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## Frequently Asked Questions

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### Gérer mes biens immobiliers - Answers to all your questions:

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## What should I do if I have noted omissions or discrepancies concerning the features of my property and I want to amend its description? Should I wait for the correction before filing the occupancy declaration?

Any information concerning your property that you consider to be missing or incorrect can be requested from the tax authorities using the secure messaging system in your personal account on the [impots.gouv.fr](https://impots.gouv.fr) website. For the subject line, please select "J'ai une question sur le descriptif de mon bien immobilier" (I have a question about the description of my property).

**Even if you have requested the tax authorities to correct the description of your property, you must file the occupancy declaration prior to 30 June without waiting for the correction to be made. The two procedures are separate from each other.**

## Why is a property that I recently sold still listed?

If you have recently completed a property transaction with your *notaire* (sale, inheritance), the list of your properties may not reflect these changes: the deed drawn up by your *notaire* must be registered with the land registry.

All in all, this can take from a few weeks to a few months.

If your property was sold occupied with, for instance, a tenant remaining in the property, you must file the occupancy declaration for this property by stating the occupancy information on the date of the sale.

If your property was sold vacant (for example, you occupied the property as your main residence and left it following the sale), then you must file your occupancy declaration by:

- stating the occupancy end date as the date you left the property
- then selecting "Vacant property"
- specifying the start date of the vacancy period as the date you left the property

## Why aren't all my properties displayed?

This service displays only developed properties.

If you have recently completed a property transaction with your *notaire* (purchase, inheritance), the list of your properties may not reflect these changes: the deed drawn up by your *notaire* must be registered with the land registry in order to appear in your secure account.

All in all, this can take from a few weeks to a few months.

If one of the properties you own does not appear in the "Biens immobiliers" (Properties) tab of your secure account and:

- you were not yet this property's owner on 01/01/2023, the former owner is responsible for declaring the property's occupancy situation in their secure account prior to 30/06/2023
- you already owned this property on 01/01/2023 and the 30 June deadline is approaching, you should contact the tax authorities for help in completing this property's occupancy declaration

To do so, contact:

- the helpline for individuals on 0 809 401 401 (number charged at local rate)
- your individual tax department by phone using the contact details provided in the "Contact et RDV" (Contact and appointments) section
- or your individual tax department via the secure messaging system in your secure account using the form "J'ai une question sur le service « Biens immobiliers » > "J'ai une question sur ma déclaration d'occupation et de loyer de mes biens immobiliers" (I have a question about the "Biens Immobiliers" service > I have a question about my declaration of occupancy and rent for my properties)

### **I see a property that doesn't belong to me. What should I do?**

Any information concerning your property that you consider to be missing or incorrect can be requested from the tax authorities using the secure messaging system in your personal account on the [impots.gouv.fr](https://impots.gouv.fr) website. For the subject line, please select "J'ai une question sur le descriptif de mon bien immobilier" (I have a question about the description of my property).

### **The lot assigned to my premises is incorrect. What should I do?**

Any information concerning your property that you consider to be missing or incorrect can be requested from the tax authorities using the secure messaging system in your personal account on the [impots.gouv.fr](https://impots.gouv.fr) website. For the subject line, please select "J'ai une question sur le descriptif de mon bien immobilier" (I have a question about the description of my property).

### **I see that the address of my premises is incorrect. How can I change it?**

Any information concerning your property that you consider to be missing or incorrect can be requested from the tax authorities using the secure messaging system in your personal account on the [impots.gouv.fr](https://impots.gouv.fr) website. For the subject line, please select "J'ai une question sur le descriptif de mon bien immobilier" (I have a question about the description of my property).

### **Why do I see two flats at the same address when I own only one flat at that address?**

If you have carried out work to combine two flats, we recommend that you inform the tax authorities using the secure messaging system in your personal account on the [impots.gouv.fr](https://impots.gouv.fr) website. For the subject line, please select "J'ai une question sur le descriptif de mon bien immobilier" (I have a question about the description of my property).

