Drive), Address 2, City (Palm Springs), State (CA), Zip (92262), Country (United States), and a checked 'Primary' checkbox. The 'Save' and 'Cancel' buttons are at the bottom.

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

Address



[Image View](#) [Map View](#)

Address

123 North Palm Canyon Drive Palm Springs CA 92262 US

[Edit](#) [Delete](#) [+ Add](#)

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
<input type="text"/>	<input type="text"/>
City*	State*
<input type="text"/>	<input type="text"/>
Zip*	Country*
<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Primary	
<a href="#">Save</a> <a href="#">Cancel</a>	

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

147 El Alameda Palm Springs CA 92262 US

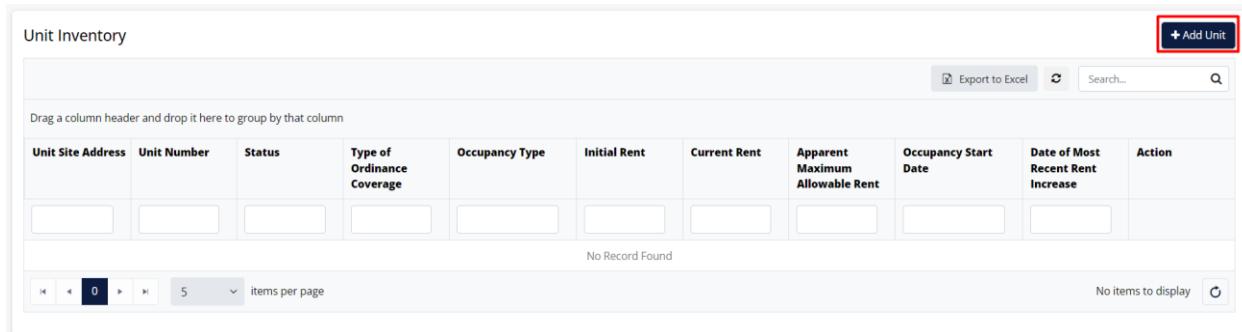
[Edit](#) [Delete](#) [+ Add](#)

### 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.

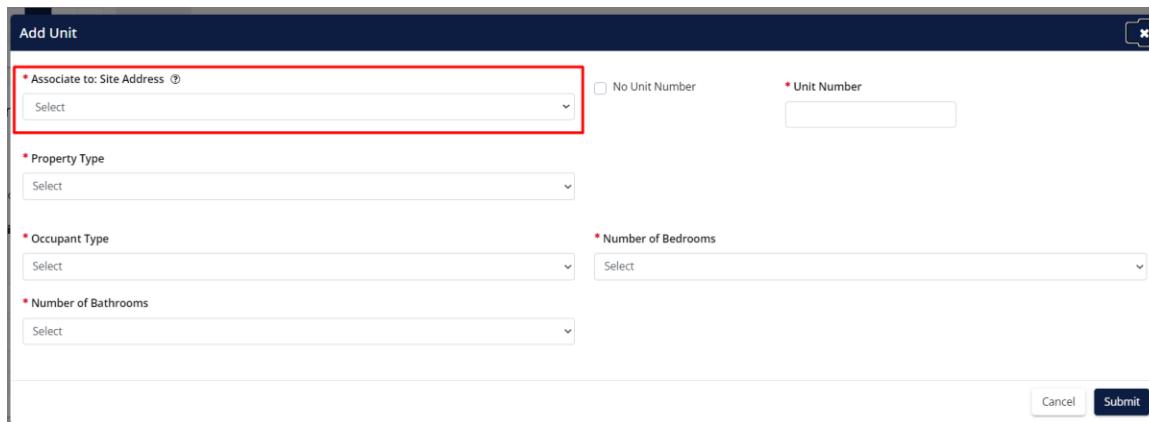
**\*Note:** not every unit field will be explained in this guide. If you have specific questions, contact the Santa Ana Rent Program.

