

CHECKLIST

Checklist for a tourism inspection or a formal request from the Junta

A list to keep your tourist home in order for an inspection or a formal request from the Junta: papers in the flat, listings, guest registration, equipment and what to do on the day.

Reviewed on 6 October 2026 · Applies to: Andalusia (regional law)

Tourism inspection is carried out by the **Junta de Andalucía** and almost always arrives as a **written request for papers**, not as a visit: in 2022 the Junta made 3,165 requests for documents and 908 inspections of new tourist homes in Andalusia. This list goes through what they can ask for and check.

Anything marked **mandatory** is required by a rule (the article is given); **recommended** is good practice. Almost everything is solved by replying and putting things right in time: what really makes matters worse is not replying or making things difficult for the inspector. More in [What happens if the tourism inspectors check my flat?](#)

Compulsory = required by a rule (which one is stated). Recommended = good practice. Depends on your case = only if the situation applies.

1. Papers that must be in the flat

It all fits in a folder at the entrance.

- ☐ Keep in the flat, on paper, hojas de quejas y reclamaciones (complaint forms) of Andalusia's official model.
COMPULSORY
Model in Annex I of Decree 82/2022; a link on the website is not enough. Not having them or refusing them is a serious offence (art. 71.23 Law 13/2011).
- ☐ Display, normally at the entrance, the sign announcing that complaint forms are available. **COMPULSORY**
Official text and model in Decree 82/2022. A laminated sheet will do.
- ☐ Leave tourist information on the area with a map of the town, on paper or in digital form. **COMPULSORY**
Decree 28/2016, Annex, letter e: leisure, restaurants, shops, car parks, medical services, local transport and a map.
- ☐ Leave instructions for the appliances and devices that need them. **COMPULSORY**
Decree 28/2016, Annex, letter f: air conditioning, ceramic hob, oven, washing machine, safe or lock.
- ☐ If the owners' association has an evacuation plan, put it on the door of the home. **DEPENDS ON YOUR CASE**
Decree 28/2016, art. 6.2.d.
- ☐ Tell guests whether or not you belong to the Sistema Arbitral de Consumo (Consumer Arbitration System).
COMPULSORY
Decree 28/2016, art. 6.2.f. Joining is not mandatory; saying so is.

2. Documents you must have to hand

This is what the inspector asks for on a visit or the Junta in a formal request.

- ☐ Know where the registration resolution, the nota simple and the owners' association certificate are.
RECOMMENDED
The Junta can ask for them at any time (art. 69.1 Law 39/2015). The association's certificate is what takes longest.
- ☐ Keep for a year the signed copy of the contract-style document you give each guest on arrival. **COMPULSORY**
Decree 28/2016, art. 7.1 and 7.3: operator, registration code, number of people, dates, total price and contact phone.
- ☐ Give each guest a payment receipt with your registration code. **COMPULSORY**
Decree 28/2016, art. 6.2.e: holder, home and code, guest, number of people, dates, price and payment date.
- ☐ If you have a manager, keep the management contract and make sure they have all this to hand.
DEPENDS ON YOUR CASE
The inspector can ask for the management contract. If you are not there, whoever is in charge of the service deals with it (art. 13.3 Decree 144/2003).

3. What is checked in the listings

The Junta reviews listings published online (art. 17.1 of Decree 144/2003).

- ☐ Put the registration code in all your listings: Booking, Airbnb, Vrbo, your website and social media. **COMPULSORY**
Advertising must include the registration details (art. 31 Law 13/2011). Platforms require it since 20/05/2026 (Regulation (EU) 2024/1028).
- ☐ Check that the places advertised are the registered ones. Not one bed more. **RECOMMENDED**
Accommodating more people than registered is a serious offence (art. 71.20 Law 13/2011); advertising more places invites it to happen.
- ☐ Check that photos, description and price match reality. **COMPULSORY**
Untruthful or misleading advertising and charging more than advertised are serious offences (art. 71.11 and 71.15 Law 13/2011).
- ☐ Look up your home in the public search tool of the Tourism Register and check the code and the holder. **RECOMMENDED**
It is public: a guest, a neighbour or the Junta itself can look it up.

