

Step 1

To sign up, mention the information given below.

Sign Up With **Google, Facebook, LinkedIn**

or

Kamlesh

Mehta

kamlesh@weddingmatt.com

Inform me about Latest news

By Signing up, you confirm that you accept our **Terms of Service** and **Privacy Policy**.

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Create Account

Already a member? **Login**

SIGN UP

To start listing your property on Homevilas, follow the below points.

1. When browsing up the website (www.homevilas.com) at the right corner click sign up.
2. Choose one of the option from the three facebook login, LinkedIn login or google+ login
3. For creating an account by G mail login

Fill all the information step by step

-) Your first name
-) Last name
-) E mail ID
-) Password
-) Confirm Password
-) Fill the captcha
-) Lastly, click on the create account to finish.

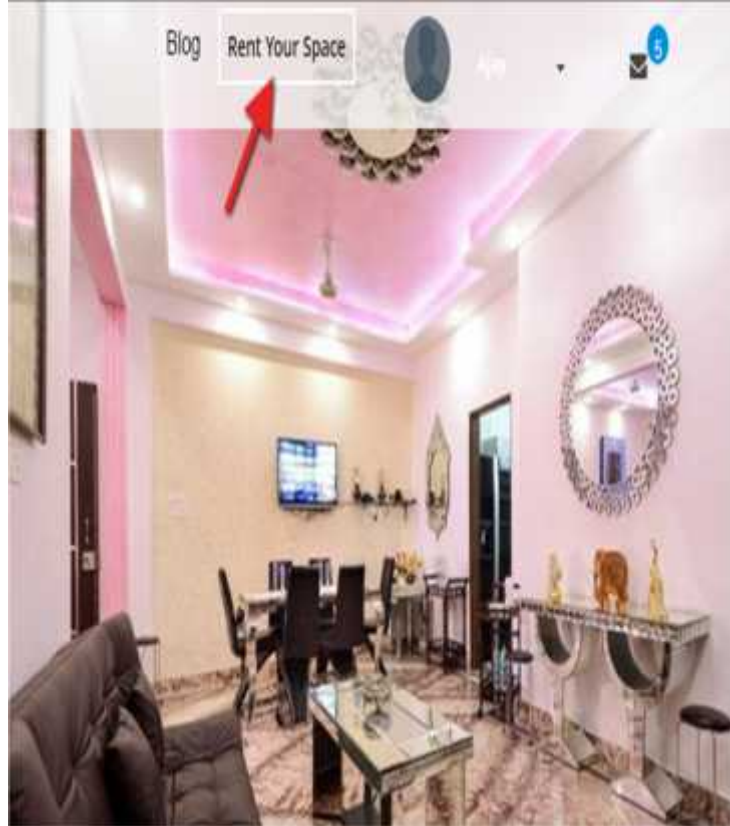
Note: Kindly remember the ID and password you have used to create your account for listing on Homevilas.

LOGIN -

If you already have an account just click on to "Login" button and login with the same ID and Password, you have already created an account.

Step 2

Rent Your Space/Property



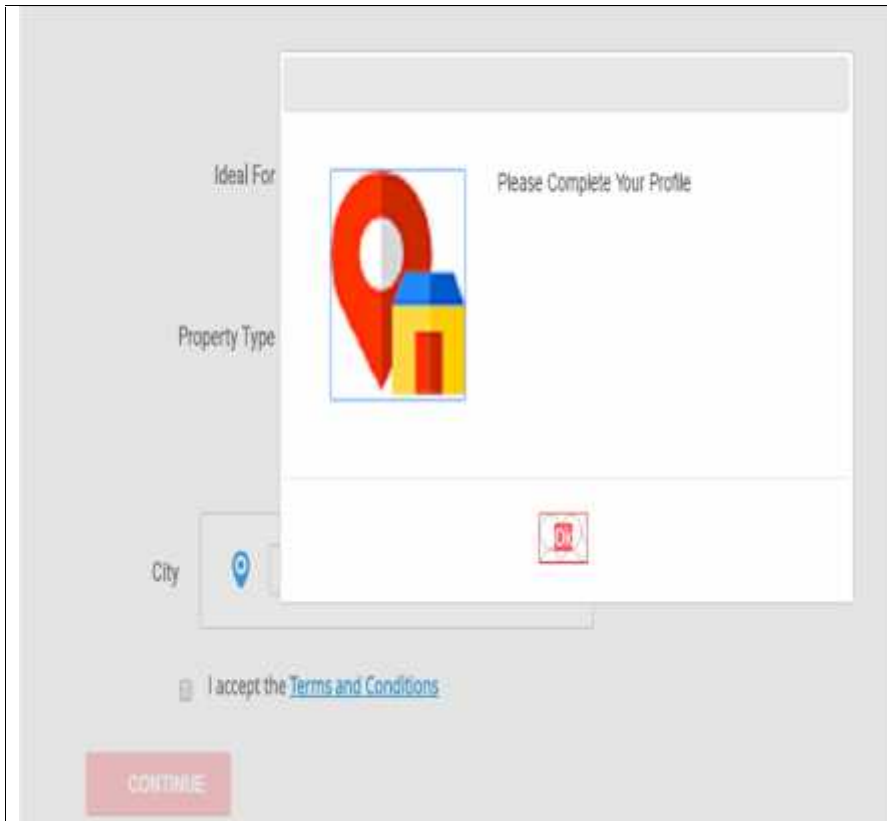
List your property

To get listed your property read out some simple steps below.

