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Presents



In association with **THE TIMES OF INDIA**

# Nomination Guide

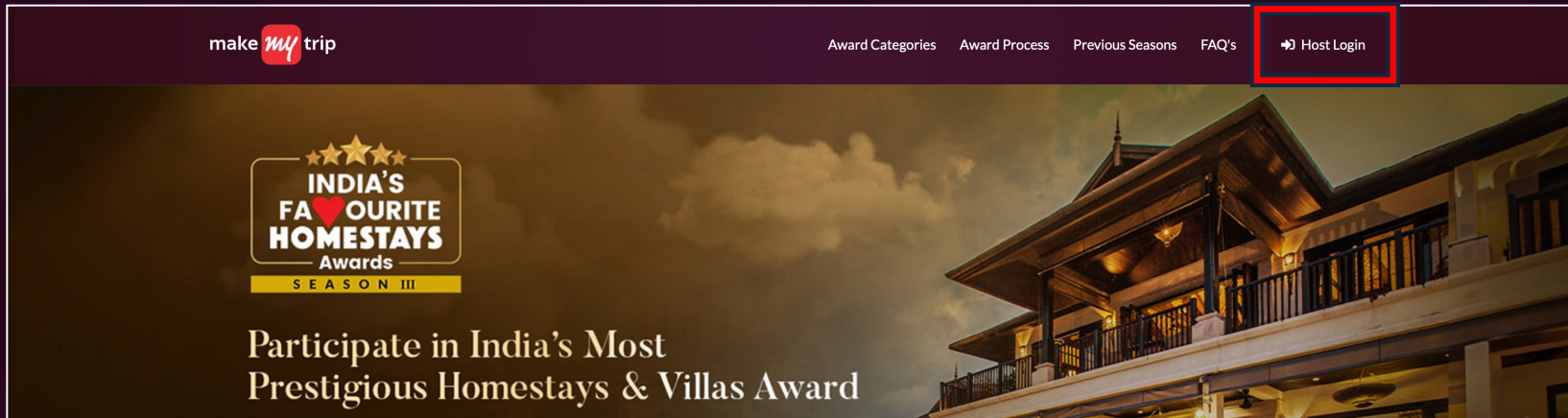
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# For Property-Based Nominations

Villa of the Year | Farmhouse of the Year | Luxury Property of the Year | Apartment of the Year |  
Hidden Gem of the Year | Pet-Friendly Homestay of the Year | Homestay with Unique Structure |  
Heritage Homestay of the Year & Hostel of the Year



**STEP 1:**  
Click on Host Login to initiate nomination for any category

**Login/Register**

Mobile

**Create user account**

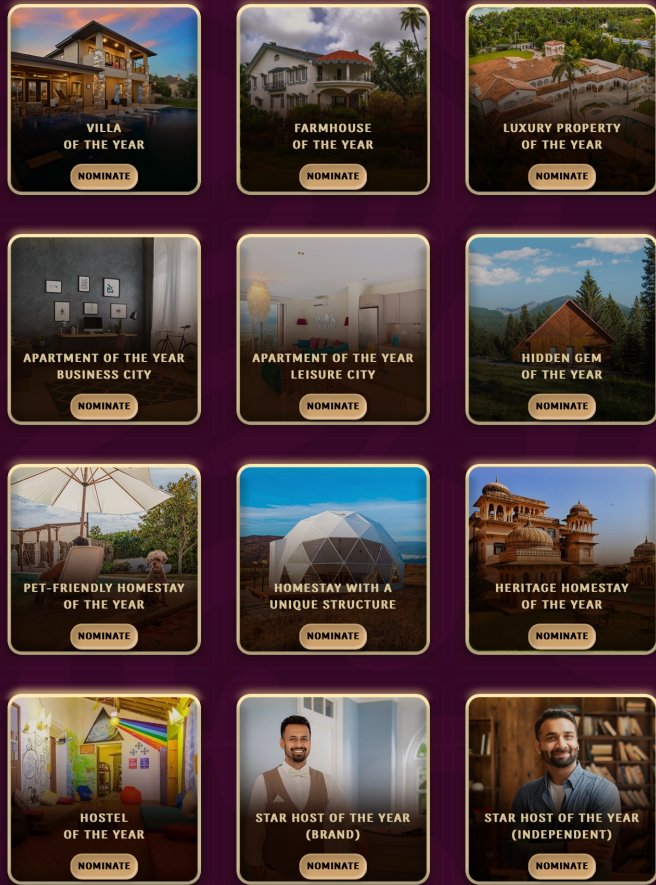
Mobile

Name

Email

Register and proceed

**STEP 2:**  
Please enter your mobile number to login. If you have participated in previous seasons of IFHA, use the same mobile number – this will allow you to access your previous nominations



### STEP 3:

Choose a category from the 12 available. You can nominate one property in a maximum of 2 categories. If you have more than 1 property, each of these can be nominated in the same category.