### **Can I consult the plots of land I own?**

Currently, only developed properties subject to property tax can be consulted in "Gérer Mes Biens Immobiliers" (Manage my properties).

### **Why are premises classified?**

It determines the rate per square metre that applies to the weighted surface area of your premises for the calculation of their rental value. This rental value is used to calculate your property tax.

- **Why is my swimming pool classified differently from my garage?**
- **Why does my garage have the same classification as my house but not my pool?**
- **Why is my garage classified differently from my house?**

There are categories and rates for each type of premises (houses/flats, residential outbuildings and business premises).

The classification of outbuildings that are free-standing or located outside the walls of the house depends on their purpose.

### **How is the classification of my premises determined?**

For residential premises, the classification is determined according to their general characteristics (quality of the construction, layout, amenities, surface areas, overall condition, etc.). There are 8 categories ranging from 1 (property in excellent condition) to 8 (property in very poor condition).

For business premises, the classification is based on the type, main purpose, use and physical characteristics of the premises. It is chosen according to the principal activity carried on

within the premises. The main categories of business premises are shops and sales outlets, offices and workshops.

### **Several activities are carried on within my premises. Why is only one category indicated?**

If several activities are carried on within the premises, the category chosen is the one that takes up the largest surface area.

### **Why are my business premises classified in the “exceptional premises” category?**

This category includes business premises with unusual characteristics or for which none of the other 38 categories apply.

### **How can I check whether my premises are exempt from property tax?**

Information on exemptions is not available with this service. You can consult your property tax notice on this website to check that you are exempt from property tax.

### **My premises are incorrectly classified. What should I do?**

Any information concerning your property that you consider to be missing or incorrect can be requested from the tax authorities using the secure messaging system in your personal account on the [impots.gouv.fr](https://impots.gouv.fr) website. For the subject line, please select “J’ai une question sur le descriptif de mon bien immobilier” (I have a question about the description of my property).

### **In the description of my premises, what does the number of rooms refer to?**

For land registry purposes, the number of rooms is different from the number commonly used by estate agencies (one-room, two-room, three-room, etc.). These are the partitioned spaces intended to be used for living, sleeping or eating (kitchen, bathroom, bedroom, living room, etc.).

Corridors, ancillary rooms (entrance, utility room, dressing room, etc.) and incorporated outbuildings (cellars, garages, terraces and attics) are not counted.

### **Why is my garage, unlike my cellar, not linked to my house?**

An outbuilding outside the main walls of the house (such as a garage at the bottom of the garden) is considered separate premises, unlike an outbuilding directly accessible from inside the house (such as a cellar in the basement).

For flats, each external element, whether or not it is located in the same building, constitutes separate premises, with the exception of terraces that are attached to the property.

### **Why is my garage linked to my house when it is located outside its walls?**

Any information concerning your property that you consider to be missing or incorrect can be requested from the tax authorities using the secure messaging system in your personal account on the [impots.gouv.fr](https://impots.gouv.fr) website. For the subject line, please select "J'ai une question sur le descriptif de mon bien immobilier" (I have a question about the description of my property).

### **What does the surface area given for the premises refer to?**

The surface area displayed is the actual surface area for the property. For a residential property, this consists of the main part of the property and its incorporated outbuildings (directly accessible from inside the premises, such as garages and cellars).

### **I see that the surface area of my premises is incorrect. How can I change it?**

Any information concerning your property that you consider to be missing or incorrect can be requested from the tax authorities using the secure messaging system in your personal account on the [impots.gouv.fr](https://impots.gouv.fr) website. For the subject line, please select "J'ai une question sur le descriptif de mon bien immobilier" (I have a question about the description of my property).

### **What surface area is taken into account by the tax authorities?**

Unless otherwise stated, the surface area displayed is the actual surface area. The actual surface area is different from the habitable surface area as it is calculated under the "Carrez Act".

- The real surface area is calculated from wall to wall
- The habitable surface area is calculated from wall to wall but certain areas are excluded (e.g. those with a ceiling height of less than 1.80 metres)
- The "Carrez Act" surface area is specific to co-ownership properties; it is the one displayed in property advertisements



## **Why is the breakdown of the surface area of my premises so detailed?**

The breakdown of surface areas makes it possible to very precisely determine the weighted surface area used to calculate its rental value. Weighting is applied to the surface areas according to the use made of them.