-) After creating an account by signing up, click on “Rent Your Space” button on top of the homepage of the website.
-) You will be directed to the rent your space page, where you will find a pop up of completing your profile

Step 3: Sign-

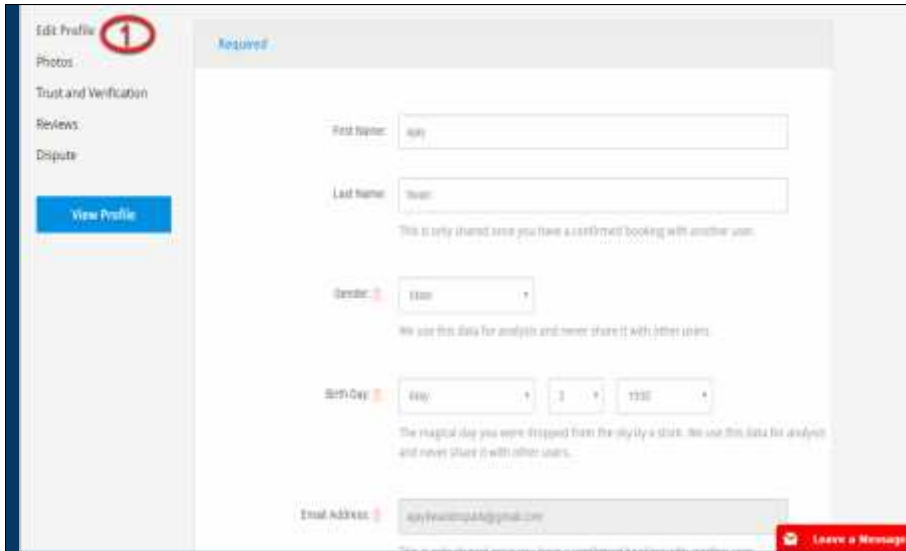
Please complete the profile information given below.



The screenshot shows a registration form with the following fields: "Ideal For", "Property Type", and "City". A pop-up dialog box is overlaid on the form, titled "Please Complete Your Profile". The dialog contains a red location pin icon and a yellow house icon. At the bottom of the dialog is a red "OK" button. Below the form, there is a checkbox labeled "I accept the [Terms and Conditions](#)". At the bottom left of the form is a red "CONTINUE" button.

) After clicking on to the pop up "Ok" button continue filling all the information step by step.

Step 4(a): Edit Profile- Complete your profile Step by Step



1

Required

First Name:

Last Name:

This is only shared once you have a confirmed booking with another user.

Gender:

We use this data for analysis and never share it with other users.

Birth Day:

The magical day you were dropped from the sky by a star. We use this data for analysis and never share it with other users.

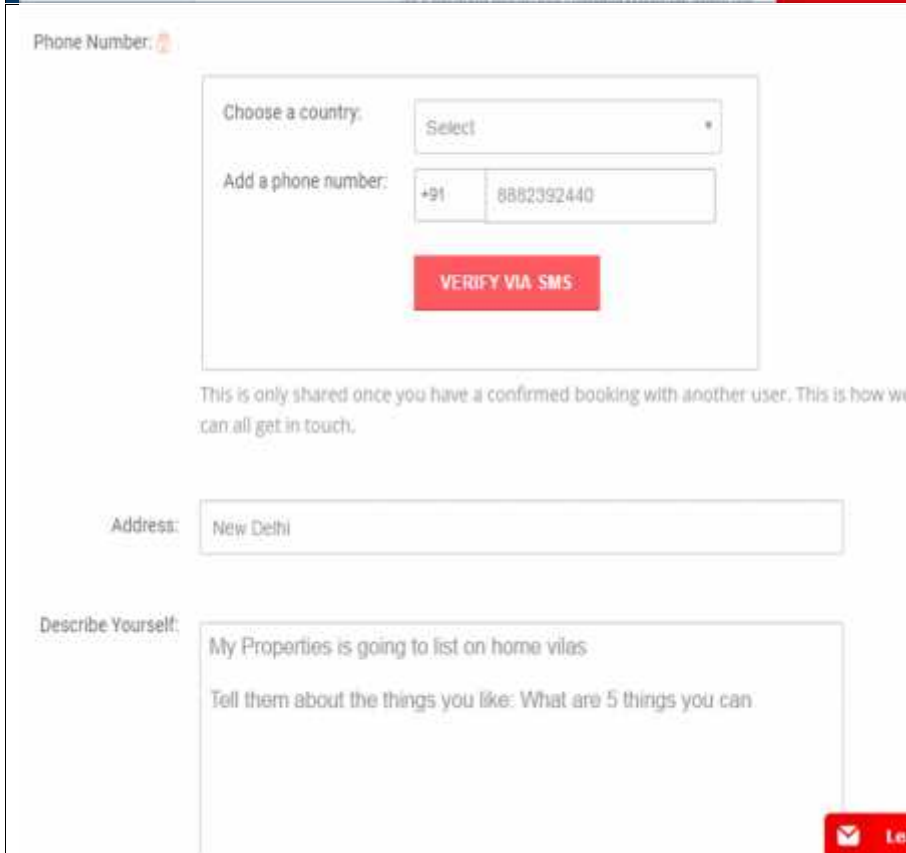
Email Address:


This is only shared once you have a confirmed booking with another user.

