Change of person providing accommodation · What to record?

For: Private accommodation host

Practical business guidance · Reviewed: 2026-11-22

Applicability: According to the profile and circumstances of the described case.

Keep records of decisions, authorisations and the dates of transfers of operational access.

Record and working document

Check who is listed as the provider on the invoice, the booking and the check-in.

If the carrier changes, request instructions on the procedure before transferring existing reservations.

Working example · Changing the person who manages or provides accommodation

Check who is listed as the provider on the invoice, the booking and the check-in.

Specific next steps

1. Check who is listed as the provider on the invoice, the booking and the check-in.
2. If the carrier changes, request instructions on the procedure before transferring existing reservations.
3. Update the activities in the channels only after the procedure has been confirmed.

Limits of application

For household activities, by type of establishment, status and location.

Sources

Single point of contact · Catering services in the home

https://psc.gov.hr/print.aspx?id=1404&url=print

Original page

https://adriatrends.hr/poslovni-vodic/en/pitanja/praksa-smj-promjena-domacina-dokazi