### Villa Of The Year



This category recognises properties that exemplify excellence in providing a superior stay experience in India distinguished by its exclusive ambience, spacious accommodations & facilities.

### STEP 4:

Once you click on nominate, please read the description carefully and ensure it suits your property.

## Property Information

Name of the property \*

Name of host/owner \*

Address of the property \*

State \*

City \*

Pincode \*

Phone Number \*

Registered Email ID \*

Year of construction

Property ID (Ingo No) \*

Instagram handle link

MakeMyTrip Property Link: \*

[Not listed on MakeMyTrip yet? Click here.](#)

Link of your property listed on any other platform/s apart from MakeMyTrip

Save and continue >

## STEP 5:

This is a page to collect details regarding your property.

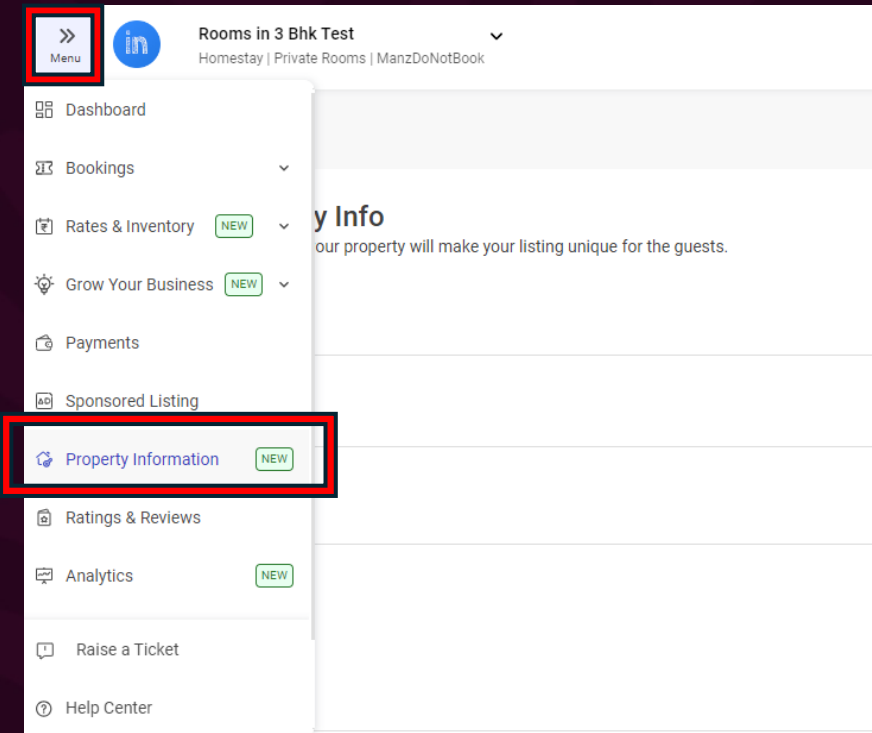
All fields marked with (\*) are mandatory, so make sure you fill them up to move forward.

While the other fields aren't mandatory, filling them up will ensure better review of your nomination.

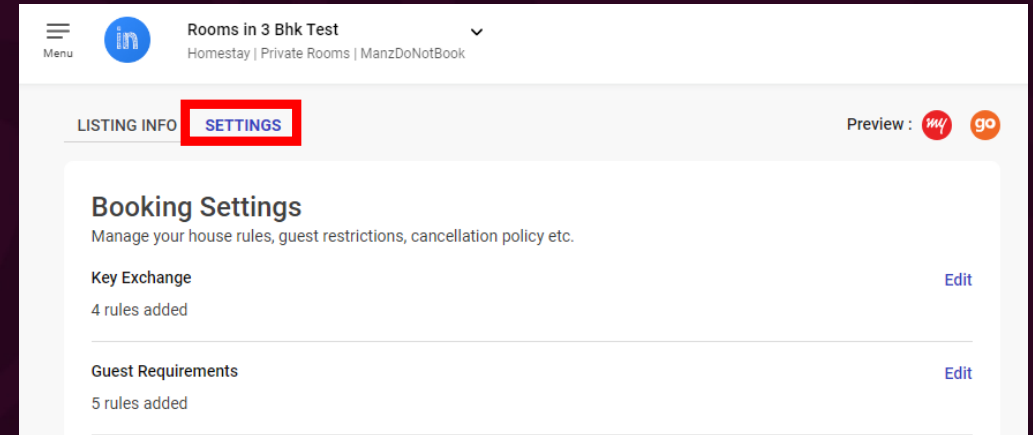
NOTE: Don't know your Property ID (INGO No./Hotel Code)? Refer to the next page on this guide.