[Leave a Message](#)

After clicking on to the “Ok” button of the pop up, you need to fill your profile step by step

-) First name
-) Last name
-) Gender
-) Birth Date
-) Email Address



Phone Number: 

Choose a country:

Add a phone number:

[VERIFY VIA SMS](#)

This is only shared once you have a confirmed booking with another user. This is how we can all get in touch.

Address:

Describe Yourself:

Tell them about the things you like: What are 5 things you can

[Leave a Message](#)

-) Choose your country
-) Add your phone number and click on to “Verify Via SMS” button.
-) Add your full address
-) Describe yourself in some words

Optional

Interest:

Work:

Time Zone: Your home time zone.

Language: Add languages you speak.

...In a Continuation Optional Information

This column will be optional, if you wish to fill it you can, with your

-) Basic Interest
-) Work- what do you do?
-) Time Zone- Your present country time.

Note: If you want to change the language, you can select the language here, which will convert the English language in the one you have selected.

-) Click on to the save button to proceed for next step.

Step 4(b): Upload your Profile Photo

Edit Profile

Photos **→ 2**

Trust and verification

Reviews

Discute

Photo

No file chosen

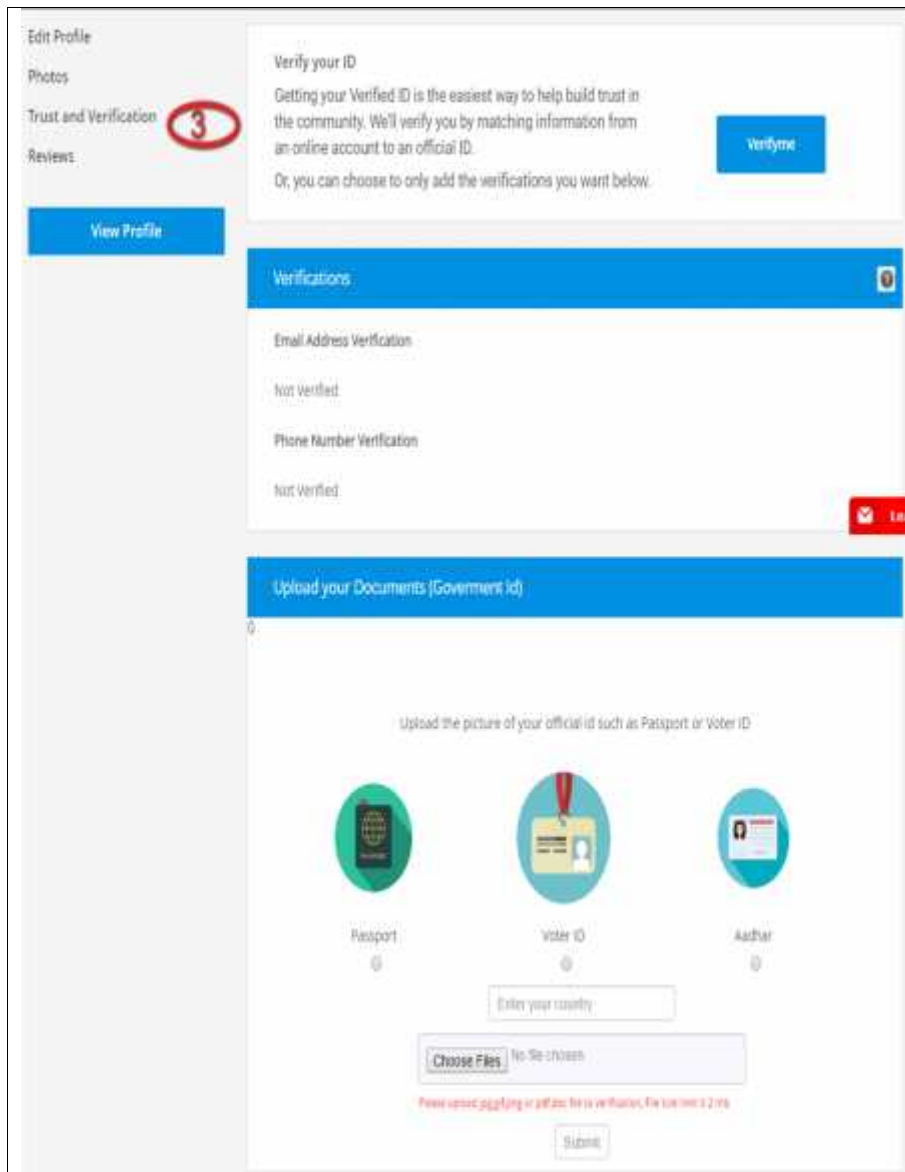
Clear frontal face photos are an important way for hosts and guests to learn about each other. It's not much fun to host a landscape. Please upload a photo that clearly shows your face.

