

# Monthly inquiry for accommodation statistics, instructions

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# Monthly inquiry for accommodation statistics: instructions

## 1 General about the inquiry

The monthly inquiry for accommodation statistics collects data on accommodation establishments, their available capacity and its use, sales income from accommodation as well as on people staying overnight by country of residence. In addition, inquiry collects establishments' basic data as well as data on permanent capacity.

The inquiry includes accommodation establishments with at least 20 beds (without extra beds) or caravan/camper pitches with electrical connection.

The collected data are used monthly for producing accommodation statistics. The statistics is published at: <https://stat.fi/en/statistics/matk>. The data of the statistics are used to monitor and promote domestic tourism and tourism from abroad to Finland for example in central government, municipalities, tourism enterprises and organisations, and research institutes.

The obligation to provide data is based on the Finnish Statistics Act (280/2004).

## 2 Data reporting

Report monthly data by the sixth (6th) day of the following month. You can also report data for the month following the statistical month if, for example, the business is completely closed or closes in the middle of the month.

### 2.1 Direct data transfer

You can send the data as direct data transfer from the following customer management systems in case you use a reporting program for direct data transfer: Hotellinx, Hotsoft8, TravelNet, Webia or Johku.

You can also report monthly data directly to the web form instead of a direct transfer.

Direct data transfer cannot be used to report basic data and data on capacity, they are reported on the web form. See instructions for reporting basic data and data on capacity in sections 3.2 Basic data and 3.3 Data on capacity and operating times of the instructions.

## 2.2 Web form

Log in to the web form with the establishment-specific login identifiers sent by Statistics Finland: <https://login.stat.fi/auth/login/targets/maj?lang=en>

If you need new login identifiers due to, for example, change of entrepreneur, please contact us: [majoitus.tilasto@stat.fi](mailto:majoitus.tilasto@stat.fi).

You can complete the previous year's data until March 15 of the following year.

Save the basic data, data on capacity and operating times as well as monthly data whenever you move to another page on the form. In possible problem situations please contact us: [majoitus.tilasto@stat.fi](mailto:majoitus.tilasto@stat.fi).

## 3 Web form content

### 3.1 Start page

This page contains an introduction to the inquiry and Statistics Finland's contact information. Links to the website of the inquiry and information about data protection are also on this page.

### 3.2 Basic data

If the contact details of the accommodation establishment, chain information or information concerning the contact person for the inquiry have changed, report them on this page. Also report any changes in the activity of the accommodation establishment (e.g. entrepreneur changes, operation closed down or if activity is other than short-term accommodation activity).

NB! The name and business-ID as well as the address of your enterprise have been prefilled from Statistics Finland's Business Register. If the entrepreneur or address have changed, please report about these changes in "Additional information".

### 3.3 Data on capacity and operating times

#### 3.3.1 Activity of the establishment

Report here the operating times for the coming months and known changes in the operating times. Data can be supplemented for the current year and the following year.

**Check the data at least annually or whenever changes with operating times**

**occur.** On the monthly level, select the alternative describing the activity of the establishment:

**Open:** Accommodation reservations can be made for at least three days during the month.

**Closed:** The establishment is typically closed every year during the month in question.

**Temporarily closed:** The establishment is temporarily closed for reasons such as a renovation or similar.

Figure 1. Activity of the establishment

**Activity of the establishment**

Report here the operating times for the coming months and known changes in the operating times.

- **Open:** Accommodation reservations can be made for at least three days during the month.
- **Closed:** The establishment is typically closed every year during the month in question.
- **Temporarily closed:** The establishment is temporarily closed for reasons such as a renovation or similar.
- [Instructions for answering](#)

	2025	2026
January	Closed	Closed
February	Closed	Closed
March	Closed	Closed
April	Closed	Closed
May	Open	Open
June	Open	Open
July	Open	Open
August	Open	Open
September	Open	Open
October	Open	Open
November	Open	Open
December	Open	Open

### 3.3.2 Capacity of the establishment

Update **permanent changes in capacity** on this page. However, report temporary capacity changes, such as those caused by renovations, only on the page “Monthly data”.

Report the capacity of rooms/cottages, beds (without extra beds) and pitches with an electricity connection for caravans/campers. Also report the share of rooms/cottages and beds suitable for **people with mobility impairments**.

Barrier-free, wheelchair accessible rooms. A disabled toilet is not necessarily required.

- Report **the maximum capacity** used for short-term accommodation priced on a daily or weekly basis.
- Also include the capacity that is in use part of the year.
- A cottage/apartment intended for one travelling party corresponds to one room.
- A bed is a fixed part of the furniture. A double bed refers to two beds. **Do not include extra beds here.**

Figure 2. Capacity of the establishment

**Capacity of the establishment**

- Report **the maximum capacity** used for short-term accommodation priced on a daily or weekly basis.
- Also include the capacity that is in use part of the year.
- A cottage/apartment intended for one travelling party corresponds to one room.
- A bed is a fixed part of the furniture. A double bed refers to two beds. Do not include extra beds here.

