



Votre espace professionnel

Online **Business** Services

# FOCUS Guide

to

## Online Procedures: The “Gérer Mes Biens Immobiliers” Service Overview

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This document outlines the “Gérer mes biens immobiliers” service, the rollout schedule and the features available to users, including professionals. It also provides a step-by-step guide to using this online service.

### **Before you get started**

- **You must have a professional account.** For more information on how to set up a professional account, please refer to one of the following FOCUS guides:
  - [“Setting up a professional account in expert mode”](#)
  - [“Setting up a professional account in basic mode and signing up for services”](#)
- **You must have previously signed up for the “Gérer mes biens immobiliers” service.** For more information on how to register, please refer to the FOCUS guide [“Signing up for online services in expert mode”](#).
- **You will need to log into your professional account** via the [www.impots.gouv.fr](http://www.impots.gouv.fr) website. Click on “Votre espace professionnel”.

## **1. OVERVIEW OF THE “GERER MES BIENS IMMOBILIERS” SERVICE**

A new online service, “Gérer mes biens immobiliers”, has been available since August 2021. Now, any property owner, whether an individual or a professional (legal entity), that has a secure account on [impots.gouv.fr](http://impots.gouv.fr) can access a nationwide list of all their built properties together with their characteristics (surface area, number of rooms, lot number, etc.).

This service will enable users to comply with their property-related reporting requirements online, to submit property declarations electronically, to settle urban planning taxes and to declare the occupants of residential premises. The service will also make it possible to collect rent for rented residential premises from landlords as part of the revision of rental values.

### **Rollout schedule:**

- **August 2021:** opening of the service offering all owners a view of all their built properties located in France together with their characteristics
- **November 2022:** opening of the online property declaration service, including settlement of urban planning taxes
- **January 2023:** opening of the online declaration service for occupancy status and rent

## 2. Getting started with the “Gérer mes biens immobiliers” service

### 2.1. Accessing your professional account

Start on the homepage of the [www.impots.gouv.fr](http://www.impots.gouv.fr) website.



➤ Click on “**Votre espace professionnel**”

The following screen will appear:

The image shows the 'Authentification' page on the website. It is divided into two main columns. The left column is titled 'Connexion à mon espace professionnel' and contains a form with two input fields: 'Adresse électronique' and 'Mot de passe'. Below the password field is a 'Connexion' button and a link for 'Mot de passe oublié'. At the bottom of this column is a green button that says 'Payer mes impôts locaux en ligne'. The right column is titled 'Création de mon espace professionnel' and contains a red button that says 'Créer mon espace professionnel'. Below this is another section titled 'Activation de mon espace / mes services' with a red button that says 'Activer mon espace / mes services'. At the bottom of the page, it says 'Direction générale des Finances publiques'.

➤ Enter the email address you used to sign up and your password and click on “**Connexion**”

## 2.2. Accessing the service

The screenshot shows the 'Espace professionnel' interface on the 'impots.gouv.fr' website. The header includes the logo and navigation tabs: GÉRER, CONSULTER, DÉCLARER, PAYER, DÉMARCHES, and MESSAGERIE. The user is identified as Mme Lila ROSEMONDE, with a subscription number 20101670101919. The main content area is divided into several sections:

