



هيئة رأس الخيمة للتنمية السياحة  
ras al khaimah tourism development authority

# Holiday Homes System – User Manual

## How to Register Your Holiday Home

Individuals and Professional Operators can create their own profile account by registering and completing their information:

### 1- Creating Account:

[www.holidayhomesrak.com](http://www.holidayhomesrak.com) → Create account

Visit Ras Al Khaimah

**HOLIDAY HOMES**  
VILLAS-APARTMENTS-FARMS

Welcome

Username or Email

Email

Password

Password

Remember me

[Forgot password?](#)

Log In

Create Account

## 2- Select registration Type:

### Individual Owners or Professional operators

Registration

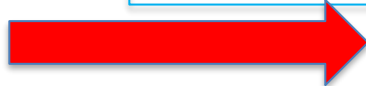
\* Registration Type

--Select One--

--Select One--

Individual

Operator



## 3- Input details based on selected type:

Home / Register

Registration

\* Registration Type Individual

Individual Details

Individual Name \*

Nationality \* Select Country

Emirates ID Number \*

Passport Number \*

Email Address \*

Username \*

Password \*

Confirm Password \*

Mobile Number \* +971

Alternate Contact Number UAE

Address \*

By checking this box, you're agreeing to our [Terms & Conditions](#) and [Privacy Policy](#)

Register

Home / Register

Registration

\* Registration Type Operator

Operator Details

Company Name \*

Manager Name \*

Manager Nationality \* Select Country

Company License No. \*

Company License Exp. Date \*

Company Email \*

Username \*

Password \*

Confirm Password \*

Mobile Number \* +971

Alternate Contact Number UAE

Address \*

By checking this box, you're agreeing to our [Terms & Conditions](#) and [Privacy Policy](#)

Register

#### 4- Registration will be completed on AED 100 fee payment

Once the registration process has been completed and payment is made you can then register your unit(s) through the link received by email.

#### User Dashboard:

\*After login using your registered email and password you will be redirected to the dashboard

\*Click on the button notifications to view the notifications from RAKTDA.

**DASHBOARD**

Hi TestInfotech

Account Status- Active

Terms and conditions agreed on- 15/02/2018

Edit Profile

Notifications 7

ADD NEW UNIT

UNIT RENEWALS

CANCEL UNIT

CHANGE GRADE

RE INSPECTION

UNIT STATUS AND REPORT

MANAGE UNITS

PAYMENT HISTORY

\*Edit profile in case of the need to update some details (individual owners or Professional operators).

Edit Individual details

Edit Operator details

**Edit Profile**

\* Registration Type:

---

**Individual Details**

Individual Name \*

Nationality \*

Emirates ID Number \*

Passport Number \*

Mobile Number \*

Alternate Contact Number

Address \*

Update

\* Registration Type:

---

**Operator Details**

Company Name \*

Manager Name \*

Manager Nationality \*

Company License No. \*

Company License Exp. Date \*

Company Email \*

Mobile Number \*

Alternate Contact Number

Address \*

Update

## \*Add new unit

Add New Unit [Dashboard](#)

Unit Details	Attachments
Furnished* <input type="text" value="--Select One--"/>	Allowed file types: pdf, png, jpg Individual file size should not exceed 2 MB
Permit Type* <input type="text" value="--Select One--"/>	Passport* <input type="text"/> <a href="#">Browse</a>
Unit Type* <input type="text" value="--Select One--"/>	Emirates ID (Front & Back)* <input type="text"/> <a href="#">Browse</a>
Commercial Name* <small>(Name Given in Booking Channels Like AirBNB etc.)</small> <input type="text"/>	Unit Title Deed* <input type="text"/> <a href="#">Browse</a>
Booking Website Links <a href="#">Add Website Links</a>	Company License* <input type="text"/> <a href="#">Browse</a>
Plot Number* <input type="text"/>	Holiday Homes Agreement between individual and operator <input type="text"/> <a href="#">Browse</a>
Unit Number* <input type="text"/>	Electricity Provider Bill (FEWA/Others)* <input type="text"/> <a href="#">Browse</a>
Floor Number* <input type="text"/>	NOC From Developer <input type="text"/> <a href="#">Browse</a>
Area Name* <input type="text"/>	
Street Name* <input type="text"/>	
Location* <input type="text"/>	
Electricity Provider Account Number (FEWA/Others)* <input type="text"/>	
No of Bedrooms* <input type="text" value="--Select One--"/>	

[Submit](#)

### Individual Requirements:

The unit details must be registered – Each unit must have its own permit and you will need to upload the following documents:

- Passport Copy
- Emirates ID Copy
- Unit Title Deed
- FEWA Bill or any other official document of electricity and water utilities bill
- NOC from the developer in case the unit fall under the developer area management

**Note:** Individual tenants wishing to operate the unit as a holiday home must have a Tenancy Agreement signed between the Tenant and the Owner attested from the municipality in addition to NOC from the owner to the official tenant to operate the unit as holiday home for other guests.

