

Submitting your occupancy reports is an important step to ensure compliance with Newfoundland and Labrador Tourism (NLTO) accommodation registration requirements. This guide will walk you through the process for submitting both current and historical reports, as well as provide important details about entering your data.

Why Submit Occupancy Reports?

Submitting these reports is mandatory for:

- Registration under the Tourist Accommodation Act legislation,
 - The annual renewal of your accommodations listing, and
 - Continued inclusion in Newfoundland and Labrador Tourism marketing initiatives including being listed on NewfoundlandLabrador.com.
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When, What & Where to Submit: Operators must provide monthly occupancy reports per registered business. The report asks for administrative data, summary information related to room availability, sales and associated revenue.

Deadlines: Annual renewal for next year begins the first week of June and applications will be proceeded in order of submission.

To complete your renewal for next year, your occupancy for the current year up to and including August, must be up to date by October 31.

New applicants begin reporting occupancy from the month in which they become registered.

Privacy Assurance

Your personal information is handled confidentially under the Access to Information and Protection of Privacy Act (ATIPPA). Data collected is used in summary form only for reporting purposes and individual operator data will not be shared without your written consent.

Steps for Submitting Occupancy Reports

1. Accessing the NLTO Portal

As a registered accommodation, you will use the NLTO Portal to file your current year and past occupancy reports online. You will fill in the occupancy reports monthly.

<https://www.nltourismoperatorportal.ca/>

Don't forget the "s"


2. Submitting Current Year Reports

1. From the Portal Home Page, scroll down to the Current Year section and click Occupancy Reports.

Current Year Update(s) make changes to your website listings or submit occupancy statistics by clicking the Update button									
Year	Registration/Listing Name	Category	Registration #/ Listing #	Date Submitted	Status	Publication Listing Opt-In	Registered	Occupancy Reports	Action
2025	Kirby's Campground (TEST)	Park/Campground-Private Parks		29-JAN-25	Application Pending	Yes		Occupancy Reports	Update
				Renewal					

3. Submitting Older Reports (History Section)

1. From the Home Page, click History in the top blue navigation bar.
2. Locate the relevant business and click Occupancy Reports.



LogoutAccount InformationHistoryTravel OffersApply/Register

Home Page

Please refer to the [Tips & Resources Guide](#) and [Listing Best Practices and Checklists](#) for requirements, step-by-step instructions and best practices. Accommodations, Campground and Outfitting operators should follow the [Steps to Register Your Accommodations](#) to ensure your registration runs smoothly.

History Below is a complete list of your expired listings. From this page, you can: <ol style="list-style-type: none">1. View expired Listing(s): Click the "Details" button to view.2. Submit Occupancy Report(s): Click the "Occupancy Reports" button. For instructions, please see How to Submit Your Occupancy Reports. <p>Please note: Newly registered accommodations are only required to submit occupancy reports from the month they became registered.</p>									
History									
Business Year	Registration/Listing Name	Category	Registration #/ Listing #	Date Submitted	Status	Registered	Occupancy Reports	Details	
2023	Kirby's B&B (TEST)	Accommodation-Bed & Breakfast	4041	2022-04-04 01:04:05	Expired	Yes	Occupancy Reports	Details	
2023	Kirby's Festival (TEST)	Festival/Event	8699	2022-04-04 01:04:05	Expired	N/A		Details	

4. Entering Your Occupancy Reports

4.1 Pre-Populated Data

The open and closed dates you previously provided for your property will automatically populate the occupancy forms.

4.2 Updating Reports

1. Locate reports with a status of Not Reported or Pending Update.
2. Click Add a Report or Edit as needed.

4.3 Entering Monthly Data

For each applicable month:

- Update the Number of Nights, Number of Rooms/Units/Sites Available, Number of Rooms/Units/Sites Sold, and Revenue fields.
- Click the acknowledgment box to confirm your entries.
- Click Submit Your Update.

Important Note:

- A single vacation home/cottage is considered 1 unit, regardless of the number of bedrooms.

4.4 Adding Additional Reports

Repeat the process to add more monthly occupancy reports for the same property if necessary.

Occupancy Stats Reports									
Month	Open or Closed	Status	# of Open Nights	# of Units	# of Units Sold	Total Revenue	Action		
January 2023	Open	Pending Update					Add a Report		
February 2023	Open	Pending Update					Add a Report		

Monthly Occupancy Stats Report for January 2023

Property Status (Open or Closed): (required) ?

Open

Open

Closed

5. Finalizing Your Submission

- When finished, return to the Homepage and sign out.
- If you manage multiple properties, select the next property from the Home Page to repeat the process.

Need Help?

If you encounter any issues or need assistance with your occupancy reports, please reach out by using (709) 729-3889 or occupancystats@gov.nl.ca