## **I am having a house built. When should I declare it?**

You must file your declaration in your secure personal account on the [impots.gouv.fr](https://impots.gouv.fr) website within 90 days of completion of the construction.

## **I have a question about the declaration process for property or for planning tax. What should I do?**

You can ask questions about the declaration or the calculation of your planning tax using the secure messaging system in your personal account on the [impots.gouv.fr](https://impots.gouv.fr) website. For the subject line, please select "J'ai une question sur la déclaration foncière et de taxes d'urbanisme" (I have a question about the declaration for property and for planning tax).

## **I have been granted planning authorisation to build a property but I can't see the project in the list of my properties. What should I do?**

Listed properties are:

- those already identified in the land records and taken into account in land registry documentation
- property projects for which the tax authorities are aware that planning authorisation has been granted

If you have been granted planning authorisation and the address of your project does not appear on the list of your properties, you can contact the tax authorities using the secure messaging system in your personal account on the [impots.gouv.fr](https://impots.gouv.fr) website. For the subject line, please select "J'ai une question sur la déclaration foncière et de taxes d'urbanisme" (I have a question about the declaration for property and for planning tax).

## **Service for declaring occupancy and rent**

### **What should I do if I have a question about the process for declaring occupancy or rent?**

You can ask questions you have about the declaration of occupancy and rent using the secure messaging system in your personal account on the [impots.gouv.fr](https://impots.gouv.fr) website. For the subject line, please select "J'ai une question sur ma déclaration d'occupation et de loyer de mon

bien immobilier” (I have a question about my declaration of occupancy and rent for my property).

### **Why do I have to declare who occupies my properties?**

With the phasing out of residence tax on main residences, owners must report on the occupancy of their developed properties. This information will enable the Public Finances Directorate General (DGFIP) to decide whether it is the occupant’s main residence and whether or not the property should be subject to tax. In this respect, the requirement to declare the occupancy of residential and business premises subject to residence tax is governed by legislation.

**Article 1418 of the General Tax Code (CGI)** stipulates that:

“Owners of residential premises are required to declare to the tax authorities, before 1 July each year, information concerning, if they have possession of said premises, the type of occupancy or, if they are occupied by a third party, the identity of their occupants”.

In 2023, all property owners must declare the occupancy situation of the premises they own. Subsequently, Article 1418 of the CGI provides that “owners of premises for which there has been no change in the information provided since the last declaration are not required to file this declaration”.

Article 1418 of the CGI includes the **penalty provided for in Article 1770 terdecies of the same code** which states that “non-compliance with the requirement set out in Article 1418 entails the levying of a fine of €150 per premises for which the mandatory information was not sent to the tax authorities. The same fine will be owed in the event of an omission or inaccuracy”.

### **Who is concerned by the requirement to declare occupancy and rent?**

The reporting requirement is binding on all owners who hold rights in rem and have possession of the property: owner, undivided co-owner, life tenant, etc.

In the event of split ownership, only the life tenant may declare the situations regarding occupancy and rent. The bare owner may view their property using the “Biens Immobiliers” online service but may not declare its occupancy unlike the life tenant.

### **What is the deadline for the declaration?**

The owner (individual or legal entity) has until 30 June 2023 to declare the occupancy situation on 1 January. As is the case currently, the operative event for deciding whether the premises should be subject to tax is the situation on 1 January.

### **Can I declare the occupancy situation of my property if its description is incorrect?**

You must declare the occupancy situation if you are the owner. The description can be corrected separately as the two procedures are independent of each other.

### **What is the purpose of this procedure as you are already aware of the occupants of my properties?**

The tax authorities are not aware of all the information especially if the occupancy situation has recently changed. The specific purpose of the declaration is to ensure, by questioning the owner, that the information in the tax authorities' possession concerning the properties' occupancy is correct.

