

FORM FOR RECORDING OF THE PROPERTY AND TAXPAYER INFORMATION**A) Information about the building** New Record / Verification**Information source** (select one of the options) Field surveying Reading from source documents

| Municipality | Cadastral Zone | Parcel Number | Address (Street) | (Entrance) |
|--------------|----------------|---------------|---------------------|------------|
| | | | | |

Building type (select one of the options) Detached Semi-detached Range of buildings Other**Access to road** (select one of the options) Highway Main road Other public access Private access Railway Other**Access to utilities** (select one of applicable services) Water Power Sewage Heating Elevator Phone Internet**Condition** (select one of the options) Excellent Good Average Weak Bad (unusable)**Number of floors** (insert number of floors in the building, including basement and attic)**Roof type** (select one of the options) Roofless Flat / tilt Triangular Pyramidal Other**Roof material** (select one of the options) Tin, aluminium, copper Normal tilling Concrete tilling Asbestos Asphalt, concrete, stone tile Other**Construction material** (select one of the options) Concrete, stone of bricks Concrete tablet Adobe or wood Other**Façade** (select one of the options) No façade Silicon base Natural stones/marble Façade tilling Classic, no isolation Artificial (panel, glass) Other*** Unit Technical No.****B) General Information****Remarks and Comments****Surveyor** (Name and Surname)**Taxpayer Signature****Signature of the Officer in charge****Date the data were obtained****UDHËZIME PËR PLOTËSIMIN E FORMËS:**

- *These fields must be filled in by the operator tasked to add the data to the system
- Section **B** is valid for all other three sections regardless if the latter are filled in or not
- All fields or sections that are not used must be marked with **X**
- In case of surveying buildings with more than one unit or units with more than three co-owners, additional forms must be used.

C) Unit information

Follow up of form with the building No: _____

| Apartment No. | Unit floor | Surface in m ² | Construction year | Appraisal area |
|---------------|------------|---------------------------|-------------------|----------------|
| | | | | |

Property appraisal category (select one of the options)

| | | | |
|--|--|---|---|
| Residential <input type="checkbox"/> House <input type="checkbox"/> Apartment | | Inhabited <input type="checkbox"/> Garage or other similar non- commercial facilities | |
| Commercial | | | |
| <input type="checkbox"/> Store | <input type="checkbox"/> Office | <input type="checkbox"/> Hotel | <input type="checkbox"/> Restaurant |
| <input type="checkbox"/> Swimming pool and (or) sports field | <input type="checkbox"/> Open sports field | <input type="checkbox"/> Parking lot | <input type="checkbox"/> Gas Station |
| <input type="checkbox"/> Closed sports field | <input type="checkbox"/> Private education institution | <input type="checkbox"/> Unused | <input type="checkbox"/> Other |
| Industrial | | | |
| <input type="checkbox"/> Manufacturing or processing factory | <input type="checkbox"/> Workshop | <input type="checkbox"/> Depot, warehouse | <input type="checkbox"/> Utilities (waterworks, sewage, waste, power) |
| Agricultural <input type="checkbox"/> Commercial farm <input type="checkbox"/> Fish farm | | Abandoned <input type="checkbox"/> Abandoned land and building | Not completed <input type="checkbox"/> Not completed |

GPS coordinates

X: _____ Y: _____

*Unit Technical No.

D) Taxpayer information

Follow up of form with the unit No. _____

| Taxpayer 1 <input type="checkbox"/> Person <input type="checkbox"/> Legal person | | | *Technical No.: _____ | | | | | |
|---|------------------------------|------------|--|--|--|--|---|--|
| Name, father's name, surname Company name | Personal No. Business No. | Fiscal No. | Taxpayer interest on the property <input type="checkbox"/> Property used for primary habitation <input type="checkbox"/> Owner <input type="checkbox"/> User <input type="checkbox"/> Usurper | | | | | |
| Address (if distinct from property address) | Phone | E-mail | | | | | | |
| Communication language <input type="checkbox"/> Albanian <input type="checkbox"/> Serbian <input type="checkbox"/> Turkish <input type="checkbox"/> English | | | | | | | | |
| <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <th colspan="3">Fractional interest</th> </tr> <tr> <td style="width: 30px; height: 20px;"> </td> <td style="width: 10px; text-align: center;">/</td> <td style="width: 30px; height: 20px;"> </td> </tr> </table> | | | Fractional interest | | | | / | |
| Fractional interest | | | | | | | | |
| | / | | | | | | | |

| Taxpayer 2 <input type="checkbox"/> Person <input type="checkbox"/> Legal person | | | *Technical No.: _____ | | | | | |
|---|------------------------------|------------|--|--|--|--|---|--|
| Name, father's name, surname Company name | Personal No. Business No. | Fiscal No. | Taxpayer interest on the property <input type="checkbox"/> Property used for primary habitation <input type="checkbox"/> Owner <input type="checkbox"/> User <input type="checkbox"/> Usurper | | | | | |
| Address (if distinct from property address) | Phone | E-mail | | | | | | |
| Communication language <input type="checkbox"/> Albanian <input type="checkbox"/> Serbian <input type="checkbox"/> Turkish <input type="checkbox"/> English | | | | | | | | |
| <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <th colspan="3">Fractional interest</th> </tr> <tr> <td style="width: 30px; height: 20px;"> </td> <td style="width: 10px; text-align: center;">/</td> <td style="width: 30px; height: 20px;"> </td> </tr> </table> | | | Fractional interest | | | | / | |
| Fractional interest | | | | | | | | |
| | / | | | | | | | |

| Taxpayer 3 <input type="checkbox"/> Person <input type="checkbox"/> Legal person | | | *Technical No.: _____ | | | | | |
|---|------------------------------|------------|--|--|--|--|---|--|
| Name, father's name, surname Company name | Personal No. Business No. | Fiscal No. | Taxpayer interest on the property <input type="checkbox"/> Property used for primary habitation <input type="checkbox"/> Owner <input type="checkbox"/> User <input type="checkbox"/> Usurper | | | | | |
| Address (if distinct from property address) | Phone | E-mail | | | | | | |
| Communication language <input type="checkbox"/> Albanian <input type="checkbox"/> Serbian <input type="checkbox"/> Turkish <input type="checkbox"/> English | | | | | | | | |
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