4. Guest registration

It is an obligation to the Ministry of the Interior, not to Tourism, and is fined separately.

- ☐ Register with SES.Hospedajes as holder of the home, with a digital certificate or Cl@ve. **COMPULSORY**
Royal Decree 933/2021. It is done once.
- ☐ Report each booking within 24 hours of confirming it and the details of each traveller over 14 within 24 hours of check-in. **COMPULSORY**
RD 933/2021, art. 6.3. Failing to do so is serious, €601 to €30,000 (art. 36.20 Organic Law 4/2015); late or incorrectly filled in, minor (art. 37.9).
- ☐ Keep the travellers' data for three years from check-out, stored securely. **DEPENDS ON YOUR CASE**
RD 933/2021, art. 5.3. Hosts acting «on a non-professional basis» are exempt (art. 5.4), but the term is not defined: if in doubt, keep it. Do not use it for anything else.
- ☐ Do not ask for or keep a photo or copy of the ID card or passport. **RECOMMENDED**
The Spanish Data Protection Agency considers it excessive.
- ☐ If the manager is the holder of the operation, confirm that they report the guests for your home. **DEPENDS ON YOUR CASE**
This is the usual arrangement: the manager registers as holder and reports the guests for all the homes they manage.

5. Equipment the inspector looks at

A quick run-through of what is looked at most. The full Annex list, item by item, is in the mandatory equipment guide.

- ☐ Check that there is a first aid kit, a fire extinguisher and a smoke detector near the kitchen. **COMPULSORY**
Decree 28/2016, Annex, letter d. Check the extinguisher's date and that the detector works.
- ☐ Kitchen: two rings, oven or microwave, fridge, blender, toaster or grill, juicer and coffee maker. **COMPULSORY**
Decree 28/2016, Annex, letter a. Also iron and ironing board, clothes airer, cleaning kit, bin bags and waste separation.
- ☐ Bathroom: hairdryer, shower gel, shampoo, soap, one hand towel and one bath towel per person, non-slip surface. **COMPULSORY**
Decree 28/2016, Annex, letter b. Also a washable mat, a spare toilet roll, a toilet brush and a sanitary bin.
- ☐ Bedrooms: a spare set of bed linen and a wardrobe for every four places. **COMPULSORY**
Decree 28/2016, Annex, letter c. Beds of at least 80×190 or 135×190 and mattresses 18 cm thick.
- ☐ Take photos of the first aid kit, extinguisher, detector, cleaning kit and evacuation plan, and keep them. **RECOMMENDED**
They are your proof on the day it is needed.

6. If the inspector turns up at the flat

If you are missing a paper, they will give you a period to hand it in, of no less than ten days, or summon you to the provincial Delegación (art. 19.1 Decree 144/2003).

- ☐ Ask them to show you their identification card.
They are an agent of the authority and must identify themselves (art. 8.1 Decree 144/2003).

- ☐ If there are guests inside, they can only enter with the guests' permission: during the stay, it is their home.
Art. 16.2 Decree 144/2003. If nobody is there to receive them, they leave notice of a new visit, never less than 24 hours later (art. 66.2 Law 13/2011).
- ☐ Do not hinder or delay their work, and never give them false data or documents. **COMPULSORY**
Hindering or delaying the inspection is serious (art. 71.22 Law 13/2011); preventing it or providing false documents, very serious (art. 72.3).
- ☐ Make your objections there and then, ask for them to be recorded in the report and sign it. **RECOMMENDED**
Signing does not mean accepting its content (art. 68.4 Law 13/2011), unless you expressly admit something (art. 23.3 Decree 144/2003).
- ☐ If the report is a warning, fix what it says within the period and keep the proof. **RECOMMENDED**
If you fix it, it ends there. If a case is ever opened, having put things right is a mitigating factor (art. 79.1.i Law 13/2011).

7. If you receive a written formal request

It arrives as an electronic notification, not by post. The email or text message you receive is only an alert.