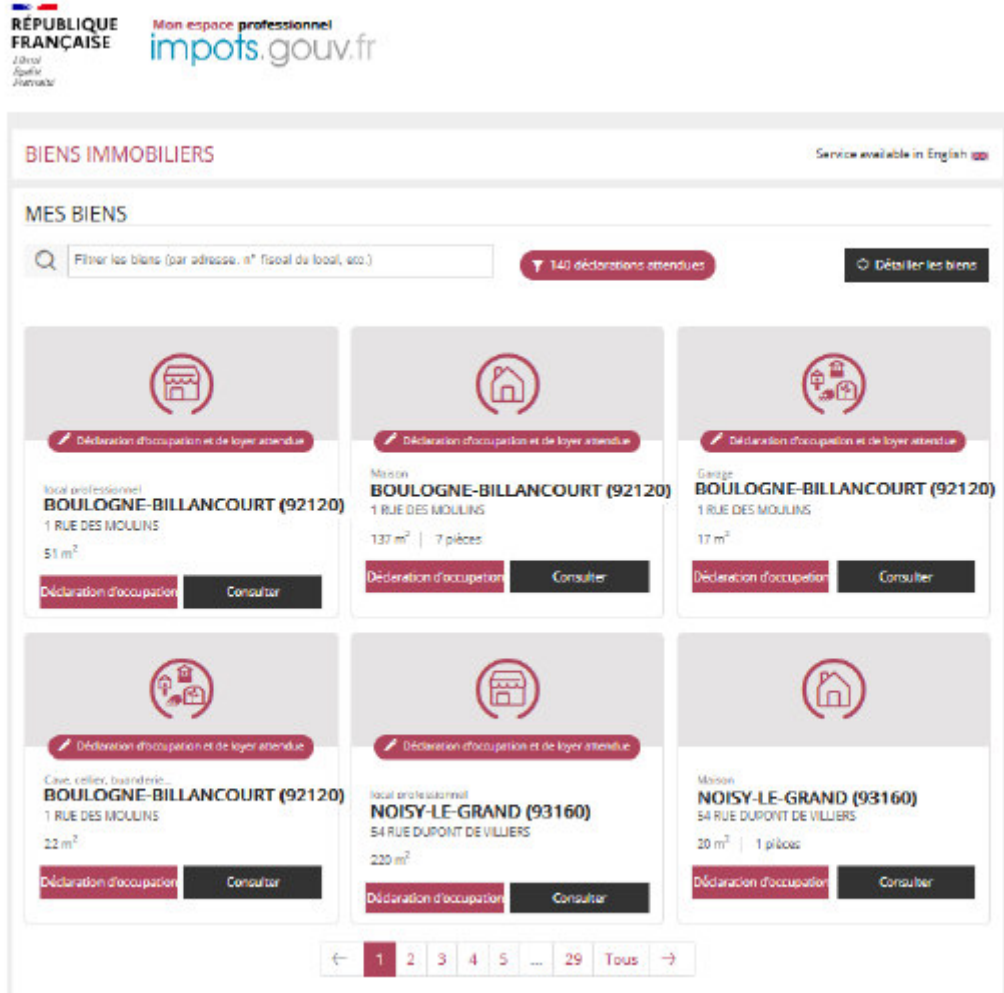
- DOSSIER COURANT:** SIREN 123456789, SARL MARTIN DISTRIBUTION.
- MES SERVICES:**
  - Consulter:** Compte fiscal, Avis CFE.
  - Déclarer:** TVA, Impôt sur les sociétés, Taxe sur les salaires, CVAE, Revenus de capitaux mobiliers, Taxe activités polluantes, Taxe v. vénale immeubles, Résultat [+], Économie collaborative [+], Dispositif DAC6 [+].
  - Payer:** TVA, Impôt sur les sociétés, Taxe sur les salaires, CVAE, Revenus de capitaux mobiliers, Taxe activités polluantes, Taxe v. vénale immeubles, Prélèvement à la source [+], CFE et autres impôts, Dette fiscale [+].
  - Démarches:** Remboursement de TVA UE, Guichet de TVA UE, Gérer mes biens immobiliers.
- MON ESPACE:** Gérer les services, Gérer les comptes bancaires [+], Gérer les contrats de prélèvement automatique [+].
- MES AUTRES SERVICES:** Calendrier fiscal, Tests économie collaborative, Coordonnées du gestionnaire et prise de rendez-vous.

Additional elements include a 'Messagerie' section with an email icon and a link to 'Adresse électronique de l'entreprise [+]', and a sidebar with 'Aide : tous les pas-à-pas' and 'Connaissez-vous le droit à l'erreur ?'.

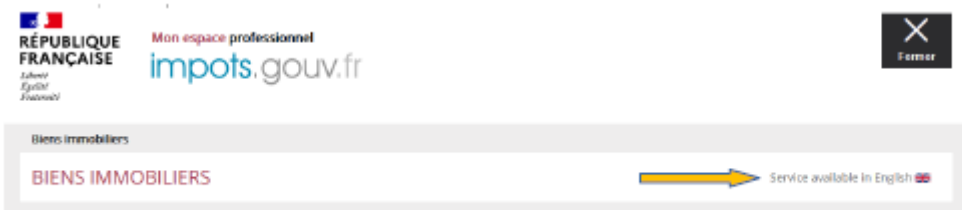
➤ Click on “Démarches” and then on “Gérer mes biens immobiliers”

The “Gérer mes biens immobiliers” dashboard will appear, where each of your properties are listed in a series of boxes. Each page holds a maximum of six properties.

