What do I need to do before the first guest arrives and the flat is advertised?

For: Private accommodation host

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Applicability: For private landlords providing accommodation in a private home

To provide accommodation in a household, you need a decision from the competent administrative authority and must meet the requirements for the premises. Posting an advert on the platform does not replace approval.

Start from the object and your status.

This branch concerns a natural person providing catering services in a private household. Accommodation offered through a sole trader or a limited company falls under a different organisational and tax framework. Before investing, determine who will be the service provider, which premises you are registering and what capacity you intend to offer.

Prepare the application with proof of ownership and the building's fitness for use, together with documentation of the object's type and category. For a flat in the relevant building, the required written consent of the co-owners must also be provided. The application is submitted to the authority competent by location, and an electronic procedure is also supported.

Prepare for an actual operational start.

Before the first booking, compare the details on the licence with the listing: address, type, category and capacity. Configure access to eVisitor, invoice preparation, pricing and guest communication. The standardised property tag is part of the start-up verification, not a substitute for the licence.

Example of preparing for the first season

Prepare the photographs and advertisement in advance, but tie the start of service to obtaining approval and the property's actual readiness. Keep the documents in a single folder and assign a responsible person to each open task.

Specific next steps

1. Determine the legal status of the provider and the approved capacity.
2. Prepare the title, building and other documentation for your property.
3. Check the consents and submit the application to the competent authority.
4. Compare the solution, the standard board, the advert and the operational preparation.

Most common mistakes

• To consider an accepted advertisement as signifying approval of the work.

• To apply the rules of the trade to home boarding.

Limits of application

The specifics depend on the facility, the location and the applicant. An existing solution, a new application and a capacity change are not the same procedure.

Sources

Single point of contact · Catering services in the home

https://psc.gov.hr/ugostiteljske-usluge-u-domacinstvu/1404?big=1

gov.hr · Classification and categorisation of objects

https://gov.hr/hr/razvrstavanje-i-kategorizacija-ugostiteljskih-i-turistickih-objekata-objekata-u-domacinstvu-i-objekata-na-opg-u/1434

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