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



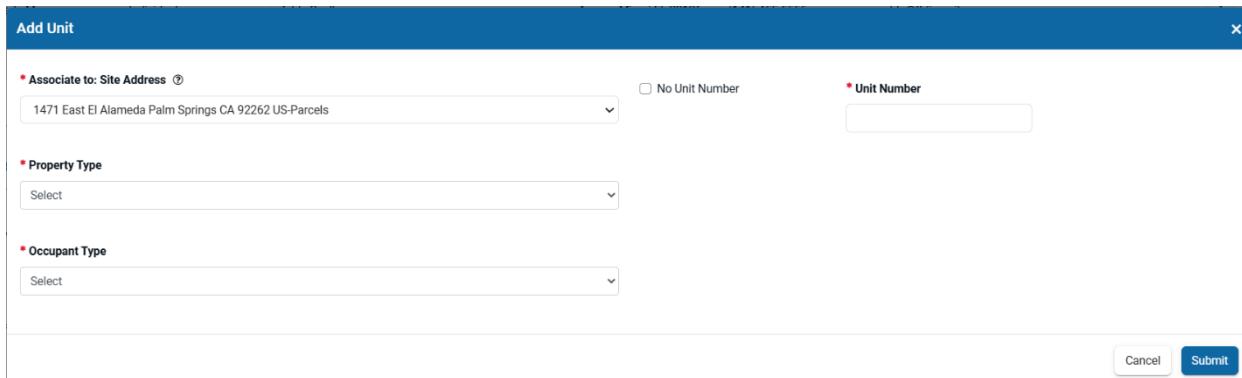
The screenshot shows a table titled "Unit Inventory" with 11 columns. The columns are: Unit Site Address, Unit Number, Status, Type of Ordinance Coverage, Occupancy Type, Initial Rent, Current Rent, Apparent Maximum Allowable Rent, Occupancy Start Date, Date of Most Recent Rent Increase, and Action. A red box highlights the "+ Add Unit" button in the top right corner of the table header. Below the table, there is a message "No Record Found". At the bottom, there are navigation buttons for page number (0) and items per page (5), and a message "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.



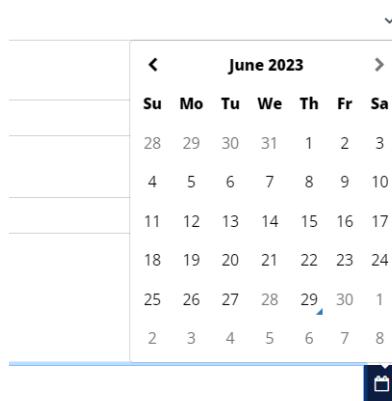
The screenshot shows the "Add Unit" dialog box. It has several input fields and dropdowns. The "Associate to: Site Address" dropdown is highlighted with a red box. Other fields include "No Unit Number" (checkbox), "Unit Number" (input field), "Property Type" (dropdown), "Occupant Type" (dropdown), "Number of Bedrooms" (dropdown), "Number of Bathrooms" (dropdown), and "Submit" and "Cancel" buttons at the bottom.

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 site address doubles as the unit address.

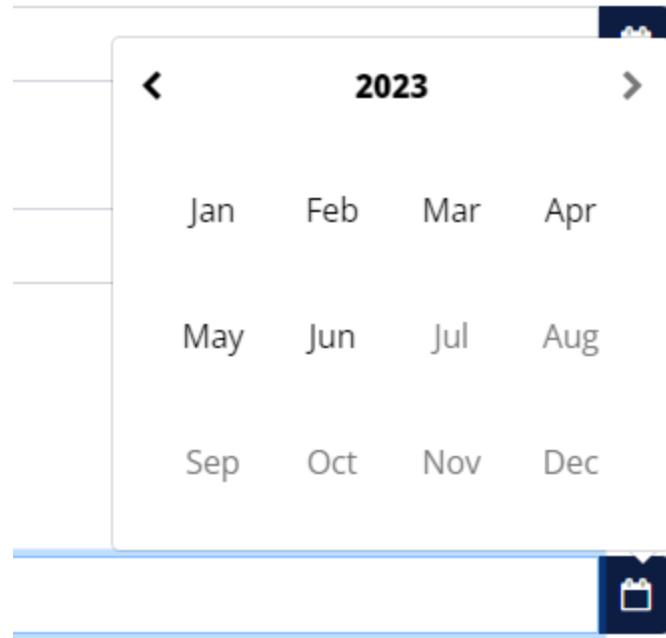


The screenshot shows the 'Add Unit' form. It includes fields for 'Associate to: Site Address' (set to '1471 East El Alameda Palm Springs CA 92262 US-Parcels'), 'No Unit Number' (unchecked), 'Unit Number' (empty), 'Property Type' (set to 'Select'), 'Occupant Type' (set to 'Select'), and 'Cancel/Submit' buttons.