Upload profile photo

-) Click on to the “choose file” button and select one of your profile photo from the device, you are listing the property.
-) Click on to the save settings to save changes you have made by uploading your profile photo.

Note: It should be the property owner's profile photo

Step 4(c): Verify Yourself



The screenshot shows the 'Verify your ID' section of a user profile. The 'Trust and Verification' tab is active, indicated by a red circle with the number '3'. The 'Verify your ID' section contains a 'Verifyme' button and text explaining the verification process. Below this, there are sections for 'Email Address Verification' (Not Verified) and 'Phone Number Verification' (Not Verified). The 'Upload your Documents (Government Id)' section is highlighted in blue and contains instructions to upload a picture of an official ID. Three options are provided: 'Passport', 'Voter ID', and 'Aadhar'. A 'Choose Files' button is present, and a 'Submit' button is at the bottom. A red error message is visible at the bottom of the document upload area.

Identification Verification

Get yourself verified as a host. Follow the simple steps.

1. You need to upload one of the below three document of owner
 -) Passport ID
 -) Voter ID card
 -) Aadhar card
2. Click on to the “Choose File” button and select the document image from the device you are online
3. Click on to the “Submit” button to save the information

Thank you for completing your profile. Kindly proceed to list your property.

Step 5: Rent Your Space - Start listing your property/Space

Rent your space

Ideal For

Property Type

City

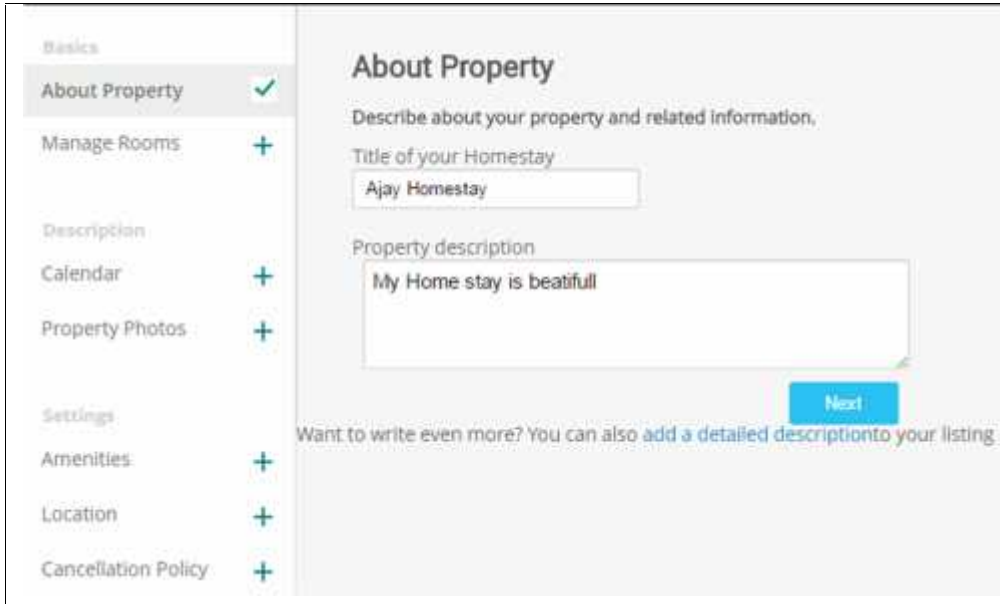
I accept the [Terms and Conditions](#)

CONTINUE

Now Click on to the “Rent Your Space” button and fill the information of the property.

-) Step by step fill the information
-) Ideal For
-) Property Type
-) City
-) Click on to the box to accept the terms and conditions
-) Click on “Continue” button for the next step.

