

## **How to Register Your Holiday Home – A Step by Step Guide**

### **Step 1 - Creating Profile Account:**

Individuals and Professional Operators can create their own profile accounts by registering and completing their applications on the following URL: [www.holidayhomesrak.com](http://www.holidayhomesrak.com)

Registration requires a fee of AED 100 for each application. Once the registration process has been completed and payment is made you can then register your unit(s) through the link received by email.

### **Step 2 - Obtaining the Unit Permit:**

#### **Individuals Requirements:**

Your property must be registered – Each unit must have its own permit. Permit application can be made on the Holiday Homes Website. In order to obtain the Unit(s) Permit as an Individual, you will need to upload the following documents along with your application:

- Passport Copy
- Emirates ID Copy Unit Title Deed
- Individual tenants wishing to use their property as a holiday home must have a Tenancy Agreement signed between the Tenant and the Owner, giving authorisation to sub-lease the Unit under the Holiday Homes Policy.
- FEWA Bill or any other official document bearing FEWA Account Number.

#### **Professional Operators (Company) Requirements:**

Your property must be registered – Each unit must have its own permit. Permit Application can be made on the Holiday Homes website. In order to obtain the Unit(s) Permit as a Professional Operator (Company) you will need to upload the following documents along with your Application:

- Passport Copy of Responsible Manager (Authorized Signatory).
- Emirates ID Copy of the Responsible Manager (Authorized Signatory).
- Unit Title Deed
- Professional Operators must have an Agreement signed by the Owner authorising the Operator to lease the Unit under the Holiday Homes Policy.
- FEWA Bill or any other official document bearing FEWA Account Number

**Step 3** - Once the application has been made, reviewing of the documents shall take no longer than 48 hours / 2 business days. Successful applications will be notified by email; this email shall contain a link to the payment portal for Permit payment. Once payment has been made the Permit can then be downloaded or printed. If your application is rejected, you will be notified of the reason why.

**PERMIT FEES**

Permit fees for One bedroom	AED 300
Permit fees for Two bedroom	AED 600
Permit fees for Three bedroom	AED 900
Permit fees for four bedroom or more	AED 1,200

**Please Note:**

**As per the Emiri Decree No (20) for the year 2015 – Holiday Homes are subject to a Tourism Dirham charge of 15 AED for each occupied unit per night. YOU are responsible for the collection of these fees from your guests and the payment of these fees to the Authority.**

*That's it - You are now a licensed Holiday Home Operator!*

*airbnb is the Ras Al Khaimah preferred partner*