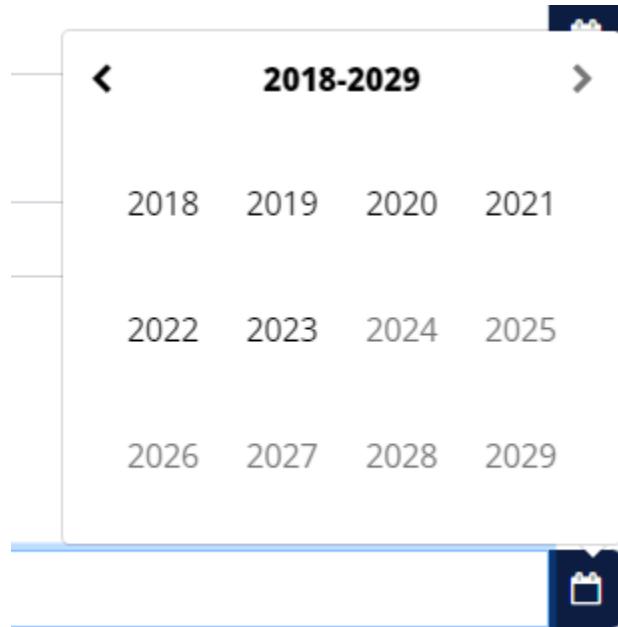
4. In some places, you will be asked to enter a date. First click on the calendar



5. 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.

\* 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](#)

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

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

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
<a href="#">3</a>	35 North Palm Canyon Drive Palm Springs CA 92262 US	11	Exempt	Just Cause Eviction and Rent Stabilization (JCE/RS)	Owner				03/09/2025		<a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">3</a>	35 North Palm Canyon Drive Palm Springs CA 92262 US	12	Non-Exempt	Rent Stabilization (RS)	Manager				03/06/2025		<a href="#">Edit</a> <a href="#">Delete</a>

Items per page [1](#) [5](#) 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.

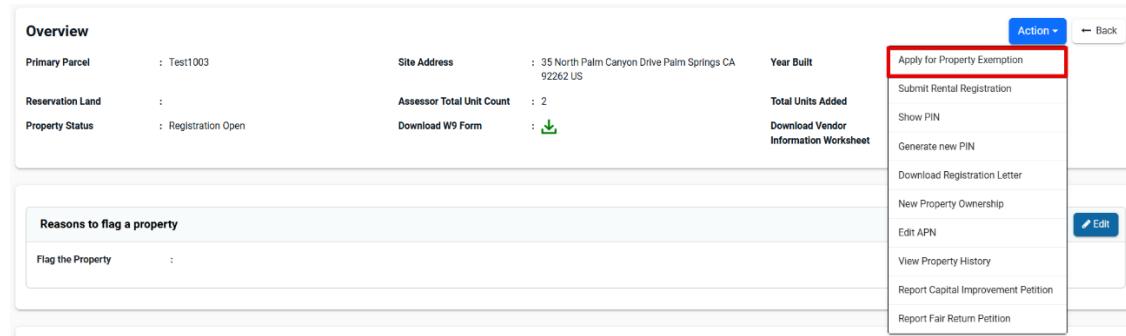


The screenshot shows a property overview page with the following data:

Overview	
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	: 

At the top right, there is a blue "Action" button with a dropdown arrow, which is highlighted with a red box.

2. Select ‘Apply for Property Exemption’.



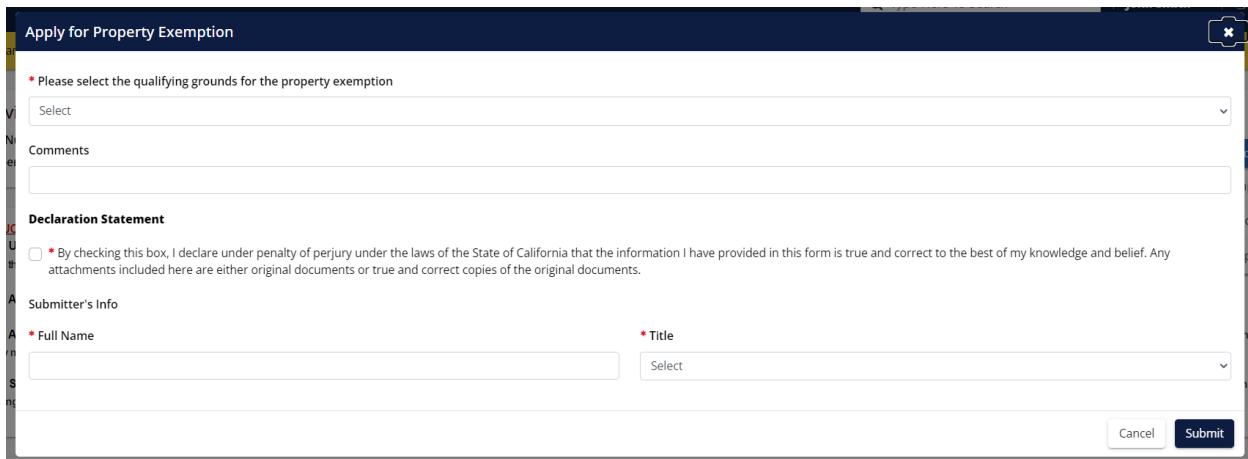
The screenshot shows the same property overview page as above, but with a dropdown menu open from the "Action" button. The "Apply for Property Exemption" option is highlighted with a red box.