	Total	of which suitable for people with mobility impairments <span style="float: right;">①</span>
Rooms / cottages	<input type="text"/>	<input type="text"/>
Number of beds (without extra beds)	<input type="text"/>	<input type="text"/>
Pitches with an electricity connection for caravans/campers	<input type="text"/>	

### 3.4 Monthly data

Go to the correct inquiry month on this page. In addition to data for the previous month, you can supplement data for the preceding 11 months as well as for the coming month.

#### 3.4.1 Activity of the establishment

Select the alternative describing the activity of the establishment on the monthly level from the response alternatives:

**Open:** The establishment has been open, that is, has provided accommodation, during the month in question. If the establishment has been open only for part of the month (one to two weeks or a few days), report the establishment as open and the number of days open in 'Days open'.

**Open, no overnight stays:** The establishment has been open but there were no overnight stays during the month. **This information is very important for the quality**

**of the statistics.** Also report the number of days open during the statistical reference month, the number of rooms and cottages as well as beds **without extra beds**.

**Closed throughout the month:**

If the establishment is closed throughout both the statistical reference month and the following month, you can report it in advance as closed by moving to the tab of the month in question.

If the establishment is permanently or temporarily in private use or it has closed down completely, make the necessary changes to the establishment's data on capacity and operating times under 'Activity of the establishment' or to the basic data under 'Permanent changes in activity'.

Figure 3. Activity of the establishment

**Activity of the establishment**

Open  
 Open, no overnight stays  
 Closed throughout the month  
 Days open  (max 31)

### 3.4.2 Accommodation capacity during the month

**Rooms / cottages:** Report the daily available capacity that can be reserved. If the establishment offers **only** tent pitches (including glamping tents) and electricity connections for campers and caravans, enter 0.

- Do not include rooms or cottages under renovation, in own use or in other than short-term accommodation use.
- If the capacity varied during the month, for example due to a renovation, please report the average capacity.
- Include all such facilities that have been available for short-term accommodation use even if there was only little or no demand for them. All rooms, cottages and apartments that were available for reservation during the month in question are included in the accommodation capacity. Also those which can be taken into use within a reasonable time, for example, those in which heating has been temporarily lowered.

**Number of beds without extra beds:** Report the number of beds available for reservation, excluding extra beds.

- Do not include beds in rooms or cottages under renovation, in own use or in other than short-term accommodation use.
- If the number of beds varied during the month, for example due to a renovation, please report the average number of beds.

Report exceptions in monthly data (such as renovations and their duration) in punctuation 'Additional information'.

Figure 4. Accommodation capacity during the month

**Accommodation capacity during the month**

- Report the daily available capacity that can be reserved.
- If the establishment offers **only** tent pitches and electricity connections for campers and caravans, enter 0.

	<b>Number</b>
Rooms / cottages	① <input type="text"/>
Number of beds without extra beds	① <input type="text"/>

### 3.4.3 Sales income from accommodation including value added tax (excluding meals)

Report sales income from sold rooms/cottages as well as sales income from tent pitches and caravan/camper pitches with electricity connection.

- In sales income, do not include sales of ancillary services, such as breakfast and other restaurant services, or treatment and recreational services.
- Do not either include accommodation reserved in advance which was not checked into.
- If the sales income is unknown, an estimate is enough. You can also update the data later when available.
- Example: if the accommodation establishment has EUR 10,000 in sales income including VAT of 14 per cent and in addition, EUR 5,000 in sales income without VAT, the sales income reported is then EUR 15,000.

**Average price of a room (calculated automatically by the form)**

Sales income from accommodation is, in addition to the number of sold rooms/cottages, used to calculate the average price of rooms and overnight stays at your accommodation establishment (see Figure 5):

- The form automatically displays the average price of a room when you have entered the sales income on the form.

- If the average price of a room displayed on the form is incorrect, check the sales income and the number or occupancy rate of sold rooms/cottages that you have reported.
- NB If the accommodation establishment has reported pitches with an electricity connection for caravans/campers in addition to rooms/cottages on the data on capacity and operating times page, the average price of a room is not displayed on the form. The average price cannot be formed correctly because sales income from accommodation also includes sales income from other forms of accommodation than rooms/cottages.

Figure 5. Sales income from accommodation including value added tax (excluding meals)

**Sales income from accommodation including value added tax (excluding meals)** ⓘ

- Report sales income from sold rooms/cottages.
- Also report sales income from tent pitches and caravan/camper pitches with electricity connection.
- In sales income, do not include accommodation reserved in advance which was not checked into.
- If the sales income is unknown, an estimate is enough. You can also update the data later when available.

