How to organise a private landlord's annual calendar of commitments?

For: Private accommodation host

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Applicability: For private landlords providing accommodation in a private home

Build the calendar according to the actual status, the facility and official duties. Allocate the obligations for each stay, the monthly obligations for external services, the quarterly tax and the seasonal due dates for tourist levies.

Different obligations have different triggers.

Check-in and check-out in eVisitor are linked to the actual arrival and departure. For the annual tourist levy, the law provides for full payment by 31 July or in three instalments on 31 July, 31 August and 30 September. Compare the charge and payment slips with your property.

Track the tax ruling separately from the tourist levy. If you receive foreign services, the months in which you receive them have their own tax review. For the TZ-2, before submission open the current Tax Instructions and check the relevant year on the form; do not copy the year from the old checklist.

Reminder: attach proof of execution.

For each entry, specify the subject, source, deadline and document confirming that the task has been completed. During the monthly review, mark it as resolved only when you have the submitted form, the correct payment or proper records, depending on the task. Add any change in capacity or termination as a separate event.

Example of a single-season calendar

The host has a daily overview of arrivals and departures, a monthly appointment to review commission account statements, and separate reminders for their tax and tourist duties. Each reminder links to a document, not just to a tick in the app.

Specific next steps

1. Gather solutions, current assignments and instructions for your year.
2. Separate the daily, monthly and annual tasks.
3. Add a warning a few days before the due date.
4. Along with the completed task, save the proof and the source for the next verification.

Most common mistakes

• Create a universal calendar without checking the status.

• Mark the payment as completed after the invoice has been created, without verifying its execution.

Limits of application

The calendar is an organisational aid. Individual deadlines and the implementation of new or amended solutions are checked individually; it does not automatically constitute a complete tax record.

Sources

Official Gazette · Law on the Tourist Tax, Articles 17 and 22.

https://narodne-novine.nn.hr/clanci/sluzbeni/full/2019_05_52_992.html

Tax Office · Holiday let provider

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