

# Homestay

## Inspection Record



### Property Details

Property Code	IM99999	Date / Time	16 July 2018 @ 10:00
Inspected By	Nicky	Outcome	Pass
Fee Paid	Yes	Fee Due	£ n/a
Accommodation	B&B	Breakfast	Full Cooked Breakfast
Property Type	House	Max Guests	5
Contact Name	Jane Doherty	Contact No	01624 640393
Address	10 Osborne Drive, Ramsey, IM8 10X		

MANDATORY ITEMS – if the property does not meet any one of these requirements, it will FAIL the inspection	YES	NO
Host does not intend to accommodate more than 6 paying guests at any one time.	✓	
Working smoke detectors on each floor of the premises. Observed and tested at the time of inspection	✓	
Gas fire or multi-fuel appliance? Certificate / evidence appliance has been serviced in last 12 months by a Gas engineer. Gas Fire requires a Carbon Monoxide detector to be fitted, recommended for all fossil fuel heating.	w/a	
If property is rented / commissioner owned, the Host has written permission from the landlord/commissions to participate in the Homestay Scheme NOTE: A copy of the letter is required.	w/a	
None of the bedrooms for guest use are above 1st floor level or below ground floor level	✓	
The staircase does not discharge directly into the living area and/or the property does not have an open plan quirky layout. • If so or unsure, refer to the Fire Safety Team Note: The existence of any secondary suppression system (sprinklers etc.) does not eliminate the need for a referral to the Fire Team.	✓	
Fire blanket displayed in the kitchen area	✓	
All areas guests have access to are clean, hygienic, in good condition, sufficiently spacious, adequately ventilated and adequately equipped	✓	

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Important Information	YES	NO
<b>Host Information Pack</b> <ul style="list-style-type: none"> <li>Confirmed read and understood the contents and details in the Host Information Pack.</li> </ul>	✓	
<b>Public Liability Insurance</b> <ul style="list-style-type: none"> <li>Isle of Man Tourism will arrange public liability insurance up to £5 million, after the signed registration form and payment has been received.</li> <li>This applies for the TT and FOM period only – the property must not be advertised or let out to visitors outside of these periods.</li> </ul>	✓	
<b>Home Insurance</b> <ul style="list-style-type: none"> <li>Need to inform home insurer that the property will be part of the Homestay Scheme to ensure the correct levels of cover are in place.</li> </ul>	✓	
<b>Income Tax</b> <ul style="list-style-type: none"> <li>Can earn up to £1,800 tax free during TT period only. If this limit is exceeded tax is payable on the whole amount earned, not merely the difference. Tax exemption does not apply to FoM.</li> </ul>	✓	
<b>Deposits &amp; Payments</b> <ul style="list-style-type: none"> <li>A deposit of up to 20% of the total balance may be taken in advance. Full prepayment must not be requested prior to arrival. The deposit must be acknowledged with the guest in writing. Full payment to be made on 1st day.</li> </ul>	✓	
<b>Complaints</b> <ul style="list-style-type: none"> <li>Complaints are to be dealt with by the host in the first instance. If unable to reach a solution, please contact MiQuando Homestay Team.</li> </ul>	✓	
<b>Cleanliness</b> <ul style="list-style-type: none"> <li>Bathrooms and shower rooms should be cleaned and smell fresh. Attention to be given to where guests have direct contact; seating, crockery, cutlery, glassware, bed, bedding and linen. All bedrooms and bathrooms to be cleaned and checked a minimum of every 2 days to ensure high levels of cleanliness</li> </ul>	✓	
<b>Bookings and pre-arrival</b> <ul style="list-style-type: none"> <li>Accurate description of the property and facilities provided. Clear communication with guests what is included in the price quoted for accommodation including breakfast options. The price agreed at the time of booking must not be changed. If you are taking a deposit, clear instruction of when this is due and whether a refund is available if they cancel.</li> <li>Explain any in-house policies e.g. no smoking, payment methods, access restrictions, any pets in the house. Enquire as to whether the guest have any allergies or food intolerances</li> <li>Host to be available wherever possible when the guests are arriving and departing. A key is to be provided to allow the guests access to the main entrance.</li> <li>A written invoice detailing payment due should be provided and a receipt available to any guest who requests it</li> </ul>	✓	
<b>IMPORTANT</b> <ul style="list-style-type: none"> <li>Inform MiQuando Homestay Team as soon as you receive a booking to ensure records are kept up to date.</li> </ul>	✓	

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### Accommodation Details – Kitchen Area

Kitchen Area	Comments	Yes	No
A cooker with an oven (at least 2 shelves, a grill, 4 boiling rings) which can be used simultaneously		✓	
Microwave		✓	
Refrigerator with an ice making compartment		✓	
Sink, draining board, dish drying rack, hot water and cold drinking water		✓	
One work surface		✓	
Opening window (opaque curtains, shutters or blinds)	Blinds	✓	
Covered waste disposal bin with liner		✓	
Fire extinguisher or fire blanket (between the cooker and the door, wall mounted)	Fire Blanket	✓	
Storage space suitable for food		✓	
Vacuum cleaner		✓	
Storage space for crockery, cutlery and cleaning equipment Enough crockery for number of guests		✓	