### **What should I do if I do not have all the requested information concerning my tenants?**

Certain information is mandatory in the declaration process in order to submit the declaration of occupancy and rent. For rentals, this information can usually be easily found in the lease between the owner and the tenant(s).

If your property is managed by an estate agent, it should provide you with the required information as you are responsible for the declaration as the owner.

### **I sublet my flat through a property management company with which I have a commercial lease (student halls of residence, retirement homes, etc.). This means that I do not know the tenants' exact identity. Who should I declare?**

You must declare the "actual" occupant of your property. Pursuant to Article 1418 of the CGI, the owner is responsible for filing the declaration. This means that the owner must be aware of the identity of the occupants of their premises in order to be able to comply with their reporting requirements. As a result, the management company cannot invoke the GDPR to refuse to provide information on tenants to the lessor. The company must provide you with this information.

### **Which occupants should I mention in my capacity as owner?**

You must declare the occupants of which you are aware whether they are leaseholders or whether they occupy the property free of charge. However, it is not necessary to declare children.

### **I own a large number of premises. Do I have to file a separate declaration for each of them?**

The "Biens Immobiliers" service offers two online declaration methods:

- either through a guided declaration process allowing for a declaration for each property. To save time, several premises which are occupied by the same occupants can be grouped together when the declaration is filed
- or by providing a CSV file which groups together all your properties in a single declaration

If you own more than 200 properties, you must file your declaration using a CSV file (see “Special case of key accounts including social landlords” section).

**I have special circumstances: my property is occupied free of charge or is subject to seasonal rentals or is rented furnished and there have been many successive tenants. How should I declare?**

In theory, you should declare all changes of occupancy in all your premises during the year. However, the process adjusts on the basis of your answers and you will only be asked for information which is relevant for the DGFIP. For instance, information on the occupants will not be requested for seasonal rentals.

**My property is subject to the occupied life annuity scheme. Who should file the declaration?**

The principle is that the occupancy should be declared by the main taxpayer liable for property tax. Only they have access to the “declare” button.

**My property is occupied without a lease or illegally (squat, unpaid rent, refusal to leave the property, etc.). What should I declare?**

If you know the identity of the occupants, you can enter their names after having declared an occupancy free of charge.

However, if you do not know the occupants’ identity, you should declare your premises as vacant and contact the DGFIP’s departments by providing them with all supporting documents using the secure messaging system in your personal or professional account on the [impots.gouv.fr](https://impots.gouv.fr) website.

**Will the declaration process be the same if I represent a legal entity? Even if it is partly subject to the business premises contribution (CFE)?**

The reporting requirement applies to both legal entities which and individuals who own developed property for residential use or business premises subject to residence tax. The process is exactly the same but, as a legal entity, you should first [sign up for the “Biens Immobiliers” online service](#) from your professional account on the [impots.gouv.fr](https://impots.gouv.fr) website.

### **What should I do if the pre-displayed occupancy date is incorrect?**

The situation that is pre-displayed in the “Biens Immobiliers” online service comes from information provided when residence tax was assessed in 2022. If it is incorrect, the information can still be rectified when you complete the declaration. What is important is to establish the right situation on 1 January 2023.

### **What should I do if the transfer of a property is not visible in the “Biens Immobiliers” online service?**

When a property is transferred, such as by means of a purchase, there is a time lag for registration to become effective and therefore for your property to be visible in the “Biens Immobiliers” online service.

**If you were not yet this property’s owner on 01/01/2023**, the former owner is responsible for declaring the property’s occupancy situation in their secure account prior to 30/06/2023.

**If you already owned this property on 01/01/2023 and the 30 June deadline is approaching**, you should contact the tax authorities for help in completing this property’s occupancy declaration.

