

## INSTRUCTIONS FOR PRIVATE ACCOMMODATION RENTERS

In order to be permitted to render hospitality services in a household, a Renter must obtain the Decision on permission to offer hospitality services in the household, issued by the Administrative Department for tourism and sport in County Split – Dalmatia, Vukovarska 1, tel.: 00385 21 300-144).

### 1. REGISTRATION OF GUESTS

Registration and deregistration of tourists is done through the application «eVisitor», as central electronic registration and deregistration system for tourists in the Republic Croatia. Renters are obligated to register all persons offered accommodation services within 24 hours following check-in of such guests; the same applies for deregistration of these guests following their check-out.

### 2. STANDARDIZED SIGN

Procure a standardized sign, stating the type and category of the object as specified in the Decision of the authorized body and position it on a clearly visible place at the entrance or immediate vicinity of the object. Such sign has to be ordered directly from a contractor that obtained consent from the Ministry of Tourism:

1. Jaguar d.o.o. (Hrvojeva 6, 21000 Split; tel.: 021 343 888 ; [jaguarst6@gmail.com](mailto:jaguarst6@gmail.com))
2. Binar d.o.o. (Livanjska 12 i Hrvatske mornarice 1F , 21000 Split; tel.: 021 344 442 ; [trgovina1@binar-biro.hr](mailto:trgovina1@binar-biro.hr))
3. Tramax d.o.o. (Mažuranićevo Šetlište 26, 21000 Split; tel.: 021 548 808; [info@tramax.hr](mailto:info@tramax.hr))

### 3. PRICELIST

In each object, information on the type and category of such object, the prices for services offered, the information that the tourist sojourn tax is included in the price, has to be presented in a clearly visible way. The pricelist must be framed, placed at a visible place and the Renter has to obey the **prices quoted in KUNA** (Euro prices may or may not be listed). The pricelists for rooms and possible other services to be written in Croatian and at least in English language.

**Items that are to be contained in the price list:**

1. Basic data on Renter (name of accommodation object, full name of owner, address)
2. Type of services (overnight stay, overnight with breakfast, ...)
3. Specification of charges (per night, per person, per accommodation, weekly.....)
4. Seasons and times (times, dates, seasons.....)
5. Price (must be specified in Kuna, Euro counter-value may be added only for easier understanding by the guests)
6. Tourist tax (tax de sojourn) (if included in the price this must be stated, also the amount of this tax must be clearly specified)
7. VAT (if a Renter is not in the VAT system this fact must be stated, if the price includes VAT, the net price must be separately specified from the VAT onto such net price).
- 8.

### 4. GUEST LIST

*The Guest list (Croatian Popis turista)* is to be kept for each individual legal or natural person rendering accommodation services in private households. Entering data into the Guest list is done based on data from the registration and deregistration of guests. The Guest list is to be kept as a book, whereas the registration and deregistration of guests is done via application «eVisitor», as central electronic registration and deregistration system for tourists in the Republic Croatia.

### 5. BOOK ON TURNOVER (or form on evidence of turnover)

BOOK ON TURNOVER (Croatian: KNJIGA EVIDENCIJE O PROMETU) (or the **form on evidence of turnover** – to be purchased at Narodne Novine) –is the evidence on all issued bills and invoices and is kept chronologically, by date of issued bills or invoices, separately for each calendar year. The Renter must register at the end of each day all issued bills, regardless of the fact if these were settled or not in the Book of turnover. The Book of turnover is kept in KUNA!

Note: A Book on turnover may be used over several calendar years.

### 5. ISSUING BILLS AND INVOICES

Every Renter must issue the guest a correct and clearly legible bill – invoice, containing specified type of service, quantity and price, i.e. possible discount for each rendered services, except if a travel agency is issuing such invoice to the guests. The invoice shall contain:

- data on issuing person (full name, residential address/habilitation address), date of invoice, number of invoice, full name of the person that received the services, type, quantity and price of rendered service.

The invoice to be issued at least in two counterparts, one for the user of service and the other for the issuer of invoice, as document to register the turnover.

## 6. MISCELLANEOUS

### Additional duties of Renters:

– instructions on how to submit a written complaint must be positioned at a clearly visible place in the object – when marketing the object, only the type and categorization of the object from the Decision may be used – at a visible place in the object, the sign on prohibition of serving and consumption of alcoholic beverages for persons under the age of 18 has to be placed – there must be a first aid kit box in the object – also the evacuation plan for the object must be positioned either onto the inside of the doors to the apartments or rooms or near to the doors.

## 7. PAYMENT OF SOJOURN TAX

The lump sum of the sojourn tax is paid based on registered number of basic beds, i.e. camping units and doesn't depend on the period in which services are rendered or the number of overnights stays. Extra beds are also included in the sojourn tax lump sum. The entire amount of due sojourn tax is paid in three equal installments:

**Due dates for sojourn tax payment:** July 31st, August 31st and September 30th of the current year.

THE PAYMENT SLIP IS VISIBLE IN THE APPLICATION eVisitor, SUBMENU „Finances“ OR THE RENTERS CAN GET THEM AT THE TOURIST OFFICE!!!

**The payment slips are not sent by mail, which doesn't mean that you are not obligated to pay the lump sum sojourn tax!!!**

Region	Amount
Split	350 HRK x number of beds

Payments of this tax to be done exclusively in a post office, business bank, FINA or through internet banking.

**The sojourn tax is paid in favor of the account of sojourn tax of the Tourist board of City Split.**

### PAYMENT SLIP FOR SOJOURN TAX:

**Receiver:** ACCOUNT FOR SOJOURN TAX

**Account number or IBAN:** HR9610010051740904748

**Model:** HR67

**Payment reference number:** the **PIN of the Renter – object code** for which the sojourn tax is paid.

## 8. PAYMENT OF MEMBERSHIP FEE TO THE TOURIST BOARD

In accordance with the Law on membership in Tourist boards (National Gazette Croatia NN 52/2019) all persons renting private accommodation are obligated to pay this membership fee. **All Renters have to submit the filled out form for payment of the membership fee to the Tourist Board, together with a copy of the payment slip to the authorized Tax office based on their residential address, until the 15 of January each year!**

The lump sum of the membership is paid based on registered number of basic beds, i.e. camping units and doesn't depend on the period in which services are rendered or the number of overnights stays. Extra beds are also included in the membership lump sum. The entire amount of due the membership is paid in three equal installments:

**Due dates for membership payment:** July 31st, August 31st and September 30th of the current year.

Annual lump sum membership fee (in HRK) – MAIN BED	<b>45,00</b>
Annual lump sum membership fee (in HRK) – ADDITIONAL BED	<b>22,50</b>

**The membership for the Tourist Board is paid based on payment slip onto the account of the Tourist board of City Split.**

### PAYMENT SPLIP FOR TOURIST BOARD MEMBERSHIP:

**Receiver:** TB of City Split – Transfer account for TB membership

**Account number or IBAN:** HR1010010051740927151

**Model:** HR67

**Payment reference number:** the **PIN of the Renter**

For more information visit our section for private accommodation renters at [www.visitsplit.com](http://www.visitsplit.com) or contact us on [evisor@visitsplit.com](mailto:evisor@visitsplit.com), tel.: 00385 21 348 600