Average price of a room  
117.52 €

### 3.4.4 Use of accommodation capacity

The total number of sold rooms/cottages, that is, the monthly use of rooms/cottages, is obtained by adding up the available rooms, apartments and cottages with overnight stays during each day open.

Do not include accommodation reserved in advance which was not checked into.

**Example:** The establishment has been open for three days during the month. On the first day five rooms were occupied, on the second day 10 and on the third 15. The number of rooms sold is obtained by adding up the rooms in daily use (5+10+15=30).

**You can also report the monthly use as percentages.**

#### **Occupancy rate of rooms (calculated automatically by the form)**

The number of sold rooms/cottages is used to calculate the occupancy rate of rooms at your accommodation establishment (see example Figure 6):

- The form automatically displays the occupancy rate of rooms when you have entered the number of rooms/cottages sold on the form.

- If the occupancy rate of rooms displayed on the form is incorrect, check the number of rooms/cottages sold, the number of days open and the accommodation capacity during the month that you have reported.

Figure 6. Use of accommodation capacity

**Use of accommodation capacity**

- Report the number of sold rooms/cottages. Example: The establishment has been open for three days during the month. On the first day five rooms were occupied, on the second day 10 and on the third 15. The number of rooms sold is obtained by adding up the rooms in daily use (5+10+15=30).
- You can also report the monthly use as percentages.
- Do not include accommodation reserved in advance which was not checked into.

<b>Number of rooms / cottages sold</b>		
total number or	<input type="text" value="87"/>	<b>Occupancy rate of rooms</b>
Occupancy rate	<input type="text"/>	28.06 %

### 3.4.5 Overnight stays of persons

Under 'Overnight stays of persons', report overnight stays by persons **according to form of accommodation, purpose of the trip and the country of permanent residence of the guest.**

**Form of accommodation:**

- Room, apartment and cottage: Report apartments as well as cottages and rooms in holiday villages and on camping sites.
- Caravan / camper: Report overnight stays at caravan pitches with electricity connection. Also include overnight stays at seasonal pitches rented for at most one year. If there are no exact data on overnight stays by seasonal guests, an estimate is enough.
- Tent and other: Report overnight stays in tents (including glamping tents) or other types of accommodation not belonging to the previous categories (rooms, apartments, cottages, caravans or campers).

**Purpose of the trip:** You can give an estimate of the purpose of the trip if exact data are not available.

- Report the numbers or percentages of overnight stays related to leisure. Include all overnight stays not related to work or self-employment in leisure.

- Trips related to work or occupation include participation in negotiations, meetings, conferences, seminars, visits to fairs and exhibitions for professionals, presentation and lecture events. Overnight stays related to work or occupation also include overnight stays, for example, by berry pickers or construction site workers.

**The guest's country of permanent residence:** Enter the overnight stays by persons resident in Finland and persons resident abroad separately. The sum of overnight stays by persons resident in Finland and persons resident abroad reported in this section should be equal to the sum of overnight stays by persons specified by country of residence in the following section.

Persons resident in Finland refer to persons living permanently in Finland. Persons resident abroad refer to persons living permanently abroad, who may also be Finnish citizens. The country of residence can be obtained from the address on the guest registration card.

Under overnight stays, **report:**

- overnight stays during the month in question regardless of the month of arrival
- overnight stays of children even if their overnight stay is free of charge
- seasonal pitches for campers and caravans rented for at most one year.

Under overnight stays, **do not** report:

- owners' overnight stays in, for example, time-shares
- accommodation reserved in advance which was not checked into
- long-term accommodation, which is priced on a monthly or annual basis.

Long-term accommodation refers to accommodation priced on a monthly basis, which lasts for at least one month. If the accommodation is priced on a daily or weekly basis, it is then short-term even if it lasts for over one month. The upper limit is six months and longer stays are always long-term regardless of the pricing basis. If the majority (for example, over 80%) of the annual overnight stays or the overnight stays in the previous 12 months are long-term accommodation, the establishment is not included in the data collection.

Figure 7. Overnight stays of persons

**Overnight stays of persons**

Under overnight stays, report

- overnight stays by Finnish and foreign residents separately based on the guest's country of **permanent residence**, not based on nationality
- overnight stays during the month in question regardless of the month of arrival
- overnight stays of children even if their overnight stay is free of charge
- seasonal pitches for campers and caravans rented for at most one year.

Under overnight stays, do not report

- owners' overnight stays in, for example, time-shares
- accommodation reserved in advance which was not checked into
- long-term accommodation, which is priced on a monthly or annual basis.

