

CHECKLIST

Checklist for registering your flat in the Andalusian Tourism Register

What you need to have ready before filing the responsible declaration with the Junta (town hall, owners' association, documents and flat) and what to do right afterwards.

Reviewed on 6 October 2026 · Applies to: Andalusia, plus each town council's own rules

The «tourist licence» is registration in the Registro de Turismo de Andalucía (the Andalusian Tourism Register). You apply with a **declaración responsable (responsible declaration)**, online only and free of charge: you declare that you comply and, from the moment it is registered, you can advertise and rent. That is why everything on this list has to be sorted out **before** you sign it.

Mandatory = required by a rule (with its article). **Recommended** = saves you trouble if you are ever inspected.

Depends on the case = only if it applies to you.

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

1. Town hall and urban planning

This is the first filter: if the town hall does not admit new tourist homes in your area, nothing else matters.

- ☐ Check that your municipality admits new tourist homes. **COMPULSORY**
Town halls can suspend them for up to three years (art. 6 of Decree-Law 1/2025). Look up your municipality in [Can I rent here?](#).
- ☐ Make sure the home is compatible with the municipal urban plan. **COMPULSORY**
You declare it when you register (arts. 6.1.a and 9.1.e of Decree 28/2016). The prudent thing is to ask the Urban Planning department in writing beforehand.
- ☐ If your municipality has regulated tourist use, obtain the licence or responsible declaration for change of use. **DEPENDS ON YOUR CASE**
Only where the town hall has applied art. 6 of Decree-Law 1/2025 (art. 6.1.a of Decree 28/2016).
- ☐ If the home is «asimilado a fuera de ordenación» (AFO), ask for the municipal authorisation first. **DEPENDS ON YOUR CASE**
Without prior municipal authorisation, a home in AFO cannot be registered.
- ☐ Keep the first occupancy licence or an equivalent certificate to hand. **RECOMMENDED**
It is not attached, but it is the usual way to prove you comply with planning rules. For older flats, Urban Planning can issue an equivalent.

2. The owners' association

This is the step that takes longest: as long as it takes to hold a meeting, from three weeks to three months.

- ☐ Check that the association's by-laws do not ban tourist use. **COMPULSORY**
If they ban it, the home cannot be registered: Decree 28/2016 excludes it. Changing them requires three fifths and registering the amendment.
- ☐ Obtain the express approval of the owners' meeting by three fifths. **COMPULSORY**
Three fifths of the owners, who must also hold three fifths of the shares, before you start (art. 7.3 of the Horizontal Property Act, since 3 April 2025).
- ☐ Count 30 days from when absent owners receive the minutes. **RECOMMENDED**
Absent owners who do not vote against within that period count in favour: the final result is known a month after the meeting.
- ☐ Ask the president or the property administrator for the certificate of the agreement. **COMPULSORY**
The Junta asks for it among the registration documents. It can cost from €0 to €60, depending on the administrator.

3. Documents

No plans, photos or insurance are attached. If anything is missing, the Junta will ask you for it later.

- ☐ Request a recent nota simple (Land Registry extract) from the Registro de la Propiedad. **COMPULSORY**
The Junta asks for it. It can be obtained online for about €10 and arrives within hours.
- ☐ Write down the cadastral reference and the built square metres shown in the Cadastre.
You need them for the form and to work out the places.
- ☐ If you are not the owner or a representative signs, have the operating title or the power of attorney ready.
DEPENDS ON YOUR CASE
Title: management contract or lease with express authorisation for tourist use. Power of attorney: from a notary or the Junta's electronic power of attorney.
- ☐ If you rent by rooms, ask for the certificado de empadronamiento (certificate of registration on the municipal register). **DEPENDS ON YOUR CASE**
You have to live in the home. The town hall issues it free of charge.
- ☐ If there are several owners, gather everyone's details for the shared ownership annex. **DEPENDS ON YOUR CASE**
It is generated in the form itself and each owner has to authorise or sign it.
- ☐ Order the energy performance certificate if you do not have one, and put the label in your listings. **COMPULSORY**
The Junta does not ask for it, but Royal Decree 390/2021 requires it for tourist rentals too (art. 3.1.b), and the label goes in all advertising (art. 16).

4. The flat

When you register you only declare that you comply. Go through it with the flat in front of you: half an hour.