Step 6: About Your Property

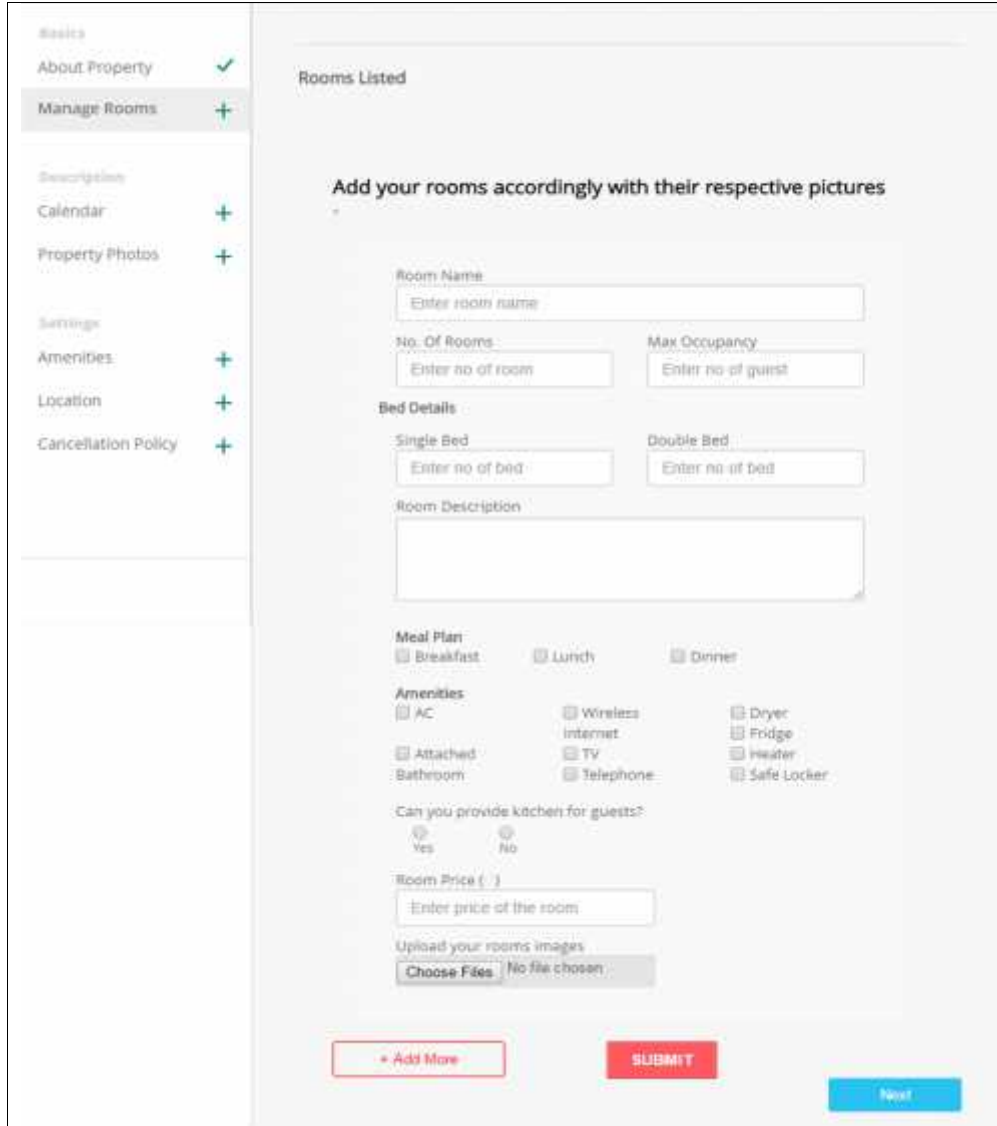


The screenshot shows the 'About Property' form in the HomeVilas dashboard. The left sidebar contains a navigation menu with the following items: Basics, About Property (checked), Manage Rooms, Description, Calendar, Property Photos, Settings, Amenities, Location, and Cancellation Policy. The main content area is titled 'About Property' and includes the instruction 'Describe about your property and related information.' Below this, there are two input fields: 'Title of your Homestay' with the value 'Ajay Homestay' and 'Property description' with the value 'My Home stay is beatifull'. A blue 'Next' button is located at the bottom right of the form. Below the form, there is a link: 'Want to write even more? You can also add a detailed description to your listing.'

Describe the property you are listing

-) In title of Homestay, write down the name of your property
-) For the next block, write down the brief description of your property and its surrounding, tourist attraction, specialties and anything you want to add.
-) Click on to "Next" button for the next step

Step 7: Manage Room Listing



Rooms Listed

Add your rooms accordingly with their respective pictures

Room Name

No. Of Rooms: Max Occupancy:

Bed Details

Single Bed: Double Bed:

Room Description

Meal Plan
 Breakfast Lunch Dinner

Amenities
 AC Wireless internet Dryer
 Attached Bathroom TV Fridge
 Telephone Heater Safe Locker

Can you provide kitchen for guests?
 Yes No

Room Price (₹)

Upload your rooms images
 No file chosen

Add Information of Rooms

Fill the information of the rooms according to your availability.

