

2. Traveller check-in during the reference fortnight and number of vacancies occupied daily

A traveller is any person who arrives and stays overnight in your establishment. Only those persons who check-in each day, even when they stay more than one day, will be considered.

Reference fortnights: month of February 1st fortnight from the 1-14 / 2nd from the 15 to the end of the month. 31 day months: 1st fortnight from the 1-15 / 2nd from the 16 to the 31

Place of residence	Traveller check-in during the totality of the fortnight	Vacancies occupied daily (number of overnight stays)						
		Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
European Union								
SPAIN								
1.1 Andalucía								
1.2 Aragón								
1.3 Asturias (Principado de)								
1.4 Baleares (Islas)								
1.5 Canarias								
1.6 Cantabria								
1.7 Castilla y León								
1.8 Castilla - La Mancha								
1.9 Cataluña								
1.10 Comunidad Valenciana								
1.11 Extremadura								
1.12 Galicia								
1.13 Madrid (Comunidad de)								
1.14 Murcia (Región de)								
1.15 Navarra (Comunidad Foral de)								
1.16 País Vasco								
1.17 Rioja (La)								
1.18 Ceuta and Melilla								
REST OF EUROPEAN UNION								
2. Germany								
3. Austria								
4. Belgium								
5. Denmark								
6. Finland								
7. France								
8. Greece								
9. Ireland								
10. Italy								
11. Luxembourg								
12. The Netherlands								
13. Poland								
14. Portugal								
15. United Kingdom								
16. Czech Republic								
17. Sweden								
18. Rest of the EU ¹								
REMAINING COUNTRIES								
19. Norway								
20. Russia								
21. Switzerland								
22. Rest of Europe								
23. United States								
24. Remaining countries of America								
25. African countries								
26. Rest of the world								

¹ Countries included in the Rest of the EU: Cyprus, Slovakia, Slovenia, Estonia, Hungary, Latvia, Lithuania and Malta.

2. Traveller check-in during the reference fortnight and number of vacancies occupied daily

An occupied vacancy or overnight stay is understood to be every night that a traveller stays in the establishment. The number of persons that sleep each night will be recorded, irrespective of the day they checked-in. *Eg.: A married couple with one child, would give rise to three overnight stays or occupied vacancies.*

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Vacancies occupied daily

Place of residence

Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14	Day 15	Day 16	
									European Union
									SPAIN
									Andalucía 1.1
									Aragón 1.2
									Asturias (Principado de) 1.3
									Baleares (Islas) 1.4
									Canarias 1.5
									Cantabria 1.6
									Castilla y León 1.7
									Castilla - La Mancha 1.8
									Cataluña 1.9
									Comunidad Valenciana 1.10
									Extremadura 1.11
									Galicia 1.12
									Madrid (Comunidad de) 1.13
									Murcia (Región de) 1.14
									Navarra (Comunidad Foral de) 1.15
									País Vasco 1.16
									Rioja (La) 1.17
									Ceuta and Melilla 1.18
									REST OF EUROPEAN UNION
									Germany 2.
									Austria 3.
									Belgium 4.
									Denmark 5.
									Finland 6.
									France 7.
									Greece 8.
									Ireland 9.
									Italy 10.
									Luxembourg 11.
									The Netherlands 12.
									Poland 13.
									Portugal 14.
									United Kingdom 15.
									Czech Republic 16.
									Sweden 17.
									Rest of the EU ¹ 18.
									REMAINING COUNTRIES
									Norway 19.
									Russia 20.
									Switzerland 21.
									Rest of Europe 22.
									United States 23.
									Remaining countries of America 24.
									African countries 25.
									Rest of the world 26.

3. Capacity and occupancy during the reference fortnight

3.1 Capacity	Study	2/4 persons	4/6 persons	Others
1. Total number of apartments by type	_____	_____	_____	_____
2. Total vacancies of the apartments	_____	_____	_____	_____

3.2 Occupancy	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8
1. Number of apartments occupied	_____	_____	_____	_____	_____	_____	_____	_____
2. Number of supplementary beds used	_____	_____	_____	_____	_____	_____	_____	_____
	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14	Day 15	Day 16
3. Number of apartments occupied	_____	_____	_____	_____	_____	_____	_____	_____
4. Number of supplementary beds used	_____	_____	_____	_____	_____	_____	_____	_____
	Study	2/4 persons	4/6 persons	Others				
5. Number of total apartments occupied each day for each type ²	_____	_____	_____	_____	_____	_____	_____	_____

² Eg.: if a study is occupied during 15 days, you must record in the corresponding section: 15.

4. Occupied personnel (Do not include personnel on vacation, sick leave,...)

	Unpaid personnel		Paid personnel			
	Men	Women	Fixed		Temporary	
			Men	Women	Men	Women
Personnel employed during the reference fortnight	_____	_____	_____	_____	_____	_____

5. Expected level of occupancy per apartment

Indicate the percentage of apartments of your establishment that you consider will be occupied during the **second and third month following** the month that includes the reference fortnight.

Eg.: If the survey corresponds to the month of **January**, information is requested on **March and April**. If you consider that the establishment will be, for example, at half occupation on average during the corresponding month, then you must indicate a percentage of 50%.

	Second month	Third month
Expected level of occupancy in percentage terms	_____	_____

6. Use of Internet

Does your establishment have a web page or web site (irrespective of whether or not it belongs to the establishment)? YES NO

In the affirmative, record how you use it (you can mark various options)

As a means for contracting your services. Indicate in this case:

- Percentage of apartments occupied during the reference fortnight reserved via the Internet _____ %

For the advertising of your establishment

7. Prices (in euros, does not include VAT)

Indicate the average price of the apartment per day according to the different types and tariffs, irrespective of whether or not this price has been applied during the reference fortnight. Also record the approximate percentage of each type of tariff over the total number of apartments occupied in each modality during the reference fortnight (this percentage may be zero in some cases).

	Study		2/4 persons		4/6 persons		Others	
	Price in euros	%						
Normal	_____	_____	_____	_____	_____	_____	_____	_____
Weekend (by day)	_____	_____	_____	_____	_____	_____	_____	_____
Tour-operators and travel agencies	_____	_____	_____	_____	_____	_____	_____	_____
Others (specify):	_____	_____	_____	_____	_____	_____	_____	_____
	100% ³		100% ³		100% ³		100% ³	

³ This percentage shall be zero for the modality(ies) in which no apartments have been occupied during the reference fortnight.

8. Multi-property (time sharing). System under which the establishment operates

Is it under a time-sharing regime? YES NO Number _____

In the affirmative, indicate the number of apartments _____

Observations: _____

Thank you for your collaboration