

ANNEXURE-I

APPLICATION FORM UNDER THE HOME STAY SCHEME-2008

1. Name & Address of the Applicant:-

- a), Tele.no.:-
- b) Fax:-
- c), E. Mail:-
- d), Mobile No.:-

2. Father's/Husband Name:-

New room to the existing house with toilets facility or totally new project:-

Distance of the Home Stay:-

Establishment in Kms. From:-

- a) Airport
- b) Railway Station
- c) City centre
- d) Nearest main shopping centre
- e) Nearest bus stand/bus stop

4. Area of the existing house land for the project (attached Revenue Paper)

5, Land Measuring: -----

Situated at Kh. No.----- Mohal-----

Village----- Patwar Circle-----

Tehsil----- District----- H.P.

6. a) Area in Sqmt.
 - b) Nos. of rooms:-
 - c) Nos. of Attached Toilets:-
 - d) detail of public area:-
 - e) Lobby/lounge:-
 - f) Dining space:-
 - g) Parking facilities:-
 - h) Additional facilities:-
 - i) Eco-friendly facilities:-
 - j) Facilities for disabled person:-
 - k) Detail of fire fitting equipments:-
7. Affidavit in case of Co-share of house/land:-
8. Detailed of accommodation to be registered:-
9. Photographs of the building including interiors
 - a) Latest two photographs of the rooms and Two outsides
- 10 Rate to be charged for each Rooms:-
- 11 Detail of nearest hospital/Dispensary:-
(Allopathic as well as Ayurvedic)

Date

Signature of Applicant

ANNEXURE-II

LIST OF DOCUMENTS REQUIRED AT REGISTRATION STAGE IN RESPECT OF HOME STAY SCHEME-2008

1. Application for registration:-
2. Inspection Report:-
3. Revenue Paper
4. Undertaking from owner under clause-8 of the scheme on a stamp paper in the shape of affidavit:-
5. Registration fee of Rs. 100/-
Renewal fees Rs.100/-
6. Signature on the register:-
7. Signature in the Bill Book/ Home stay Pad:-

Undertaking:

I have read and understood all the terms and conditions mentioned in the Home Stay Scheme (specifically in section 8 of the scheme) also with respect to the approval and registration of the Home Stay establishment and hereby agree to abide by them. The information and documents provided are correct and authentic to the best of my knowledge.

Date:-
Station

Signature and name of the owner in block letters

Checklist for approval & Registration of Home Stay Unit

<u>Sr. No.</u>	<u>Requirement</u>
1.	Certification by the Establishment regarding the Facilities Yes/No
2.	Observation of the committee Well maintained and well equipped house.
3.	Parking with adequate road width.
4.	Guest rooms: All rooms should be clean, airy, pest free without dampness and with outside window/ventilation.

5. Minimum floor area in sq. ft. for each room.
6. Comfortable bed with good quality linen & bedding preferably of hill design.
7. Availability of bathrooms.
8. Minimum size of each bathroom in sq. feet.
9. WC toilet to have a seat and lid, toilet paper.
10. Availability of running hot & cold water.
11. Water saving taps/ shower.
12. Well maintained smoke free, clean, hygienic pest free kitchen.
13. Dinning serving fresh continental or traditional Indian breakfast.
14. Good quality cutlery and crockery.

15. Wardrobe with at least 4 clothes hangers in the guest room.
16. Shelves or drawer space in the guest rooms.
17. Availability of aqua guard/mineral water facility.
18. Good quality chairs, working tables and other necessary furniture.
19. Washing machines/dryers in the house or arrangements for laundry/dry cleaning services.
20. A lounge or seating arrangement in the lobby area.
21. Heating and cooling to be provided in enclosed public rooms.
22. Garbage disposal facilities as per Municipal laws.
23. Acceptance of cash/cheque/D.D.

24. Name, address and telephone of doctors.
25. Left luggage facilities.
26. Assistance with luggage on request.
27. Maintenance of register for guest checks in and check-out records including passport details in case of foreign tourists.

Note: All the above items are not mandatory, however the committee while inspecting will inspect the above requirements before recommending the unit for registration in order to facilitate the tourists to avoid any inconvenience to them during their stay.
