

# INSTRUCTIONS FOR COMPLETING CONFIDENTIAL MONTHLY OCCUPANCY REPORTS

## REPORTING OPTIONS:

Please submit monthly occupancy information *within seven (7) days* after the end of each month for each licensed accommodation. **IMPORTANT:** This information is kept strictly confidential.

*Although the internet is the most secure way to send us your monthly information we provide three options:*

**INTERNET:** Operators may *securely* submit their confidential monthly occupancy information via the Internet at: <https://novascotiatourismagency.ca/monthly-occupancy-fixed-roof>

*Please print and save the confirmation page for your records.*

*\* Tip: Add this site to your Favourites so you can find it quickly and easily each month.*

**FAX:** Occupancy report forms can be faxed to (902) 798-6600. *Please keep fax confirmation sheet for your records.*

**MAIL:** Occupancy report forms can be mailed to:

Research Section  
Nova Scotia Tourism Agency  
8 Water Street  
PO Box 667  
Windsor, NS B0N 2T0

---

## INSTRUCTIONS:

**IMPORTANT:** If you did not have any guests during a month that your accommodation is open for business, please submit as usual and indicate zero units sold and zero guests. *This includes properties that are "open off-season by reservation".*

Please refer to the Confidential Monthly Occupancy Report Form when completing the following information:

### **PROPERTY NAME AND LICENCE NUMBER**

Please provide your property name and licence number.

### **REPORT MONTH AND YEAR**

Please indicate the appropriate month and year for the information being provided.

### **NUMBER OF RENTABLE UNITS**

This is the number of rentable units your property had available during the month. Typically, it is the number of units you are licensed to operate. However, if part of an establishment is closed, then these units should not be included as available during this period. (A unit is typically one room; however, a cottage, apt., suite or vacation home is generally considered one rentable unit.)

### **TRIP PURPOSE INFORMATION**

*% Vacationing:* the number of people who stayed during that month and their purpose for traveling was for a vacation/pleasure trip, divided by your total number of guests, multiplied by 100.

*% Business:* the number of people who stayed during that month and their purpose for traveling was for business, divided by your total number of guests, multiplied by 100.

*% Convention:* the number of people who stayed during that month and their purpose for traveling was for a convention, divided by your total number of guests, multiplied by 100.

*% Motor Coach:* the number of people who stayed during that month and their purpose for traveling was a motor coach tour, divided by your total number of guests, multiplied by 100.

*% Other:* the number of people who stayed during that month and their purpose for traveling was for a purpose other than those mentioned above, divided by your total number of guests, multiplied by 100. For example this group would include sports teams and medical appointments.

#### **UNITS SOLD**

On a **daily** basis count the number of units that are occupied by at least one guest. Total the daily units sold at the end of the month for the month's total units sold.

#### **NO. OF GUESTS**

On a **daily** basis count the number of guests that are in the occupied units of your accommodation. Total the number of guests at the end of the month for the month's total number of guests.

*\* Tip: The total number of guests will never be less than the units sold, as you are counting each guest, every night they stay.*

#### **CLOSED FOR THE SEASON**

If the property is seasonal please mark "Closed for the Season" on your final report for the season.

*Tourist accommodation operators **closing permanently** must notify the Nova Scotia Tourism Agency by e-mail at: [henmanja@gov.ns.ca](mailto:henmanja@gov.ns.ca).*

*All changes in accommodation information, including seasonal date changes, should also be sent to: [henmanja@gov.ns.ca](mailto:henmanja@gov.ns.ca).*

*If you do not use e-mail, please call Judy Henman at: 902-424-5173 or toll free at 1-877-424-5173.*

**If you have any questions on completing the form please contact:**

**Coordinator of Tourism Activity Surveys at:**

[occupancystats@gov.ns.ca](mailto:occupancystats@gov.ns.ca)

902-798-6775