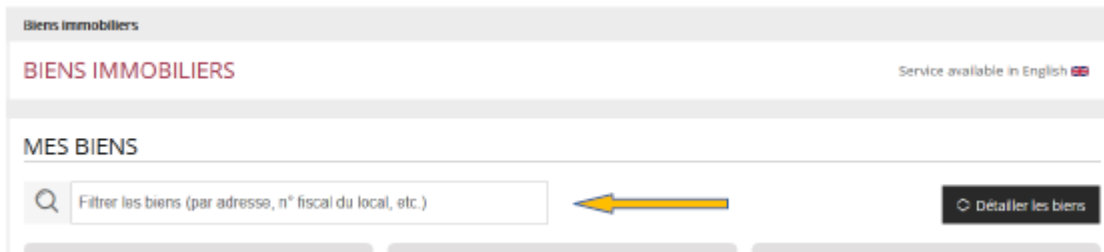
If you own more than 200 properties, please refer to section 2.5.



Please note: the “Gérer mes biens immobiliers” service is available in French and English:



To quickly find a property (based on the location, type of premises or its identification number), use the search bar on the homepage:



You can also download the list of your properties in spreadsheet format. Below the dashboard, click on:



You can then download the list, either for all of France or for each *département*:

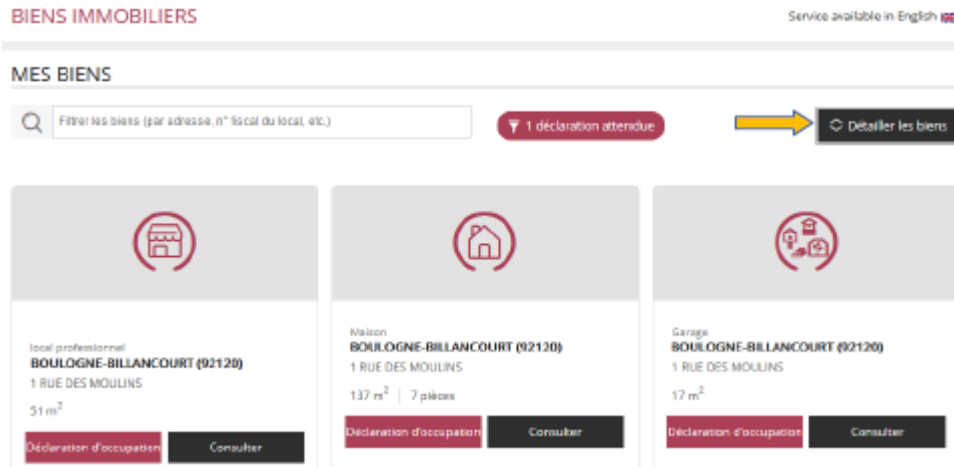
Téléchargez la liste de vos biens et de leurs caractéristiques.  
Choisissez le périmètre géographique :

- Tous les départements  
comportant au moins un de vos biens
- Choisir un département  
comportant au moins un de vos biens

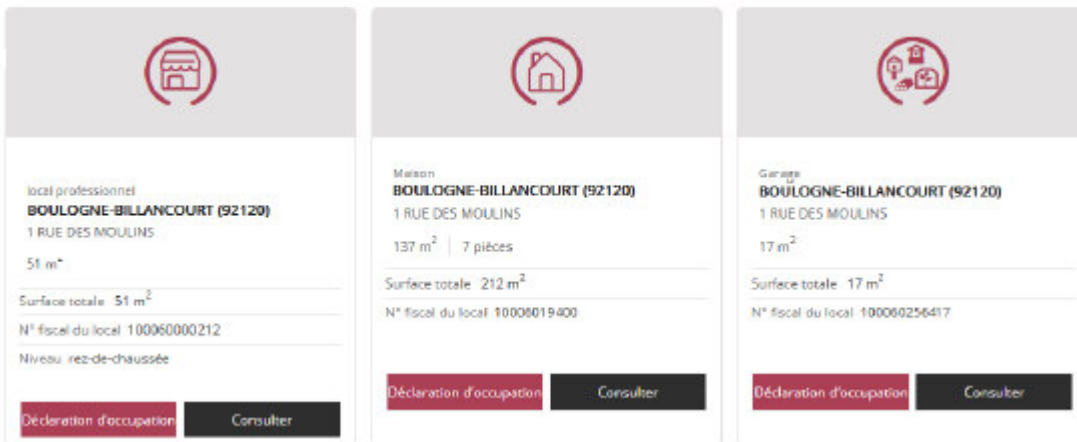
 Télécharger

### 2.3. Viewing key information about your properties

To view key information about the list of properties, click on “Détailer les biens”:



This will display key information about the premises: floor, lot number, etc.