The dropdown menu also includes the following options:

- 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. 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.

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\* Please select the qualifying grounds for the property exemption

Select

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

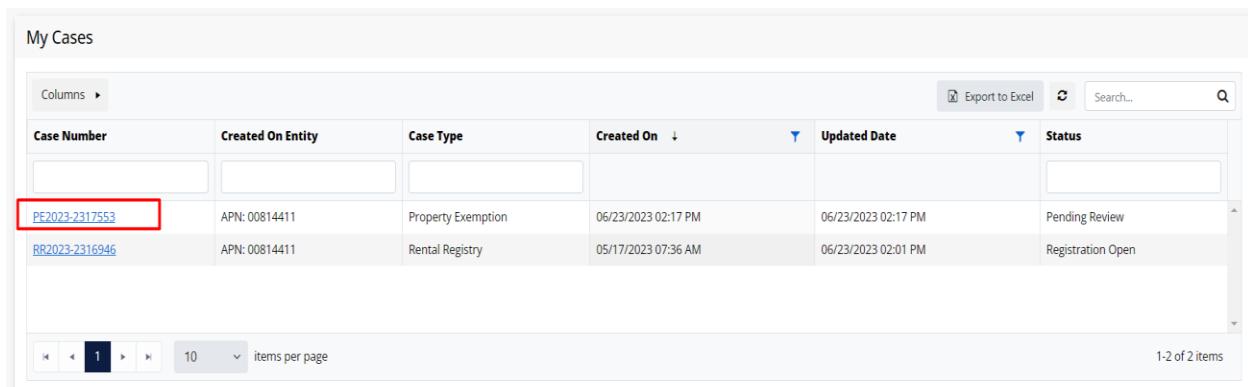
\* Title

Select

Cancel

Submit

4. 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.



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

1 of 2 items

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

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	
Primary Parcel	: 508353040	Site Address	: 485-498 Paseo Soleado Palm Springs CA 92264 US
Reservation Land	: No - Off Reservation	Assessor Total Unit Count	: 11
Property Status	: <b>Property Exempt</b>	Download W9 Form	: 
		Total Units Added	: 0
		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").

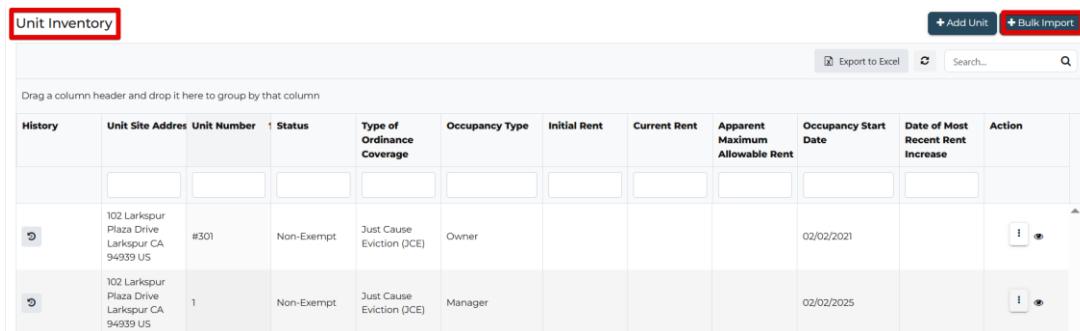
## What Does My Property Status Mean?

