



City of Cathedral City  
68700 Avenida Lalo Guerrero  
Cathedral City, CA 92234  
[www.cathedralcity.gov](http://www.cathedralcity.gov)

**SHORT TERM VACATION RENTAL  
CHANGE TO LOCAL CONTACT INFORMATION**

Section 5.96.050 (B)(D) requires an STVR owner or owner's agent to provide the name, address and twenty-four hour telephone number of the local contact person.

This form is required to make any changes to the local contact information. Changes outside of the use of this form will not be accepted by the City and records will not be updated.

I understand the Local Contact change requests do not become effective until an email is received from the City confirming the request has been processed.

Property Owner's Name(s): \_\_\_\_\_  
STVR Property Address: \_\_\_\_\_

I understand that the local contact must be available 24 hours a day, seven days a week, to respond to and resolve STVR complaints within 45 minutes of being contacted.

My New Local Contact Person Information Is:

**Primary Contact:**

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

**Backup Contact:**

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

Property Owners Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return this form via email to [stvrprogram@cathedralcity.gov](mailto:stvrprogram@cathedralcity.gov)**

*Office Use Only*

Date Received: \_\_\_\_\_  
Date Records Updated: \_\_\_\_\_

Completed By: \_\_\_\_\_  
Permit # \_\_\_\_\_