

Dear Owners,

In line with the DTCM regulations allowing short term lease of apartment units (holiday homes) in Dubai, DOAM wishes to remind you of the requirements and procedures applicable to your Community.

WHAT IS A HOLIDAY HOME?

The law defines a holiday home as a **furnished real property unit leased out by a license holder** regularly and on an ongoing basis for overnight accommodation on a daily, weekly, monthly or yearly basis.

HOW CAN APPLY FOR A LICENSE?

An Owner or his Operator will need to approach DTCM directly to apply for the permit/license.

WILL DOAM ALLOW ME TO RENT MY UNIT AS A HOLIDAY HOME?

YES, but an Owner must be licensed by the Department of Tourism and Commerce Marketing (DTCM). This permit/license is required for every unit.

WHAT IS AN “OPERATOR”?

Licensed operators can either lease the subject property from the Owner or manage the property on behalf of an Owner to offer the property for short term leasing.



OWNER RESPONSIBILITIES

Amongst other things, Owners of licensed units are required to:

- ✓ manage the check-in and check-out process with guests **without involving the building management**;
- ✓ collect the Tourist Dirham and remit to the relevant authority;
- ✓ comply with the reporting obligations imposed by DTCM;
- ✓ be on call to address any queries or concerns of guests;
- ✓ arrange the cleaning and periodic housekeeping of the property; and
- ✓ arrange ongoing maintenance and repair of the property.

In general all issues relating to the guest / facilities to the guest to be arranged by the Owner / Licensee without any liability / responsibility on the part of the building management.

MIDTOWN COMMUNITY PROCEDURE



STEP 1: Notify DOAM at midtown@doam.ae as soon as DTCM license is secured. If leased to a licensed operator. DOAM will verify the documents and request additional information, if needed.

STEP 2: Owners/Operators are required to submit a copy of the guests' documents at least 1working day prior to expected arrival - passport copies, contact details and period of stay.

STEP 3: Upon receiving complete documents, DOAM shall issue approval via email.

We require your cooperation to ensure the safety & security of our community. Kindly ensure to follow the process.

DOAM would also want to remind Owners that guests must be made aware of the Community Rules & Regulations(Available to view at www.Midtown.ae)