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

Property Status	Meaning
<b>Registration Open</b>	<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>
<b>Registration Denied</b>	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.
<b>Unit Discrepancy</b>	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.
<b>Pending Staff Review</b>	Your property has been submitted for registration and there are exemption applications that still need to be reviewed by the Staff. You do <b>not</b> need to take any action. Staff will reach out if there are any questions.
<b>Registration Form Submitted</b>	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 <b>not</b> need to take any action at this time.

## Bulk Import

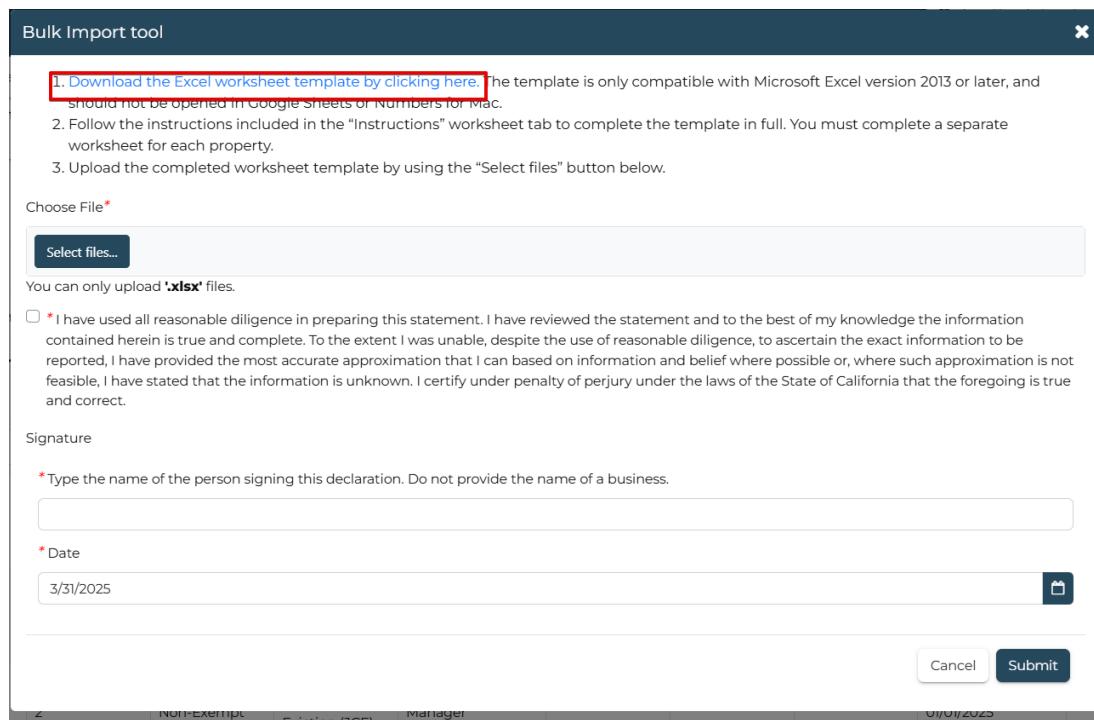
For any parcel with 10 or more units, a user can import their units in Bulk using the bulk import feature available from the Unit Inventory section of the APN detail page.



The screenshot shows a table titled 'Unit Inventory'. The top right corner features two buttons: '+ Add Unit' and '+ Bulk Import', with '+ Bulk Import' highlighted by a red box. The table has a header row with columns: 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, and Action. Below the header, there are two data rows. Each row contains a small icon, an address (102 Larkspur Plaza Drive, Larkspur CA 94939 US), a unit number (#301 or 1), a status (Non-Exempt), a type (Just Cause Eviction (JCE)), an occupancy type (Owner or Manager), and a date (02/02/2021 or 02/02/2025). The 'Action' column for each row contains a small icon.

### Steps to follow for the bulk import

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



The screenshot shows the 'Bulk Import tool' page. At the top, there are instructions: 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\*

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.

