

MUNICIPALITY BUDVA

Secretariat for economy and finance – Department for tourism

SUBJECT: Request for categorization of private accommodation (houses, apartments, rooms)

Categorisation committee

1. Name and address of accommodation _____
2. Type of accommodation _____
3. Construction date _____
4. Use permit is issued on name: _____
5. Year of last reconstruction of accommodation unit(s): _____
6. Current category: _____
7. Type and number of rooms: _____
8. Number of beds: _____
9. Required category: _____
10. Name, surname, telephone no. Of the person to follow the activities of Categorisation committee: _____

I am submitting the following documents:

1. Certified copy of Usage permit – issued by Secretariat for spatial planning and sustainable development.
2. Property paper, (not older than 6 (six) months) – issued by Directorate for property PJ Budva
3. Tax approval from Taxation authority PJ Budva (side building SO Budva – office no. 29)
4. Copy of certificate of incorporation into the Commercial Court central registry Podgorica
5. Tax Identification Number (PIB) certificate, issued by Taxation directorate PJ Budva (side building SO Budva – office no. 29)
6. Certificate from Office for charging infrastructure fees on construction land that:
 - there are no liabilities
 - the procedure of payment has begun
7. Proof of payment:
 - 10,00 € on giro account no. 510 – 8176777 – 39 (administrative tax for object operation)
 - 10,00 € on giro account no. 510 – 8176121 – 67 (committee tax)

Entries 4 and 5 apply only to legal persons.

ANNOTATION:

If the person does not have Usage permit (entry 1), it is necessary to submit the Electricity attestation – expert opinion on applied worker protection measures.

Maximum number of beds per request is 15 (max. number of rooms is 7, max. number of apartments is 2).

With Usage permit, the duration of categorization is 3 (three) years. With Electricity attestation, the duration is 2 (two) years.

(name and surname of the natural person/legal person – capital letters)

Authorised person-P.O.A. (for legal person) *

(UIN/Tax Identification Number)

(address of residence/seat of legal person)

(contact telephone)

(e-mail address)

(applicant's signature)

*Fill in if the applicant is a legal person