



**HELLENIC CADASTRE**

# THE CADASTRE SURVEY ENTERS ITS FINAL STAGE And you are also a part of it

## 1 TO PARTICIPATE:

- ✓ Submit a Declaration of Ownership before the deadline
- ✓ Check the outcome of the cadastral survey during the preliminary public presentation and the public presentation of the cadastral data
- ✓ Submit a review request during the preliminary public presentation (if errors are detected)
- ✓ Submit a correction or objection application during the public presentation (if errors are detected)

**!** If there is no act of heritage acceptance, please contact the Cadastral Survey Offices for informing you about the necessary supporting documents.

In case of usucaption without a court order, the E9 form & other documents proving occupation and use of the parcel (e.g. PPC bill, subsidy evidence) are necessary



**3 months**  
for beneficiaries  
residing in  
Greece

**6 months**  
for beneficiaries  
residing abroad

## 2 GATHER:

Declaration form and simple photocopies of:

- ✓ The deed (e.g. contract)
- ✓ The registration certificate
- ✓ The topographic diagram (if any)
- ✓ Your identity card or passport
- ✓ A document with your TIN (e.g. tax clearance, PPC bill)

## 3 LOCATE YOUR PROPERTY:

- Through the Ortho-image View Application you can:
  - ✓ Find your property
  - ✓ Delineate its boundaries on the map
  - ✓ Measure its dimensions and area
  - ✓ Print the image to submit it with your declaration
- Through the smartphone application of the Cadastre you can:
  - ✓ Delimit your property by walking around it
  - ✓ Print the image to submit it with your declaration



Webapps to help you locate your property are available free of charge at [www.ktimatologio.gr](http://www.ktimatologio.gr)

## 4 ATTACH:

A topographic diagram is necessary if:

- ✓ It is attached to your contract
- ✓ You declare ownership claiming usucaption on a parcel (in case of no apparent boundaries)
- ✓ You have issued a building permit
- ✓ You have drawn it up for any other use (e.g., purchase/sale)



## 5 PAY:

The fixed fee for each property right is:

- ✓ 35 €
- ✓ 20 for auxiliary spaces (e.g. warehouses, parking spaces)
- ✓ Not more than 70 € for two or more agricultural parcels in the same Local Authority (township or village)



Pay along with your Declaration of Ownership in one-time or with interest-free instalments using a credit card

## 6 SUBMIT:

Declaration & accompanying documents:

- ✓ At the Cadastral Survey Offices
- ✓ Electronically at [www.ktimatologio.gr](http://www.ktimatologio.gr)



[www.ktimatologio.gr](http://www.ktimatologio.gr)



1015 or 210 6505600



# Remember:



- ✓ Submit my Declaration in due time, since it is mandatory, otherwise I will pay more & I will be in trouble
- ✓ Submit my Declaration & supporting documents electronically through the new upgraded electronic webservice, which is user-friendly.
- ✓ Provide my e-mail, which is necessary for communication purposes and to check my details on the interim public presentation of the cadastral data.
- ✓ Find forms, brochures, instructions & a list of Cadastral Survey Offices at [www.ktimatologio.gr](http://www.ktimatologio.gr)
- ✓ That even if I own more than two agricultural land parcels (in the same Local Authority as it was before the Kapodistrias Plan), I will only pay for two of them, i.e. 70 €
- ✓ That if there is no inheritance acceptance act, it is mandatory to submit the following:
  - If there is a will: the deceased person's ownership title (if any), the death certificate, a copy of the published will, and certificates "on the non-publication of another will" & "on the non-refusal of the inheritance"
  - If there is no will: the deceased person's ownership title (if any), the death certificate & certificates "of close relatives", "on the non-publication of another will" & "on the non-refusal of the inheritance"
- ✓ That there are three Central Cadastral Survey Offices:
  - **Thessaloniki:** 48 B, Sarafi Finikas for Drama, Xanthi, Halkidiki, Kastoria & Florina 90, 26 Oktovriou (Porto Center) for R.U. of Thessaloniki, Grevena, Pieria, Rodopi & Thassos
  - **Athens:** 137, Veikou Av. (Olympic Properties Galatsi) for the rest of the country

# My notes:

# 2019

**JANUARY**

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**FEBRUARY**

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

**MARCH**

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**APRIL**

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**MAY**

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**JUNE**

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**JULY**

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**AUGUST**

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**SEPTEMBER**

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**OCTOBER**

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**NOVEMBER**

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**DECEMBER**

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### Useful phone numbers:

- Cadastré:
- Cadastral Survey Office:
- Land registry:
- Notary:
- Surveyor:
- Lawyer:

### My deadlines:

Area: \_\_\_\_\_  
Date: \_\_\_\_\_

### My codes:

TaxisNET: \_\_\_\_\_  
Cadastré: \_\_\_\_\_

### Note to self:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_