

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 Application for Approved 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 Guides are:

Campgrounds:	Basic Listing Fee	\$220.00 + 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, 2010

Type: Hotel/Motel / Campground / Guest Ranch / Farm & Ranch Vacation

“Extended Stay” Listing: Deadline to Request Inspection is August 1, 2010

Type: Condo Style / Extended Stay Accommodation / Extended Stay Campground

Alternate Listing Section: Deadline to Request Inspection is September 1, 2010

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): _____