Form of accommodation	Overnight stays by persons resident in Finland	Overnight stays by persons resident abroad
Room, apartment and cottage	<input type="text"/>	<input type="text"/>
Caravan / camper	i <input type="text"/>	<input type="text"/>
Tent and other	i <input type="text"/>	<input type="text"/>

  

Purpose of the trip	Overnight stays by persons resident in Finland	Overnight stays by persons resident abroad
<small>An estimate is enough if exact data are not available.</small>		
Leisure	i <input type="text"/>	<input type="text"/>
Work	i <input type="text"/>	<input type="text"/>
Data given	<input type="radio"/> in numbers <input type="radio"/> in percentages	

### 3.4.6 Persons arrived during the month and number of overnight stays by country of residence

- Under arrived, report only persons having arrived during the month in question.
- Report all overnight stays during the month in question under overnight stays regardless of when the guests have arrived.
- Report arrived persons according to **the country of permanent residence**, not nationality. For example, if three persons resident in Norway visit the accommodation establishment and they stay for five nights, Norway is selected as the country under 'Arrived', the number of persons is three and their number of overnight stays is 15 (3 x 5 = 15).
- You can sort countries by name or code.
- You can add countries missing from the visible options with the Add country button.
- You can remove unnecessary countries from the list.

- The official 2-character classification of countries is used in the accommodation statistics: [https://www.stat.fi/en/luokitukset/valtio/valtio\\_2\\_20120101/](https://www.stat.fi/en/luokitukset/valtio/valtio_2_20120101/)

You can check the countries and their abbreviations in the classification. If a country cannot be found in the list of countries, the data for the missing country can be saved under the code "Country unknown" (99). The country classification is based on the official classification of countries. For example, the United Kingdom includes England, Scotland, Wales and Northern Ireland.

Country-specific arrivals and overnight stays in total are summed up in the row 'Foreign countries in total'. The sum of overnight stays must match the sum of overnight stays by persons resident abroad under 'Overnight stays of persons\Form of accommodation\Overnight stays by persons resident abroad'.

Figure 8. Persons arrived during the month and number of overnight stays by country of residence

**Persons arrived during the month and number of overnight stays by country of residence** ⓘ

- Under arrived, report only persons having arrived during the month in question.
- Report all overnight stays during the month in question under overnight stays regardless of when the guests have arrived.
- Report arrived persons according to the country of **permanent residence**, not nationality.
- You can sort countries by name or code.
- You can add countries missing from the visible options with the Add country button.
- You can remove unnecessary countries from the list.

		Arrived	Overnight stays	
Finland	FI	<input type="text"/>	<input type="text"/>	
<b>Name of foreign country</b>	<b>Code</b>			
<input type="text" value="Sweden"/>	SE	<input type="text"/>	<input type="text"/>	<input type="button" value="Remove"/>
<input type="text" value="Norway"/>	NO	<input type="text"/>	<input type="text"/>	<input type="button" value="Remove"/>
<input type="text" value="Netherlands"/>	NL	<input type="text"/>	<input type="text"/>	<input type="button" value="Remove"/>
<input type="text" value="Latvia"/>	LV	<input type="text"/>	<input type="text"/>	<input type="button" value="Remove"/>
<input type="text" value="Italy"/>	IT	<input type="text"/>	<input type="text"/>	<input type="button" value="Remove"/>
<input type="text" value="Greece"/>	GR	<input type="text"/>	<input type="text"/>	<input type="button" value="Remove"/>
<input type="text" value="United Kingdom"/>	GB	<input type="text"/>	<input type="text"/>	<input type="button" value="Remove"/>
<input type="text" value="France"/>	FR	<input type="text"/>	<input type="text"/>	<input type="button" value="Remove"/>
<input type="text" value="Spain"/>	ES	<input type="text"/>	<input type="text"/>	<input type="button" value="Remove"/>
<input type="text" value="Estonia"/>	EE	<input type="text"/>	<input type="text"/>	<input type="button" value="Remove"/>
<input type="text" value="Germany"/>	DE	<input type="text"/>	<input type="text"/>	<input type="button" value="Remove"/>
<input type="text" value="Switzerland"/>	CH	<input type="text"/>	<input type="text"/>	<input type="button" value="Remove"/>
<input type="text" value="Australia"/>	AU	<input type="text"/>	<input type="text"/>	<input type="button" value="Remove"/>
<input type="text" value="Country unknown"/>	99	<input type="text"/>	<input type="text"/>	<input type="button" value="Remove"/>
Foreign countries in total		<input type="text" value="0"/>	<input type="text" value="0"/>	

### 3.5 End page

On this page you can log out from the web form. You can also find a link to the compilation made of different enterprise statistics, where you can view the data by industry. We update the data in the compilation approximately every four months.

From this page you can also find link to previous publications, where the data collected in this inquiry have been utilised.