NOTE: You will need to be listed on MakeMyTrip to be eligible for IFHA, if you aren't, there's an option on the form to get you started.

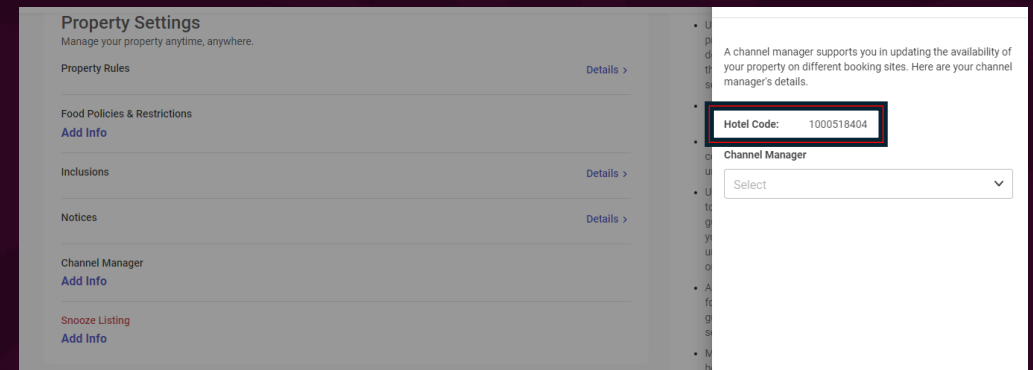
# HOW TO FIND YOUR PROPERTY ID / HOTEL CODE / INGO ID



On your dashboard, click the “Menu” button on the top left corner & choose the “Property Information” tab.



Click on the “Settings” section and scroll till you see an option for Channel Manager



In the pop-out menu, you’ll find your “HOTEL CODE”. Enter the number mentioned as your Property ID (INGO No./Hotel Code) in the form.

## About the property

Tell us why your property is best suited to win the India's Best Homestay Award for the category you have applied for? (Max 200 words) \*

Elaborate on the uniqueness of the property such as property appeal (Indoor and outdoor), customer reviews etc, additional services (laundry, sightseeing tour, room service etc.) Highlight the aspects of the property which can make it a potential winner for the Awards

Please note - We will fetch your property details & description from your MakeMyTrip listing. please highlight anything additional about your property if you wish to in this question.

Any other additional information that you wish to highlight to the Jury (Max 200 words)

Mention any relevant information about your property that is not highlighted above

## Facilities provided by the property

We will fetch your property details and amenities from your MakeMyTrip listing. Please highlight anything additional about your property if you wish to in this question.

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> BBQ Facilities             | <input type="checkbox"/> Garden/Lawn                | <input type="checkbox"/> Outdoor Dining Area      |
| <input type="checkbox"/> Swimming Pool              | <input type="checkbox"/> Fireplace                  | <input type="checkbox"/> Cook available           |
| <input type="checkbox"/> 24-hour Check-in/Check-out | <input type="checkbox"/> Concierge Service          | <input type="checkbox"/> Terrace/ Balcony         |
| <input type="checkbox"/> Refrigerator               | <input type="checkbox"/> Microwave                  | <input type="checkbox"/> Jacuzzi/ Hot Tub         |
| <input type="checkbox"/> Kitchen/Kitchenette        | <input type="checkbox"/> In-room Entertainment Unit | <input type="checkbox"/> Complimentary Toiletries |
| <input type="checkbox"/> Free Parking               | <input type="checkbox"/> Cloak Room                 |   |

Important Details of the above listed amenities, if any (Highlight Uniqueness like size, view, features etc) (Max 200 words)

## STEP 6:

Use this section to explain why your property is differentiated from the others in your category:

For eg: “The only villa with an infinity pool overlooking the beach” ; “The only homestay offering local cuisine prepared by award-winning chefs” ; “We are the only treehouse in the area”.

## STEP 7:

These are facilities for your specific category that helps the jury differentiate between different entries. You must have atleast 2 of these to be shortlisted.

Want to say more about a facility? Use the text box below to let the jury know. Eg: Heated swimming pool ; 100 inch TV ; Parking available for 10 Cars.  
(NOTE: This checklist is different for every category, this image is just a representation)

## Supporting Documents

### Please share the following:

Attach high quality photos of the property relevant to the category selected (Minimum 2 and maximum 5 images can be uploaded) \*

Please note: If the images uploaded are not relevant or in sync with the category you are applying then, the management has the right to disqualify your entry from the Awards. In addition to what you share we might also fetch your property photos from your MakeMyTrip listing.