- ☐ Work out the places: 14 m² built per place according to the Cadastre, with a minimum of 25 m². **COMPULSORY**
Round down (Decree 28/2016, as worded by Decree 31/2024). Maximum 15 places for a whole home and 6 when renting by rooms.
- ☐ Maximum 4 places per bedroom (2 without bunk beds) and bathrooms: two with more than 5 places, three with more than 8. **COMPULSORY**
Arts. 5.4 and 6.1.c of Decree 28/2016. Sofa beds in the living room: up to two places and only if you rent the whole home.
- ☐ Install cooling in bedrooms and living room if you open May to August, and heating if you open December to March.
COMPULSORY
Fixed or portable (art. 6.1.e and 6.1.f of Decree 28/2016). Never fans, nor butane, paraffin or incandescent-element heaters.
- ☐ Check the bedrooms: direct ventilation to the outside or to a courtyard, and a way of blacking out the light.
COMPULSORY
Art. 6 of Decree 28/2016. A roller shutter, window shutter or blackout curtain will do.
- ☐ Check beds and mattresses: 80×190 cm for singles, 135×190 cm for doubles and an 18 cm mattress. **COMPULSORY**
Annex, letter c, of Decree 28/2016. Also a spare set of bed linen and a wardrobe for every four places.
- ☐ Go through the kitchen and bathroom equipment in the Annex, item by item. **COMPULSORY**
Annex, letters a and b, of Decree 28/2016. Full list in Mandatory equipment.
- ☐ Provide a first aid kit, fire extinguisher and smoke detector near the kitchen, and leave tourist information and appliance instructions. **COMPULSORY**
Annex, letters d, e and f, of Decree 28/2016. The tourist information includes a map of the town.
- ☐ Take a photo of each point and keep it with the cadastral record. **RECOMMENDED**
If there is an inspection, that is when you will have to prove what you declared.

5. Filing

With everything ready, filling in the declaration takes an hour.

- ☐ Get the digital certificate of whoever will be the holder of the operation (you or your manager). **COMPULSORY**
The Junta requires the declaration to be filed with a digital certificate. Cl@ve works for reading notifications, not for filing it.
- ☐ Decide the modality (whole home or by rooms) and the operating periods.
The usual choice is all year, ticking that it repeats. Otherwise, the periods must be communicated before 1 January.
- ☐ File the responsible declaration (procedure 6631) at the Junta's virtual office.
It is free and online only. Save often and read every declaration box: it is what you are signing.

- ☐ Keep the registration receipt and download the resolution with the registration code.
The CTC code of the draft is not the licence: the VUT code is in the registration resolution.

6. Right afterwards

- ☐ If the Junta asks you for a document, provide it within 10 working days. **COMPULSORY**
If you do not, it starts the cancellation, which can prevent you from registering the home again for a year (art. 38.4 of Law 13/2011).
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- ☐ Put the registration code in all your listings: Booking, Airbnb, your website and social media. **COMPULSORY**
The Junta requires it in all advertising. Until you have the resolution, use the entry registration number of the declaration.
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- ☐ Register with SES.Hospedajes, the Ministry of the Interior's platform. **COMPULSORY**
Once only, with a digital certificate or Cl@ve and the home's code (Royal Decree 933/2021).
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- ☐ Report each booking in SES.Hospedajes 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 a serious offence (art. 36.20 of Organic Law 4/2015).
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- ☐ Leave the hojas de quejas y reclamaciones (official Andalusian complaint forms) in the flat, on paper, with their sign. **COMPULSORY**
They are part of the requirements of the Andalusian rules. More in [Complaint forms](#).
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- ☐ Prepare the contract-style document that each guest will sign on arrival. **COMPULSORY**
Art. 7.1 of Decree 28/2016. Keep the copy for a year (art. 7.3).
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- ☐ Notify the Junta of any change: of holder, places, periods or contact details. **COMPULSORY**
The registration does not expire, but changes must be notified. Increasing the places requires a new responsible declaration (procedure 6631).

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

misoturisticico.app/en/downloads/checklist-registering-with-the-junta · Reviewed on 6 October 2026

Sources

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- Ministry of the Interior: SES.Hospedajes platform (in Spanish) — <https://sede.mir.gob.es/hospedajes>
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