## **Professional Operator Requirements:**

The unit details must be registered – Each unit must have its own permit and you will need to upload the following documents:

- Passport Copy of responsible Manager (Authorized Signatory).
- Emirates ID Copy of the responsible Manager (Authorized Signatory).
- Unit Title Deed
- Company License
- Professional Operators must have an Agreement signed by the Owner authorizing the Operator to lease the unit under the Holiday Homes Policy
- FEWA Bill or any other official document of electricity and water utilities bill
- NOC from the developer in case the unit fall under the developer area management

[Add New Unit](#)

[Dashboard](#)

You have successfully added your unit details. Our team will review your details and respond accordingly. This may take 1 to 2 working days.

## **Notes:**

Once the application has been made, reviewing of the documents shall take no longer than 48 hours / 2 working days. Once documents the unit will be assigned for inspection by RAKTDA inspection team

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.

## **\*Unit renewals:**

Expired units permits will be shown when you click on the unit renewals button from the dashboard; from there you choose the unit required for renewal and you can edit/update the documents attached previously with valid ones in case of expiry.

## **\*Cancel Unit:**

Click on cancel unit and select the unit require cancellation, send request for the cancellation with reason. The request will be reviewed and approved by the admin once the approval obtained from finance

department and from the department HOD to assure that there are no due payments or fines are on the unit

### \*Change Grade

Click on change grade for requesting upgrading or downgrading current unit, once the request is reviewed by RAKTDA will proceed for further action.

### \*Re Inspection



Click on the Re Inspection button for requesting Re Inspection for rejected units. The request will be reviewed by RAKTDA.

### \*Manage Units

- To view RAKTDA remarks if any
- To do online payment once the permit request is approved
- To print the permit once payment is completed
- To view the unit submitted application/and documents

Manage Units

No.	Permit Type	Classification	Plot Number	UnitNumber	Area Name	Street Name	Location	Status	Expiry On	Renewal Status	Actions
1	HolidayHomes	Standard Villa	1122	H1212	Marjan	main road	HIBA PACIFIC	Approved			 Pay
2	HolidayFarms	Standard Farm	88888	44	QARM	WATERMELON	MARS	Approved			 Pay
3	HolidayFarms	Standard Farm	7777	7777	amman	PUBLIC	MARS	Approved			 Pay

No.	Permit Type	Classification	Plot Number	UnitNumber	Area Name	Street Name	Location	Status	Expiry On	Renewal Status	Actions
1	HolidayHomes	Standard Villa	1122	H1212	Marjan	main road	HIBA PACIFIC	Paid	26 May 2023		 Print Your Permit
2	HolidayFarms	Standard Farm	88888	44	QARM	WATERMELON	MARS	Paid	26 May 2023		 Print Your Permit
3	HolidayFarms	Standard Farm	7777	7777	amman	PUBLIC	MARS	Paid	26 May 2023		 Print Your Permit

### \*Permit Fee:

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
Standard Holiday Homes classification	AED 50
Luxury Holiday Homes classification	AED 50

### \*Unit Status & report

To check the unit status, view the unit inspection report and any other remarks by the admin.

#### Units List

No.	Permit Type	Classification	Plot Number	UnitNumber	Area Name	Street Name	Location	Status	Expiry On	Renewal Status	Cancel Request Status	Remarks	Inspection Report
1	HolidayHomes	Standard Villa	1122	H1212	Marjan	main road	HIBA PACIFIC	Paid	26 May 2023				View
2	HolidayFarms	Standard Farm	88888	44	QARM	WATERMELON	MARS	Paid	26 May 2023				View

### \*Payment History

Click on payment history to view all the payments made towards units.

**\*\*Note:** The Holiday Homes permits are only to be used for the purpose for which it is intended. It is the responsibility of the Individual/ Operator to collect the Tourism Dirham and Destination Fee on behalf of the Authority for each occupied unit per night. Payment of this charge must be made to the Authority by the 14th of following month in addition to the commitment with the regulatory policy, terms and conditions of holiday homes operation in Ras Al Khaimah, failure to do so will incur violations and fines. To download and review important documents, please browse to [www.holidayhomesrak.com](http://www.holidayhomesrak.com)