



**One source - Endless possibilities**

Dear Colleague,

Thank you for your interest in registering with the **Housing Bureau**.

Please find attached the profile document for In1 Solutions that should be completed in order for your property to enter rates and availability on the housing bureau site.

On the form, please note the following:

This form should be completed and returned to the IHF by fax at: 01-497 4613. The form may also be completed and e- mailed to [naughtonm@ihf.ie](mailto:naughtonm@ihf.ie) . If you have any queries please call: IHF at 01-497 6459 or email: [info@ihf.ie](mailto:info@ihf.ie). If you wish to supply additional information please attach pages as required.

Property Profile				
Property Name:			Star Rating:	
Property Type:	Hotel:	Apartments:	University:	Other:
Total number of units:				
Address:				
Town / City:				
Fax:		Phone:	Email:	
Contact Name 1:		Phone:	Email:	
Contact Name 2:		Phone:	Email:	
Property Website:			Group Website (if applicable):	

Reservations/Property Management Contacts		
Reservations Manager:	Phone:	Email:
Reservations General Contact:	Phone:	Email:

Email address(es) to which bookings will be notified.	
Email Address 1:	
Email Address 2:	

<b>Financial Contact for Property: (Insert postal address if different from property address)</b>			
Address:			
Town / City:			
Contact Name:	Phone:	Email:	Fax:

<b>Preferred Username &amp; Password</b> ( this may change if already in use)	
Username:	Password:

<b>Additional Information (Delete as appropriate)</b>	
Currency:	EUR Vat: 13.5%
<b>Required Room Commission</b> - Please note that this is automatically set to 8 % + VAT for IHF members who have paid the DCB levy. All other properties/ accommodation providers pay 12% + VAT.	
<b>Booking Deposit</b> – Clients will be charged an 8% + Vat deposit on booking.	
IHF Member:	DCB Levy Paid:
Check In Time:	Check Out Time:
Formal Property Trading Name (if different from Property Name):	

<b>Room Facilities/Description: (Indicate the facilities common to all rooms by checkmark ✓ below)</b>				
Ensuite:	TV:	Phone:	Dataport:	Trouser Press:
Hairdryer:	Iron & Board:	Tea & Coffee Facilities:	Other:	
Internet Access :	Pay per view movies:			
Breakfast Included in Room Rate:	YES:	NO:		
<b>Hotel Facilities: (Indicate the facilities common to all rooms by checkmark ✓ below)</b>				
24 hr reception	Business Centre:			
Leisure Centre:	Pool:	Gym:	Spa:	

<b>Conference / Meeting Facilities: (Indicate the facilities common to all rooms by checkmark ✓ below)</b>		
Number of Meeting/Conference Rooms:	Capacity <b>Max:</b>	<b>Min:</b>
Air conditioning:	Wifi:	Internet Access:
Natural Daylight:	Audio- visual:	