+ Select or drag files | PNG, JPG | < 8.00MB

Attach screenshots of customer reviews/feedback on your property (Maximum 5 screenshots can be uploaded)

+ Select or drag files | PNG, JPG | < 8.00MB

You can share customer reviews from any platform

Google drive link for Video tour of the property

The Google Drive link must be accessible and open to all

Awards and recognitions received, if any (maximum 5 images can be uploaded)

+ Select or drag files | PNG, JPG | < 8.00MB

Any other relevant supporting documents (maximum 5 images can be uploaded)

+ Select or drag files | PNG, JPG | < 8.00MB

## Declaration

- I/we hereby declare that the details furnished in the application form and supporting documents submitted for India's Favourite Homestays Awards – Season III, are to the best of my knowledge and belief true, correct and complete. In case any of the said information is found to be false or untrue or misleading or misrepresenting, I am/we are aware that I/we will be held liable for it.

I/we declare that below is true:

- I am an individual of at least 18 years of age as on March 31, 2024 and I have a valid listed property on MakeMyTrip
- The organisation of the property is registered in Indian operations as on May 31, 2024
- I/we authorise the management to use the information of my property provided on MakeMyTrip
- I/we authorise the management to use the content submitted as part of my/our nomination, in whole or in part and use and display such entry, which shall include trade publications, press releases, electronic posting to the Awards website, electronic hyperlinks to the website of the Participant, and any display format selected by management during the awards ceremony or at a later point in time, for a period of five years.
- I have read and accepted the Terms & Conditions for applying to the Award

< Go to previous

Submit nomination

Save as draft

## STEP 8:

Make sure you upload images and videos that are not hazy, blurry or unclear. These must be relevant to the nomination category.

There is a limit on how many can be uploaded, so ensure that you choose the absolute best in terms of the content being uploaded.

## STEP 9:

Read through the T&C for the contest and agreements required. At this point, you can go back and check if all the details you have provided are correct. Nominations cannot be edited once you press "Submit". You can "Save as draft" in case you want to add in more details later.



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# For Host-based Nominations

Star Host of the Year – Brand

Star Host of the Year - Individual

# STAR HOST OF THE YEAR (BRAND)

**Property Information**

Name of the brand \*

Number of units hosted as on May 31, 2024: \*

Phone Number \*

Registered Email ID \*

[Save and continue >](#)

**About the host**

What sets your brand apart from the competitors in your industry? Please describe the unique qualities, values, or innovations that differentiates your brand (Max 250 words) \*

Elaborate on an instance how you have gone out of your way to help a guest in the last one year as on May 31, 2024 (Max 250 words)

**Media and supporting**

Attach screenshots of customer reviews/ feedback for the property provided on MakeMyTrip\* (Minimum 10 screenshots should be uploaded). Attachment options to be incorporated for Maximum 15 images

Awards and recognitions received, if any (maximum 5 images can be uploaded)

Any other relevant supporting documents (maximum 5 images can be uploaded)

## STEP 1:

Enter the name of your brand as showcased to customers.

Number of units here refer to the number of individual listings you have

## STEP 2:

Let us know about any services or practices that you follow to ensure that the guests feel more comfortable through superior host-to-guest interactions. Eg: “Knowledge of 10 languages” ; “Customisable room décor”

## STEP 3:

Make sure you upload reviews which talk about your excellence in terms of service. Reviews regarding other aspects of the property are not relevant.

# STAR HOST OF THE YEAR (INDIVIDUAL)

**Property Information**

Name of the property *	Name of property host *
<input type="text"/>	<input type="text"/>
Name of property owner *	Duration of years as a host for the property as on May 31, 2024 *
<input type="text"/>	<input type="text"/>

## STEP 1:

Enter the name of the Property, the representing host and the property owner. Duration of years as a host can be calculated from the time you commercialised operations.

Explain why you deserve to win India's Favourite Homestays Awards in your applied category\* (Max 250 words) \*

For example - Highlight the following about the property:

- Unique Features
- Hospitality offered
- Innovative services at the property
- Cultural experience offered
- Contribution to Local Impact
- Personal Touch
- Consistency in Excellence

Elaborate on an instance how you have gone out of your way to help a guest in the last one year as on May 31, 2024 (Max 250 words)

## STEP 2:

Let us know about any services or practices that you follow to ensure that the guests feel more comfortable through superior host-to-guest interactions For eg: "Knowledge of 10 languages" ; "Customisable room décor"

**Media and supporting**

Attach screenshots of customer reviews/ feedback for the property provided on MakeMyTrip\* (Minimum 10 screenshots should be uploaded). Attachment options to be incorporated for Maximum 15 images

Awards and recognitions received, if any (maximum 5 images can be uploaded)

Any other relevant supporting documents (maximum 5 images can be uploaded)

## STEP 3:

Make sure you upload reviews which talk about your excellence in terms of service. Reviews regarding other aspects of the property are not relevant.