



Homestay Registration Help/Instruction Document

Documents you need before you start filling out your application

1. Scanned copy of your latest passport size photograph (Limited to 100KB)
2. Scanned copy of your Adhaar Card (Limited to 100KB)
3. Homestay Photos – 1 front photo, 1 toilet photo, 2 interior photos
4. Scanned copy of the front page of your homestay ownership document (Where the owner's name can be seen)
5. Scanned copy of the NOC from your local Police Station (Must be less than 6 months old)
6. Scanned copy of the NOC from your Local Bodies (Gram Panchayat / Municipal Corporation / Any other equivalent government body)
7. Read the Government Order No. TD 201 TTT 2016 Bengaluru, dated 13/10/2016, available on the website karnatakaturism.org or tayf.in/hs, to know about the guidelines set out by the Department of Tourism.

Filling the Homestay registration application Form

1. Promoter Details:

- a. Title –Select title (Mr., Mrs. Ms)
- b. Promoter Name –Enter your full name
- c. Mobile Number –Enter your 10 digit Mobile number (OTP and all further communications will be sent to this mobile number)
- d. Telephone Number –Update your land line number - STD Code - Land line number
- e. Email ID –Update your correct email ID (OTP and all further communications will be sent to this Email ID)
- f. Aadhar Number –Update your adhaar number
- g. Adhaar Image –Upload a scanned copy of your Adhaar Card
- h. Upload a recent passport size photograph

2. Homestay Details:

- a. Name of Homestay –Update the full name of Your Homestay
- b. District –Update the district in which your homestay is located
- c. Taluk – Update the Taluk Name
- d. City/Village – Update name of City or village
- e. Area – Update Area Name
- f. Block – Update Block
- g. Latitude and Longitude – Find lat-long co-ordinates from the internet and update the same
- h. Website– Update your homestay website (if available)
- i. Date on which Homestay became operational –Select the date on which your homestay commenced operations/service
- j. Is your homestay approved by the department – Select ‘Yes’ if your homestay was registered in the past. And select ‘No’ if this is the first time you are getting your homestay registered



Homestay Registration Help/Instruction Document


- k. Is your homestay a Heritage Building – Select yes if your homestay is a heritage building
- l. Is WiFi facility available – Select “Yes” if your homestay offers WiFi facility to the customers


3. Transportation Facilities:

- a. Nearest Bus Stand – Update the name of the nearest Bus stand – Distance – Update the distance from your homestay to the bus stand.
- b. Nearest Railway Station – Update the name of the nearest railway station (Select from dropdown) – Update the distance from your homestay to the nearest railway station.
- c. Nearest Airport – Update the name of the nearest airport (Select from Dropdown) – update the distance from your homestay to the nearest airport
- d. Is pickup and drop facility offered? – Select “Yes” or “No”



4. Tourist Attraction:

- a. Tourist Attraction name – Update the nearest tourist attraction name, Update category, Update distance from your homestay.

- b. Click on  to add a new tourist destination near your homestay.

- c. Click on  to remove a tourist attraction

5. Room and Tariff Details:

- a. Select the room category from the dropdown
- b. Update the number of rooms for the selected category
- c. Update the tariff
- d. Update the number of persons allowed per room for the selected category
- e. Update the additional charges payable for an extra person per room
- f. Is there Child Concession – Do you offer concessional rates for children? – Select “Yes” or “No”
- g. By clicking on  button, the updated entry gets populated below.
- h. Again repeat the steps a-g; to add room details in different categories.
- i. Use the  button to delete any incorrect information updated.

6. Photographs:

- a. Homestay Front Photo – Upload the front photograph of your Homestay
- b. Interior Photo I – Upload the 1st interior photo of your Homestay
- c. Interior Photo II – upload the 2nd interior photo of your homestay
- d. Toilet Photo – Upload the photograph of the Toilet at your homestay

Note: Your Photographs must be lesser than or equal to 100KB in size.



Homestay Registration Help/Instruction Document

7. Activities Available:

- a. Services Available – Select multiple services from the dropdown
- b. Other services – Update other services catered at your homestay, those which are not available in the dropdown
- c. Vegetarian food offered – Update what kind of vegetarian food is served at your homestay (Eg: Rice, Rotis, Chapatis, Vegetarian Starters, Chinese Etc)
- d. Non Vegetarian food offered – Update what kind of Non-Vegetarian food is served at your homestay. If non vegetarian food is not served, you can update if it will be provided on request.

8. Required Documents:

- a. Homestay Ownership Document – Upload the front page of the Homestay ownership document.
- b. NOC from Police station – Upload the scanned copy of the NOC.
- c. NOC from Local Bodies –Upload the scanned copy of the NOC. (Gram Panchayat/Town Panchayat/ Municipal Corporation/Or other local authorities)

Note: The “No Objection Certificates” obtained from the police station / Local Bodies must be less than or equal to 6 months old.