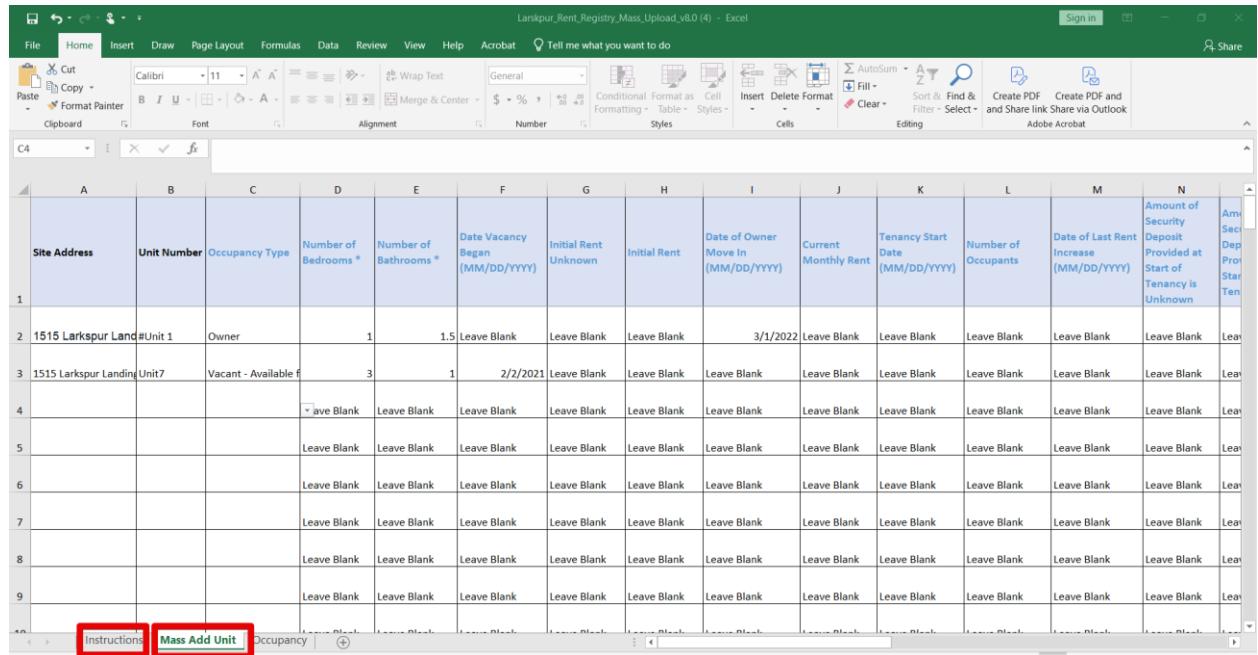
\* Date

1 Non-Exempt Just Cause Eviction (JCE) Manager 01/01/2025

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

2. 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.



The screenshot shows a Microsoft Excel spreadsheet titled "Larkspur\_Rent\_Registry\_Mass\_Upload\_v8.0 (4) - Excel". The spreadsheet has a header row with 15 columns, each labeled with a letter from A to N. The columns represent various rent registry details: Site Address, Unit Number, Occupancy Type, Number of Bedrooms, Number of Bathrooms, Date Vacancy Began (MM/DD/YYYY), Initial Rent, 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), and Amount of Security Deposit Provided at Start of Tenancy is Unknown. The data starts from row 2, with entries for multiple units. At the bottom of the spreadsheet, there are two buttons: "Instructions" and "Mass Add Unit". The "Mass Add Unit" button is highlighted with a red box.

A	B	C	D	E	F	G	H	I	J	K	L	M	N
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
1	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
2	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
3		Leave Blank	Leave Blank	Leave Blank	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
10		Instructions	Mass Add Unit	Occupancy	(+)								

3. 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.

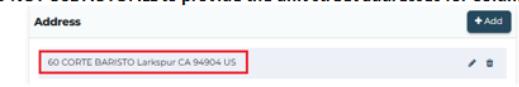
- 1) PLEASE be sure that you are uploading this sheet for the correct property. If you upload this sheet for the wrong property, you will have to manually delete each unit from the property's page in the Rental Registry one by one.
- 2) If the property has more than one street address, **you must add 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.



- 3) 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.

