

# Homestay

## How to Register



If you wish to use your property to provide Homestay visitor accommodation, it is a legal requirement that you are registered with MiQuando Limited on the Homestay Scheme (only to operate TT<sup>®</sup> and MGP/Classic TT). You will need to pay a registration fee, agree to abide by the scheme rules as set out in the Host Information pack and comply with relevant fire safety laws.

To get your property Homestay registered, please follow these 6 simple steps.

### Step 1 – Host Information Pack

Please read the Host Information Pack document, which is available [online](#) or you can request a copy to be sent by email or post. This pack is designed to provide you with all information that should be considered prior to becoming a registered Homestay host with MiQuando. It has been produced to help you decide whether your home will meet the Homestay scheme's requirements and to detail the criteria for each type of Homestay accommodation. It aims to answer any questions you may have about inspections, registration, booking procedures and accommodating guests.

### Step 2 – Choose your Homestay category

#### **Homestay Bed & Breakfast**

Up to six guests in informal accommodation with the Host family present and breakfast served.

#### **Homestay Bed & Breakfast (Self Service)**

As above, but breakfast items are provided for the guests who serve themselves.

#### **Homestay Self-Catering**

Accommodation for one party of up to six guests residing at the property which has been vacated by the Host family for the duration of the Homestay period. Breakfast is not included.

### Step 3 – Obtain permission (if necessary)

If you live in rented / commissioner owned accommodation, you must have permission in writing from the property owner / commissioners to participate in the Homestay Scheme. You will need to send us a copy with your application form.

More details are available in our Homestay Guide For Tenants.pdf [online](#) or you can request a copy to be sent by email or post.

#### Step 4 – Registration Form & Fee

When you are ready to register, download a copy of the Homestay Registration form which is available [online](#) or you can request a copy to be sent by email or post. Return your completed Registration Form, along with the relevant registration fee. The non-refundable administration and registration fee is dependent on how many years you decide to register as set out below:

1 - YEAR REGISTRATION:	2 - YEAR REGISTRATION:
Registration (including inspection): £60.00	Registration (including inspection): £80.00
Renewal only (inspection not required): £25.00	Inspection visit only: £35.00

#### Step 5 – Inspection

Once we have received your completed Registration Form and payment, we will be in touch to arrange a convenient date / time for a visit to inspect your property.

An officer from MiQuando will inspect all properties prior to their first registration and regularly thereafter (at least once every two years). The inspection should take no longer than 30 minutes and is undertaken to make sure that your property complies with the Homestay criteria and to offer help, advice and assistance. We will also confirm the Tariff to be charged for your property at this time. Prior to the inspection any decorating and/or renovations should be completed.

If your property meets the Homestay criteria, you may proceed with the registration. If you do not meet the criteria at the time of the initial inspection, we reserve the right to refuse registration and/or a second inspection. However, in some cases the inspector may agree to a second visit once certain agreed actions have taken place.

#### Step 6 – Registration

Following a successful inspection, your property will be added to the official Homestay Hosts register and gain access to the scheme benefits e.g. Public liability insurance to cover your guests, up to £1,800 tax free earnings from Homestay during TT®, Support from the Homestay team for any issues or concern, verified Registration and Inspection Dates and Status.

Upon registration, a profile will be created for your property on the Homestay website. We can provide you with details to log in to your Homestay profile and take full control of your online details. Unless you choose otherwise, your property will be advertised online at [www.iomhomestay.com](http://www.iomhomestay.com) and on our social media pages.

Each year, just prior to TT®, you will be issued with a Certificate from the Department for Enterprise Tourism Division to display to guests.

#### Bookings

Guests seeking accommodation will contact you directly to make a booking. It is your responsibility to take guests' contact details, confirm arrival and departure times and to agree your terms, in writing (email is fine). We have shared some free document templates [online](#) which you can amend for your own use.

Please do not forget to contact the [MiQuando Homestay Team](#) to advise of any bookings taken and to update your availability. This helps you to get enquiries for the dates you are available, and visitors aren't wasting time contacting you about dates you are fully booked.