

Application for Approved Listing

This voluntary program includes the following listing types:

1. **Approved Listing** - Properties provide overnight stays on a daily basis with daily housekeeping, and have **at least** 25% of their units available to visitors as overnight units from June to September inclusive. They must meet **All Minimum Standards Criteria**, and are **Inspected Annually**.

The **Approved Listing** program accepts applications for the following types of properties:

- Hotel/Motel
- Campground
- Guest Ranches
- Ranch & Farm Vacations

2. **“Extended Stay” Listing** - Properties meet all Minimum Standards Criteria, excepting that they require a minimum stay, do not provide Daily Housekeeping to all units, and may have **less than** 25% of units available to visitors as overnight units from June to September inclusive. Exclusively Residential properties do not qualify for listing.

The **Extended Stay** program accepts applications for the following types of properties:

- Condo Style
- Extended Stay Accommodations
- Extended Stay Campgrounds

3. **Alternate Listing** - Properties that provide accommodation of a specific style or theme, and may or may not provide overnight accommodation on a daily basis.

- B & B
- Cabins & Lodges
- Hospitality Homes
- Hostels

There are three steps to be eligible for a listing in the **Alberta Accommodation Guide** or **Alberta Campground Guide**.

STEP # 1 – Application

Complete and return the enclosed Request for 2010 Guide Listing Form. Once the application form is received, the appropriate Listing Documentation will be sent based on the information provided.

STEP # 2 – Inspection

If applicable, a Quality Assurance Advisor will conduct an *unscheduled* inspection anytime during the annual inspection season. In keeping with the philosophy of the program, it is necessary to avoid scheduling appointments in order to evaluate a property as a guest would experience it.

STEP # 3 – Approval

Upon approval, a descriptive listing for your property will be drafted and a proof made available prior to Guide publication. The Guide is intended to be a factual and efficient resource for visitors. Although it is a marketing tool for accommodation properties, consistency of terminology and reliability of information is critical. In subsequent years, Guide information will be updated and Approved Accommodation status verified.

The rates for a basic listing in the **2010** Guide are:

Campgrounds:	Basic Listing Fee	\$210.00 + GST
Accommodations:	0 – 29 Rooms	\$240.00 + GST
	30 – 59 Rooms	\$255.00 + GST
	60 – 99 Rooms	\$285.00 + GST
	100+ Rooms	\$335.00 + GST

The basic listing fee also includes a listing on www.travelalberta.com

Application for Approved Listing

*Please complete the following information and return to the AHLA office.
The appropriate Listing Documentation will be sent based on the Information provided below*

Name of Property			
Mailing Address	City:	Postal Code:	
Street Address			
E-Mail			
Web Address			
Closest Town <i>(if rural)</i>			
Directions from closest town			
Contact Person <i>(Name/Title)</i>	Phone: ()	Fax: ()	
Date Available for Inspection			

Additional Information: Please check the appropriate Section and Type boxes

- Approved Listing:** Deadline to Request Inspection is August 1, 2009
Type: Hotel/Motel / Campground / Guest Ranch / Farm & Ranch Vacation
- “Extended Stay” Listing:** Deadline to Request Inspection is August 1, 2009
Type: Condo Style / Extended Stay Accommodation / Extended Stay Campground
- Alternate Listing Section:** Deadline to Request Inspection is September 1, 2009
Type: B & B / Cabins & Lodges / Vacation Home / Hostels

Additional Information:

- Newly Constructed Opening date: _____
Number of Rooms/Sites: _____
- Renovated: _____

Number of Years in Operation: _____
Number of Rooms/Sites: _____

Additional Campground Information:

- Potable Water on Site
 Picnic Tables
 Flush Toilets
 Outdoor Privies

Signature (Owner/Manager): _____