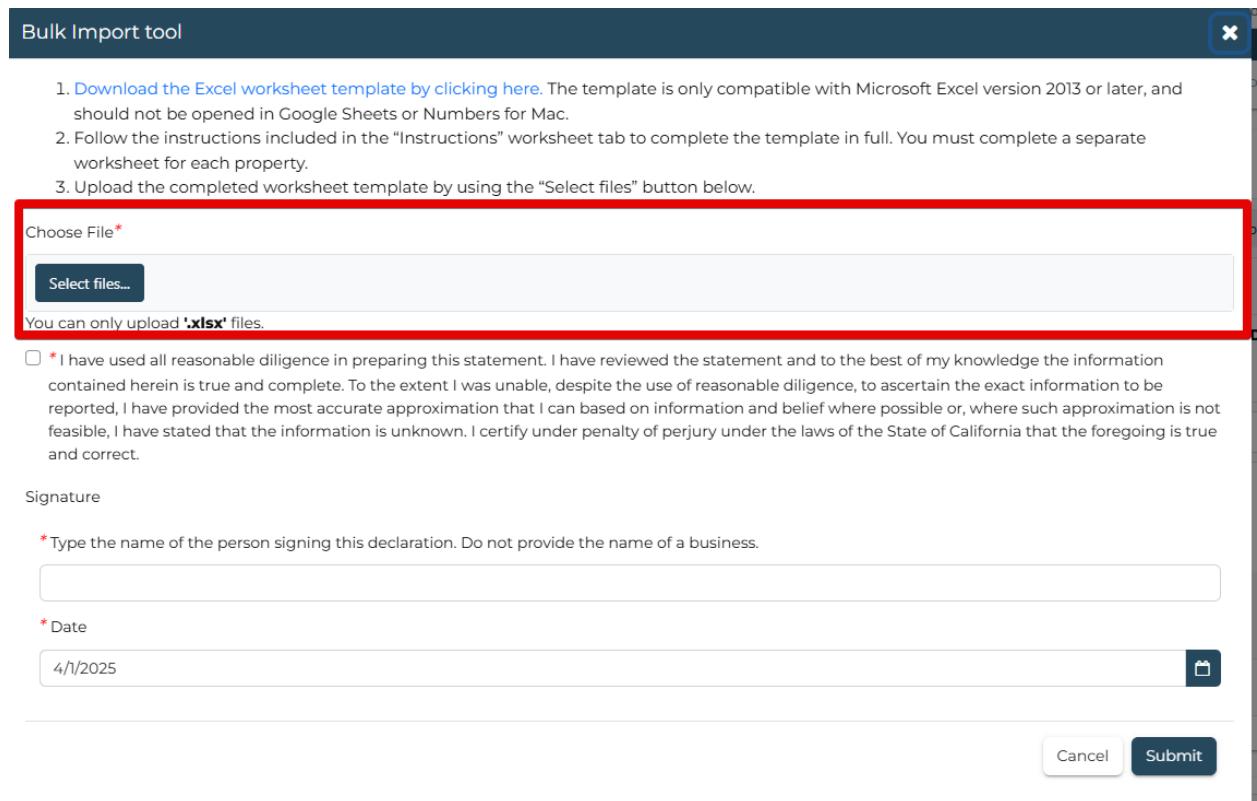
**It is recommended that you copy/paste the unit's Street Address into Column A to ensure that it appears exactly as it appears in the Address field. Street Address is case sensitive.**

**DO NOT USE AUTOFILL to provide the unit street addresses for Column A; you will receive an error message when uploading the data.**



- 4) 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.
- 5) **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.
- 6) 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.
- 7) **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.
- 8) **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.
- 9) Do not enter any future dates; this will result in an error when you try to upload the data.
- 10) **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.



The screenshot shows a web-based application titled "Bulk Import tool". At the top, there are instructions for using an Excel template, followed by a red box highlighting a "Select files..." button. Below this, there is a note about file types and a checkbox for a declaration. The declaration checkbox is preceded by an asterisk. The declaration text is a standard perjury statement. Below the declaration are fields for "Signature" and "Date", both with their respective labels and input fields. At the bottom right are "Cancel" and "Submit" buttons.

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.