-) Room name
-) No. of rooms of similar type
-) Max occupancy of one Room

Fill the bed details

-) Single Bed
-) Double Bed
-) Room description, according to the room

Select meal plan accordingly

-) Breakfast
-) Lunch
-) Dinner

Amenities

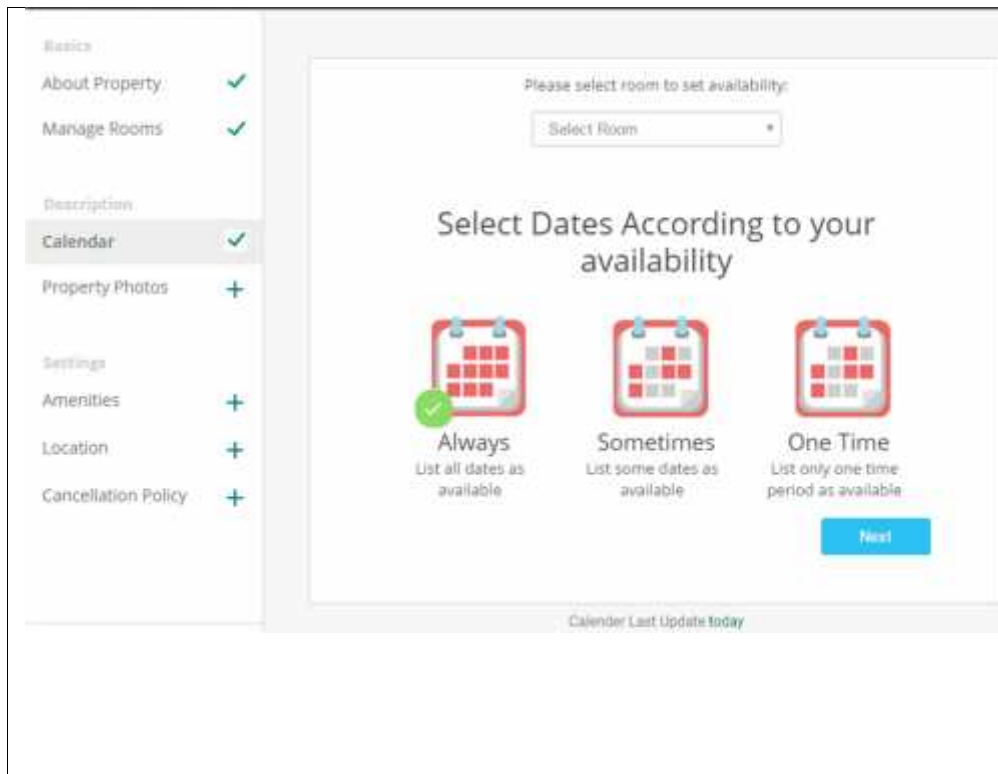
Tick out the amenities according to your room if any of them provided

Kitchen for Guest

Tick "Yes" or "No"

-) Enter the price of the room of, which you have fill the information
-) Click on to "Choose File" button and select the image of the room you have filled the information
-) Click on to the "+Add More" button if you have different rooms to list
-) Click on to "Submit" and "Next" if you have same types of rooms

Step 8 Choose Your Calendar



Calendar according to the guest arrival

Select the dates accordingly

Always

Click on “Always” if you want bookings of guest arrival everytime.

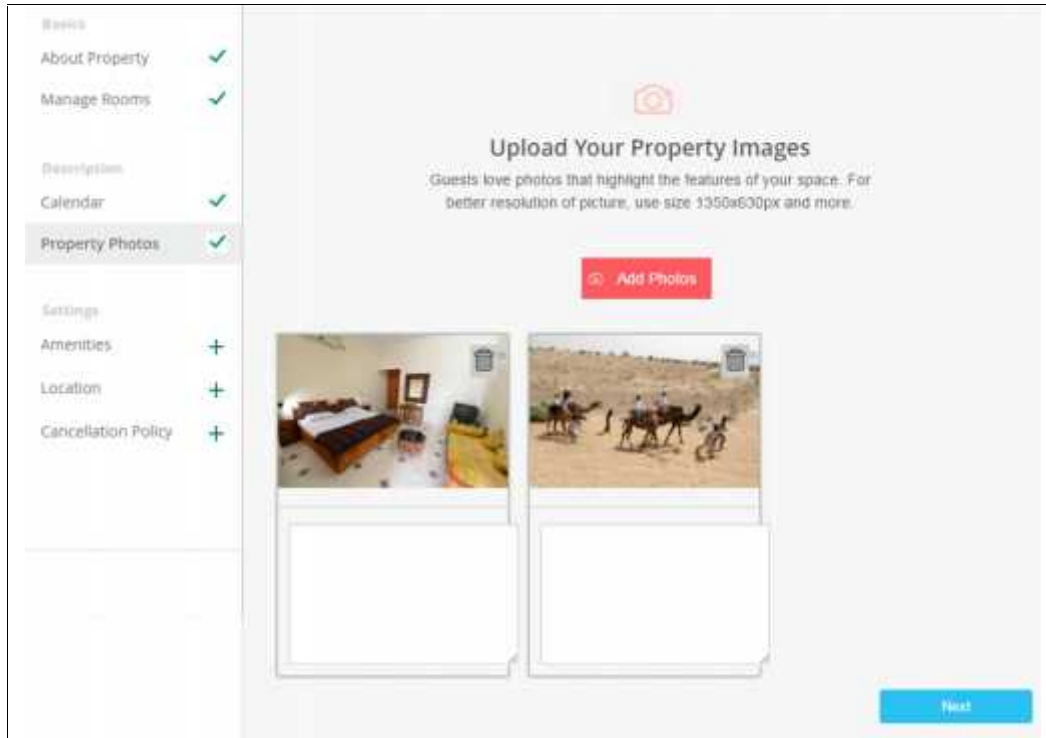
Sometimes

If you want guest arrival bookings at some specific dates and want to change prices of room, you need to select the dates accordingly.

One Time

Select the dates for the guest arrival bookings any specific time of interval. For eg. You don't need bookings from 14th April to 20th April or 27th April to 5th May. You can select it all at once.