### Accommodation Details – Living Area

Living Area	Comments	Yes	No
Dining table and seating	Seats 6	✓	
Open fire place? Fire guard, poker, heat brush, tongs, shovel, fuel container and ash bucket	N/A	✓	
Easy chairs / sofa		✓	
A colour TV - satellite if possible	Sky	✓	
Non-flammable waste paper bins	N/A	✓	
Opening window (opaque curtains, shutters or blinds)	Curtains	✓	
Fitted Carpets / Had Flooring	Carpets		

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### Accommodation Details - Bedrooms

Bedrooms	Bedroom 1	Bedroom 2	Bedroom 3	Bedroom 4
Type e.g. Single, Twin, Double en-suite, Family etc	Double	Double E/S	Single	
Added Details e.g. Kingsize or Double + Sofabed etc	Double	King	Sofa bed	
No. of Guests	2	2	1	
Tariff (per person / per night)	£27.50	£30.00	£27.50	£
<b>Adequate Space</b> Space for guests to move around. Can open all doors and draws fully without having to move furniture	✓	✓	✓	
<b>Beds - appropriate size and quality with headboard</b> Bunk bed and Z beds <b>not</b> acceptable for adults. Double beds must <b>not</b> be flush against the wall. Zip and link beds are acceptable. Sofa beds for 1 adult only Inflatable beds <b>not</b> acceptable	✓	✓	✓	
<b>Mattress / Pillows / Bedding</b> Comfortable, sprung interior, foam or similar. 2 pillows, per person in pillow cases. 2 sheets, 2 blankets and bedspread OR Duvet with duvet cover, and one or two sheets	✓	✓	✓	
<b>Bedside Tables / Cabinets</b> Bedside table, cabinet or self per bed (twin bed may share)	✓	✓	✓	
<b>Wardrobe / Shelf / Drawer space</b> clothes hanging space alcove with rail is acceptable. Suggest 6 hangers per person	✓	✓	Rail	
<b>Lighting / Natural Light</b> Adequate bedside lighting, controllable from each bed. Twin beds may share lighting. Must have shades or covers. Rooms without windows are <b>not</b> acceptable	✓	✓	✓	
<b>Curtains / Blinds / Shutters</b>	Blinds	Blinds	Curtains	
<b>Ventilation &amp; Heating</b> Bedroom heating provided, no extra cost	✓	✓	✓	
<b>Fitted Carpets / Hard Flooring</b>	Carpet	Carpet	Wood	
<b>Other considerations</b> Mirrors, Dressing table, Desk and Stool or Chair, Bedside lamps, Television	✓	✓ Sky TV	✓	

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### Accommodation Details - Bathrooms

Personal items should be removed from the bathroom and must provide

- Hot water at all times, with at least one bath or shower with washbasin, and at least one WC for every 6 guests
- En-suite
- It is acceptable for the washbasin and shower to be in the bedroom, but the WC must be contained within a room of its own, within the bedroom

Private Bathroom (sole use for the visitors)

- On the same floor or reasonably close to the bedroom

Public Bathroom (shared use visitors and host family)

- Access to the bath/shower room from the bedroom through a lounge, dining room is **not** acceptable
- Access to guest toilets from a bedroom through a lounge, dining room is **not** acceptable

Bedrooms	Bathroom 1	Bathroom 2	Bathroom 3	Bathroom 4
<b>Bath or shower</b> Shower must have shower screen or curtain, including those sited over baths	Bath with Shower over	En-suite Shower		
<b>Lidded WC</b>	✓	✓		
<b>Toilet roll holder and toilet paper</b>	✓	✓		
<b>Wash basin with mirror and light above or adjacent</b>	✓	✓		
<b>Soap</b> New bar of soap for each new guest (public bathrooms & toilets excl)	✓	✓		
<b>Bin</b> Covered/lidded bin with sanitary disposal bags provided	✓	✓		
<b>Lock on the door</b> No lock required for en-suites	✓	n/a		
<b>Adequate Lighting</b>	✓	✓		
<b>Curtains / Blinds / Shutters</b>	Blinds	Frosted glass		
<b>Ventilation &amp; Heating</b> An extractor fan for ventilation or a window that opens and heating provide at, no extra cost	✓	✓		
<b>Suitable Flooring</b>	Tiles	Tiles		
<b>Towel Rail</b> A hook for clothes a towel rail or equivalent. A radiator is not acceptable Towel rail or hanging rack on the radiator is	✓	✓		
<b>Towels etc.</b> A clean hand and bath towel for each guest. Changed at least every 3 days. A clean bathmat for each new let. (Public bathrooms & toilets excl)	✓	✓		

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### Inspection Summary

Outcome	YES	NO
<b>Inspector Comments</b> <i>Well presented spacious property, close to all amenities. South facing sunny rear garden with patio area, outdoor seating and BBQ available for guest use.</i>  <i>1 small friendly dog at property</i>		
<b>Host Comments</b> <i>Minimum 5 nights. Cooked breakfast available on request.</i>		

### Register for Bookings with MiQuando

- I wish to register to rent my property via MiQuando for bookings made:
- By the MiQuando Homestay Team<sup>1</sup>  
The Homestay Team can make booking requests with you on behalf of visitors via Online Booking Services
  - By Visitors using Online Bookings<sup>1</sup>  
Visitors can use MiQuando Online Booking services to make booking requests with you directly from the website

<sup>1</sup> Please Note: Booking fees apply for any Homestay accommodation bookings you confirm/accept when made by the MiQuando Homestay team or by Visitors using MiQuando online booking services.

Jane Doherty

Name

Jane Doherty

Signature

16 July 18

Date