- ☐ Open the notification as soon as the alert arrives, with a digital certificate or Cl@ve. **RECOMMENDED**
If unopened for 10 calendar days it is deemed rejected and the procedure continues without you (art. 43.2 Law 39/2015). If the alert does not arrive, it still counts (art. 41.6).
- ☐ Reply within the deadline: unless the letter says otherwise, 10 working days from the following day. **COMPULSORY**
You must provide what they ask for (art. 69.1 Law 39/2015; deadline, art. 73.1). Queries: 900 10 15 70, Monday to Friday from 9:00 to 14:00.
- ☐ If you cannot make it in time, ask for an extension before the deadline expires. **DEPENDS ON YOUR CASE**
Up to half the period (art. 32 Law 39/2015). A deadline that has already passed cannot be extended.
- ☐ File it online and keep the registration receipt with the date. **COMPULSORY**
Dealings with Tourism are electronic (art. 7.1 Decree 143/2014). Procedure «Entrega de documentación para VUT» (submission of documents for VUT) at the Virtual Office.
- ☐ If you do not have what they ask for, say so within the deadline; if it is a substantive problem, consult a lawyer first. **RECOMMENDED**
Fixing a paper is not the same as failing to meet a requirement.
- ☐ If your manager is the holder, ask them from time to time whether they have received anything from the Junta. **DEPENDS ON YOUR CASE**
The notification goes to them, but the licence belongs to your flat.

Guidance document based on our guides and official sources. It does not replace professional advice. Rules change: check the review date.

mipisoturistico.app/en/downloads/checklist-inspection · Reviewed on 6 October 2026

Sources

- Law 13/2011 on Tourism in Andalusia, articles 31, 63 to 68, 71, 72 and 79 (consolidated text, BOE) (in Spanish) – <https://www.boe.es/buscar/act.php?id=BOE-A-2012-876>
- Decree 144/2003 on Tourism Inspection, articles 8, 13, 16, 17, 19 and 23 (BOJA no. 109, 10 June 2003) (in Spanish) – <https://www.juntadeandalucia.es/boja/2003/109/d3.pdf>
- Decree 28/2016 on tourist dwellings, articles 6 and 7 and Annex, consolidated text (Junta de Andalucía) (in Spanish) – <https://www.juntadeandalucia.es/sites/default/files/inline-files/2025/04/Decreto%2028-2016%20de%202%20de%20febrero%20de%20las%20viviendas%20de%20uso%20turistico.pdf>
- Decree 143/2014 on the Andalusian Tourism Register, article 7, consolidated text (Junta de Andalucía) (in Spanish) – <https://www.juntadeandalucia.es/sites/default/files/inline-files/2023/06/Decreto%20143-2014%2C%20de%2021%20de%20octubre%20registro%20de%20turismo%20de%20andalucia.pdf>
- Law 39/2015 on Common Administrative Procedure, articles 30, 32, 41, 43, 69 and 73 (consolidated text, BOE) (in Spanish) – <https://www.boe.es/buscar/act.php?id=BOE-A-2015-10565>
- Royal Decree 933/2021 on document registration for accommodation activities (BOE) (in Spanish) – <https://www.boe.es/buscar/act.php?id=BOE-A-2021-17461>
- Organic Law 4/2015 on the protection of public safety, articles 36.20 and 37.9 (BOE) (in Spanish) – <https://www.boe.es/buscar/act.php?id=BOE-A-2015-3442>
- Junta de Andalucía: FAQ on tourist dwellings (in Spanish) – <https://www.juntadeandalucia.es/organismos/turismojusticiadesregulacionyadministracionlocal/areas/turismo/registro-turismo/establecimientos-servicios/paginas/faq-viviendas-turismo.html>
- Junta de Andalucía: results of the 2022 Scheduled Inspection Plan (in Spanish) – https://www.juntadeandalucia.es/sites/default/files/2023-05/Balance%20PIP%202022_0.pdf

- Regulation (EU) 2024/1028 on short-term rental services (EUR-Lex, Spanish version) — <https://eur-lex.europa.eu/eli/reg/2024/1028/oj/spa>
- Consumo Responde (Junta de Andalucía): complaint forms (in Spanish) — <https://www.consumoresponde.es/>