To do so, contact:

- the helpline for individuals on 0 809 401 401 (number charged at local rate)
- your individual tax department by phone using the contact details provided in the “Contact et RDV” section
- **or your individual tax department via the secure messaging system in your secure account using the form “J’ai une question sur le service « Biens Immobiliers” > “J’ai une question sur ma déclaration d’occupation et de loyer de mes biens immobiliers” (I have a question about the “Biens Immobiliers” service > I have a question about my declaration of occupancy and rent for my properties)**

### **For undivided co-ownerships, does each co-owner have to file a declaration? What should I do if I don’t agree with the other co-owners about who should declare and the content of the declaration?**

Only one declaration is required per property. If more than one declaration is filed, only the last one will be taken into account.

### **What happens in the event of the owner’s death and inheritance?**

In the event of the owner's death, the declaration can be filed by another co-owner. Pending settlement of the estate, the *notaire* can contact the competent department if necessary to have the occupancy information updated prior to 1 July of the year in question.

### **Who has to file the declaration if I move?**

If you remain the owner of your property and you move, you must state whether it is a second home, rental, etc. If you sell the property, the new owner will be responsible for filing the declaration.

If you are a tenant and you move, you will not have any declaration to file in the "Biens Immobiliers" online service. However, you must inform the tax authorities of your change of address using your secure account.

### **Do I have to declare the occupancy and rental situations of my properties if I live abroad?**

Yes. You must declare the occupancy and rental situations of your properties located in France.

### **Do I have to file a declaration if I live in a care home and own a property?**

Yes. The requirement extends to all owners of developed property.

The declaration can be filed by your legal representative by logging in to your personal account or over the phone on 0 809 401 401.

If you have kept possession of your former main residence, you should declare it as a second home so that it will be exempt from residence tax.

### **Who has to file the declaration for a construction on third-party land?**

In the event of a construction on third-party land, the "Biens Immobiliers" service shows as owner the user who constructed the property. The owner of the construction and not the owner of the land is therefore responsible for filing the declaration online using the "Biens Immobiliers" service.

### **How do I declare a special situation such as furnished premises?**

The "Biens Immobiliers" declaration process is dynamic and adjusts on the basis of your answers. So, for furnished premises, the sequence of screens related to your answers will enable you to declare this special situation.

### **When I filed my income tax return, I entered details of the tenants of my properties on the declaration of property income. Do I still have to file the declaration of occupancy and rent?**

The reporting requirement can only be carried out using the “Biens Immobiliers” service. The declaration of property income is set to change in the near future so as to avoid repeating requests for details of the occupants of your properties.

### **I have filed a declaration but just realised that I made a mistake. Can I correct it?**

If you make a mistake when filing your declaration, you can file a new one. The tax authorities will take account of the last declaration entered prior to 1 July.

### **Is it normal that a declaration is still pending if I followed the entire process and submitted my declaration?**

This situation is temporary. If you can see the information in the description then your declaration has been received and the process is complete.

### **How do I know if my declaration has been received?**

At the end of the process, once your declaration has been submitted, a PDF document summarising the occupancy declaration will be available.

### **How should I declare relief from residence tax?**

The conditions for granting exemptions and relief from residence tax have not changed. However, the relevant declarations cannot be filed using the declaration process in the “Biens Immobiliers” service from your secure account. They will continue to be completed on paper and filed with your individual tax department prior to 1 March.

As a reminder, these are declarations:

- of relief for hostel managers (no. 1200-GD-SD)
- of exemption for student halls of residence (no. 1201-GD-SD)
- of exemption for rural guesthouses, furnished tourist accommodation, and bed and breakfast establishments located in rural regeneration zones (no. 1205-GD-SD)
- of exemption for care homes (no. 1207-MD-SD)

### **Is a “CERFA” type paper declaration form available?**

No. The reporting requirement is totally paperless so there is no CERFA document.

If you encounter problems, you can contact the individual tax department in the location of your property or call the contact centre on 0 809 401 401.

### **What do I do if I don't have internet access or if I live in a coverage blackspot?**

If you are unable to connect to the internet and file your declaration online, you can contact the tax authorities using the France Services network, the contact centres or the individual tax department in the location of your property for help with the procedure.

### **I have a lease in perpetuity for my property. Who should file the occupancy declaration?**

The main taxpayer liable for property tax is responsible for declaring the occupancy. In practice, the leaseholder has access to the “occupancy declaration” button.