Step 9: Property Images

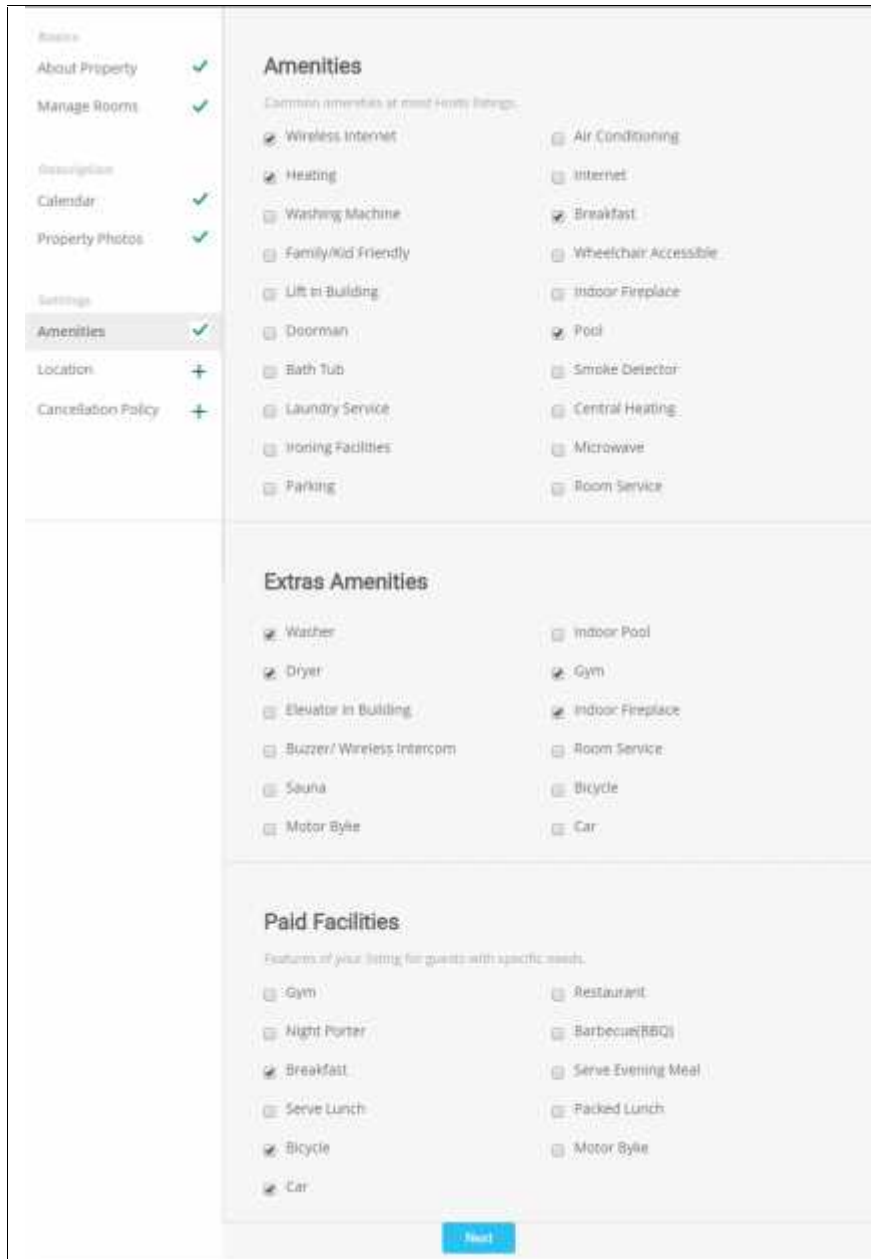


Add photos of the property

For the convenience of the guest you need to upload some of the best property images.

-) Click on to “Add Photos” button and select some of the property images from the device, you are listing
-) Need to upload the original images of the property
-) Click on to “Next” button for the next step

Step 10: Facility provided for Guest



Amenities
Common amenities at most Hotels listings.

- Wireless Internet
- Heating
- Washing Machine
- Family/Kid Friendly
- Lift in Building
- Doorman
- Bath Tub
- Laundry Service
- Ironing Facilities
- Parking
- Air Conditioning
- Internet
- Breakfast
- Wheelchair Accessible
- Indoor Fireplace
- Pool
- Smoke Detector
- Central Heating
- Microwave
- Room Service

Extras Amenities

- Washer
- Dryer
- Elevator in Building
- Buzzer/ Wireless Intercom
- Sauna
- Motor Byle
- Indoor Pool
- Gym
- Indoor Fireplace
- Room Service
- Bicycle
- Car

Paid Facilities
Features of your listing for guests with specific needs.

- Gym
- Night Porter
- Breakfast
- Serve Lunch
- Bicycle
- Car
- Restaurant
- Barbecue(BBQ)
- Serve Evening Meal
- Packed Lunch
- Motor Byle

[Next](#)