## 2.4. Viewing individual properties

For a detailed description of each of your properties, click on the “Consulter” button shown in each box:

**BIENS IMMOBILIERS** Service available in English

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**MES BIENS**

🔍 Filtrer les biens (par adresse, n° fiscal du local, etc.) ▼ 1 déclaration attendue 🔍 Détailler les biens

local professionnel  
**BOULOGNE-BILLANCOURT (92120)**  
1 RUE DES MOULINS  
51 m<sup>2</sup>

Déclaration d'occupation Consulter

Maison  
**BOULOGNE-BILLANCOURT (92120)**  
1 RUE DES MOULINS  
137 m<sup>2</sup> | 7 pièces

Déclaration d'occupation Consulter

Garage  
**BOULOGNE-BILLANCOURT (92120)**  
1 RUE DES MOULINS  
17 m<sup>2</sup>

Déclaration d'occupation Consulter

A full description of the property is then displayed:

**CONSULTER UN BIEN** Service available in English

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**DESCRIPTIF DU BIEN**

**Descriptif disponible au téléchargement**  
Le descriptif actuel est également disponible au téléchargement (format pdf). 📄 Télécharger

Numéro fiscal du local	7510900001
Nature	Appartement
N° et rue	12 BD HAUSSMANN
Code postal	75009
Ville	PARIS 9E
Numéro de lot dans la copropriété	15
Bâtiment	A
<small>Cette référence de bâtiment est interne à l'administration</small>	
Entrée (ou escalier)	1
<small>Cette référence d'entrée (ou d'escalier) est interne à l'administration</small>	
Niveau	2
Porte	1
<small>Cette référence de porte est interne à l'administration</small>	
Références cadastrales de la parcelle	000 AT 0120
Surface	120 m <sup>2</sup>
Nombre de pièces principales	7
Catégorie d'habitation	7

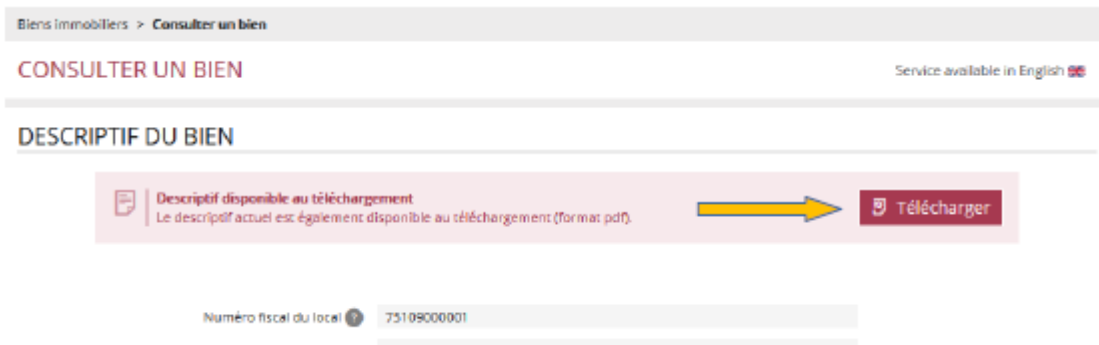
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**DROIT SUR LE BIEN**

Nature	Propriétaire
Indivision	Indivision simple

The information displayed is that which is available to the Public Finances Directorate General (DGFIP): identifying elements and a general description of the property in question, as well as the right exercised (owner, life tenant, etc.).

Click on “Télécharger” to save it to your device:



## 2.5. If you own more than 200 properties

There is a special interface for owners of more than 200 properties, where they can upload the list of their properties and, in time, file electronic declarations. You can search for properties by entering their tax number (this number does not change).



Instructions for the online submission of property declarations, settling urban planning taxes and declaration of the occupants of residential premises and associated rent are provided on the page for “Bailleurs” (landlords) on the [impots.gouv.fr](https://impots.gouv.fr) website.

### 3. FAQ

A list of frequently asked questions can be found on the [www.impots.gouv.fr](http://www.impots.gouv.fr) website.

### 4. Troubleshooting

If you need more information, **support for online procedure users** is available via two channels:

- ✓ Hotline on **0809 400 210** (free service + carrier's charges) from **8am to 7.30pm**, Monday to Friday
- ✓ Online form on the [www.impots.gouv.fr](http://www.impots.gouv.fr) website. Click on "Contact"/"Accéder" > "Professionnel" > "Une assistance aux téléprocédures" > "En ligne par formuel pour une procédure de déclaration en ligne des données" > "**Accéder au formuel**".