## **Special case of key accounts including social landlords**

### **How many properties does a user have to own to be considered a key account?**

A user is considered a key account when they own more than 200 premises. A specific declaration process has been available in the “Biens Immobiliers” online service by downloading files since the end of January 2023.

Owners of less than 200 properties also have access to this process.

### **Will the declaration methods be different?**

Yes. The declaration for owners of more than 200 properties must be filed using a CSV file. A [user's guide](#) describes the file's trail and the required submission methods.



## Gérer mes biens immobiliers – Appendix 1:

### What data appears in the “list of my properties” file?

From the “Liste de mes biens” (List of my properties) section, you can also download the list of properties in spreadsheet format when you own less than 200 properties. If you own more than 200 properties, the information will be automatically provided in this format. The meaning of the information appearing in the file is explained in the table below:

| Description of the property (screen) | List of my properties (file) | Meaning  |
|--------------------------------------|------------------------------|--|
| Premise’s tax number                 | invariant                    | Premise’s single tax identifier  |
| Type of premises                     | typeLocal                    | Type of premises:<br>1: house<br>2: flat<br>3: outbuilding<br>4: industrial premises (U), exceptional premises (ME), etc.  |
| <i>Data not displayed</i>            | typeDesc                     | Type of description (technical data) corresponding to the type of premises:<br>1: no description<br>2: DescAccommodation<br>3: DescCBD (commercial premises and sundry property)<br>4: DescCBDRev<br>5: DescModU<br>6: DescAppDirecte<br>7: Local Surf sans descriptif |
| <i>Data not displayed</i>            | cdDept                       | <i>Département</i> code  |
| <i>Data not displayed</i>            | cdCommune                    | Insee municipality code  |
| <i>Data not displayed</i>            | cdVoie                       | Rivoli street code   |
| <i>Data not displayed</i>            | noVoirie                     | Street number  |
| <i>Data not displayed</i>            | indRep                       | Intermediate street number (suffix a, b, c, etc.)  |
| No. and street                       | voie                         | Street   |
| <i>Data not displayed</i>            | departement                  | <i>Département</i>   |
| City/town                            | commune                      | Municipality   |
| Land registry references             | cdPrefix                     | Prefix code  |
|                                      | cdSection                    | Section code   |
|                                      | noPlan                       | Plan number  |
| Building                             | noBatiment                   | Building number  |

|   |                    |   |
|---|--------------------|---|
| Entrance (or staircase)                                 | noEscalier         | Staircase number  |
| Level   | noEtage            | Floor   |
| Door  | noPorte            | Door number   |
| Number(s) of lot(s)                                     | lots               | Number(s) of lot(s)   |
| <i>Data not displayed</i>                               | cdNature           | Type of premises code (house, flat, business premises, etc.)  |
| Specificity of construction                             | cdConsParticuliere | Special construction code (on third-party land, etc.)   |
| Number of rooms   | nbPiecesPpales     | Number of main rooms in residential premises for property tax purposes                                |
| <i>Data not displayed</i>                               | cdDescHab          | Details of the type of description of the accommodation unit (accommodation and outbuildings)         |
| Surface area  | surface            | Actual surface area of the accommodation unit's description   |
| Category of the accommodation unit or business premises | categorie          | Category of the accommodation unit or business premises   |
| <i>Data not displayed</i>                               | surfacePrincipale  | Main surface area of business premises  |
| <i>Data not displayed</i>                               | surfaceSecCouv     | Secondary covered surface area of business premises   |
| <i>Data not displayed</i>                               | surfaceSecNonCouv  | Secondary uncovered surface area of business premises   |
| <i>Data not displayed</i>                               | surfaceParkCouv    | Covered car park surface area (business premises)   |
| <i>Data not displayed</i>                               | surfaceParkNonCouv | Uncovered car park surface area (business premises)   |
| Type of right   | droits             | Code of in rem or special property rights held  |
| Undivided co-ownership                                  | indivision         | Co-ownership code which informs the nature of the split ownership for holders of the same rights code |