Amenities provided by the Host

From all these amenities, select the ones you are offering

) Tick mark in the box and select one by one

Extra Amenities

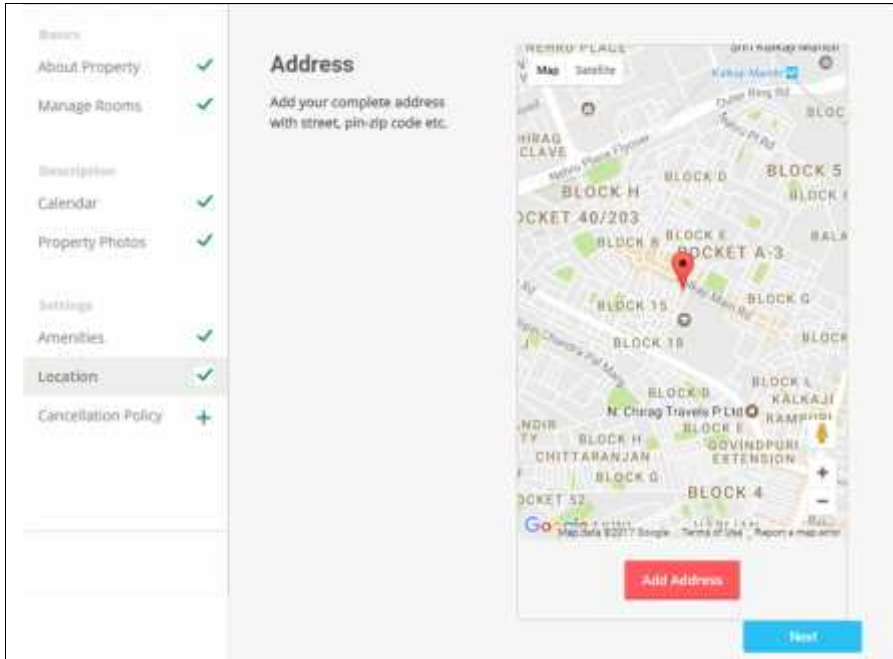
) Tick mark in the box and select the extra amenities one by one

Paid Facilities

) You can tick mark in the box and select the paid facilities, if you are providing any.

Click on to “Next” button for the next step

Step 11: Location of the Property



Address
Add your complete address with street, pin-zip code etc.

Location

Add Address

Address of the property

- You need to fill the complete address of your property
- Click on to “Add Address” and fill the information asked below
- Property Location
- Country of the property
- State of the property
- City of the property
- Full Street address, so that the guest can reach easily
- Lastly, fill the ZIP code/ PIN code
- Click on to “Submit” button for the next step



Enter Address

Location
New Delhi, Delhi, India

Country
India

State
Delhi

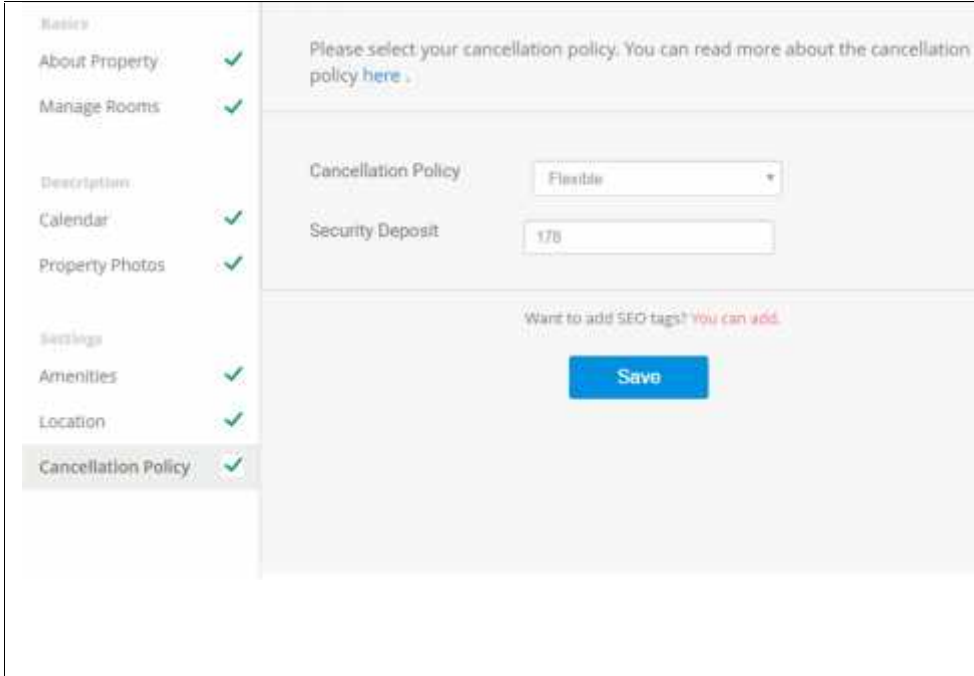
City
New Delhi

Street Address

ZIP Code
e.g. 94103

Cancel **Submit**

Step 12: Select The Cancellation Policy



The screenshot shows a web form for selecting a cancellation policy. On the left is a sidebar menu with the following items: Basics, About Property (checked), Manage Rooms (checked), Description, Calendar (checked), Property Photos (checked), Settings, Amenities (checked), Location (checked), and Cancellation Policy (checked). The main content area has a heading: "Please select your cancellation policy. You can read more about the cancellation policy [here](#)." Below this are two input fields: "Cancellation Policy" with a dropdown menu showing "Flexible" and "Security Deposit" with a text input field containing "178". At the bottom of the form is a blue "Save" button. A red text prompt says "Want to add SEO tags? You can add."

Cancellation Policy

-) Fill the cancellation policy by selecting one of the three flexible, moderate and strict from the drop down accordingly
-) Select the security deposit, if required by you

Click on to “Save” button to complete all the information you have filled.

Now your property is ready to be publish on Homevilas.com

Thank you for listing your property with us.