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

**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

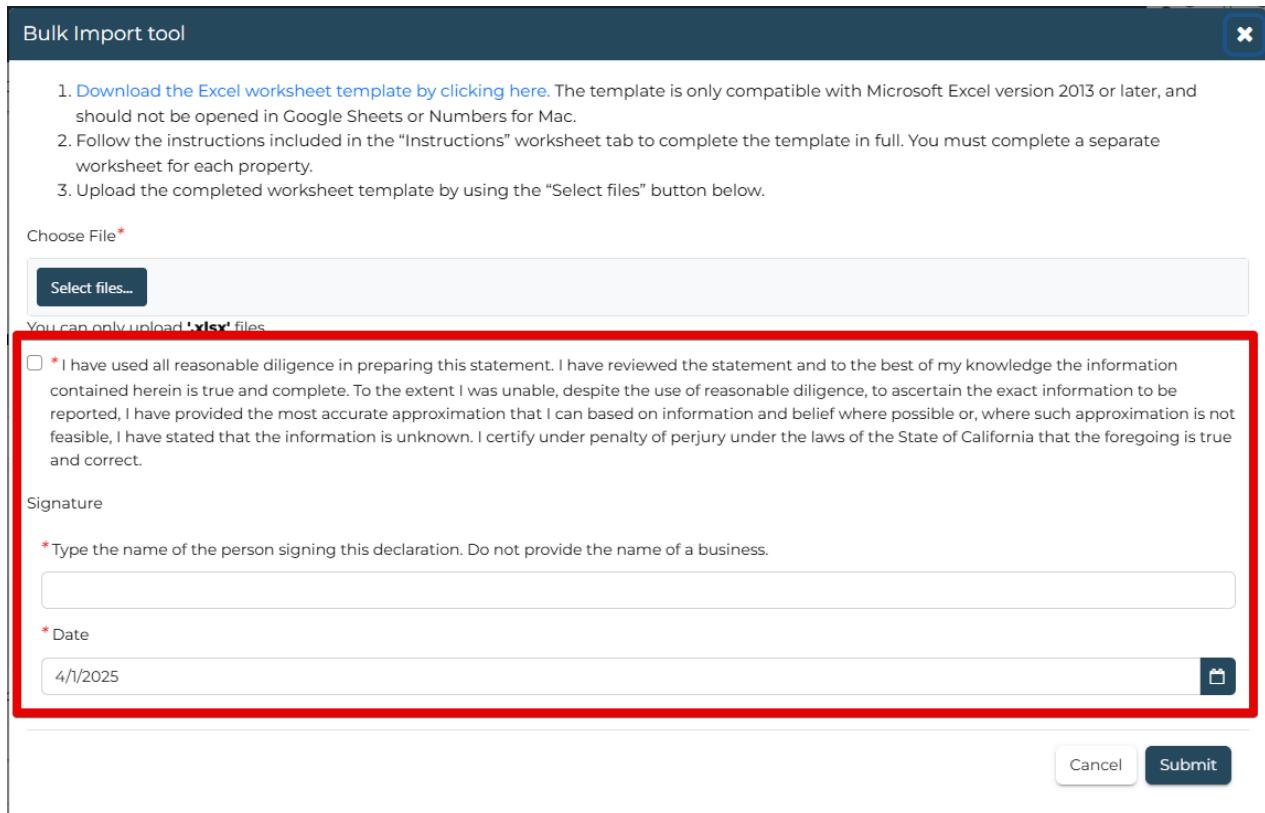
\* Type the name of the person signing this declaration. Do not provide the name of a business.

Date

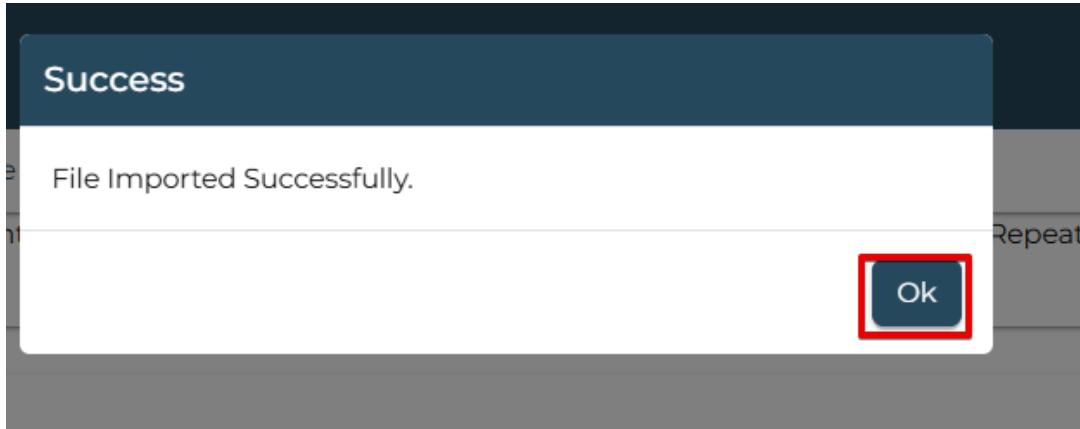
4/1/2025

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...
Q

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		

Items per page: 1 5 10 20 50 100

1-2 of 2 items