

	As required by ISO 9001 Effective date - _____ 2014	IC- 33/03 Version 01 Changed pages 00/03
	The Executive Committee of Ivano-Frankivsk City Council	
	INFORMATION CARD Taking people on social flat register by place of residence	
Original: Authorized Representative for QMS Matters copies: according to the register of mailing		

Created by:	Checked by:	Approved by:
Head of the Department of Registration and Distribution of Housing _____ Kuryliv T. "___"_____ 2014p.	Authorized Representative for QMS Matters _____ Lys A. "___"_____ 2014 p.	Mayor _____ Anushkevychus V. "___"_____ 2014 p.

1	Body providing the service	Department of Registration and Distribution of Housing
2	Place of application and getting results of service	Center of Administrative Services Delivery Nezalezhnosti Str, 9 Phone/fax : 75-01-19, 75-21-41 e-mail: cnap@mvk.if.ua , web-site: www.cnap.if.ua Working hours: Monday, Thursday: 9.00 - 20.00 Tuesday, Wednesday, Friday, Saturday: 9.00 - 16.00

3	The documents required for obtaining administrative services	<p>1. Application.</p> <p>2. Certificate of family members and registration.</p> <p>3. Copies of passports of the adult family members.</p> <p>4. Copies of birth certificates of minor children.</p> <p>5. Copies of the identification numbers of the citizen and his family members.</p> <p>6. Copy of the certificate of marriage (divorce)</p> <p>7. Copies of documents confirming the right of the citizen and his family members on privileges during registration (if any).</p> <p>8. Certificate of employment.</p> <p>9. Certificate of income of family members for the previous year.</p> <p>10. Reference from State Land Agency on the presence or absence of land in the applicant's ownership and adult members of their family (Nezalezhnosti Str, 9).</p> <p>11. Certificate from the Center of Services Delivery related to the use of vehicles, subordinated to traffic police of Ministry of Internal Affairs in the Ivano-Frankivsk region, the presence of Road Transport (Yunosti Str, 23).</p> <p>12. Certificate of amounts of paid income issued by the State Tax Inspection in Ivano-Frankivsk of the Main Department of Minimum Incomes in Ivano-Frankivsk region (Nezalezhnosti Str, 20).</p> <p>13. * Informational reference from the State Register of Rights to Real Estate, issued by the Registration Service of Ivano - Frankivsk City Department of Justice on presence or absence of dwellings in applicant and the adult members of his family (issued by the Department of Registration and Distribution of Housing of Executive Committee of City Council).</p> <p>* If the applicant and his family members have the registered in the State Register of rights to real estate right of ownership to the dwelling, the applicant will be denied in taking to the social flat register (Paragraph 2 of the Order of consideration of cost of property owned by a citizen and his family members, approved by the Regulation of Cabinet of Ministers of Ukraine of July 23, 2008 N 682 Certain Issues of Implementation the Law of Ukraine "On housing fund of social purpose)</p> <p>Note: Copies of the documents shall be submitted duly certified, or together with the originals (for certification by the CASD administrator)</p>
4	The procedure and method of submitting documents	Personally or by procurance (notarized)
5	Payment	Free
6	Term	30 days
7	Service result	Extract from the decision of the City Council Executive Committee

8	Method of obtaining response (output)	Personally or by procurance (notarized)
9	Legislative and regulatory basis	<p>Housing Code of the Ukrainian SSR of June 30, 1983 N 5464-X.</p> <p>Law of Ukraine "On Housing Fund of Social Purpose" of January 12, 2006, № 33334 - IV.</p> <p>CMU Resolution of July 23, 2008, № 682 "Some aspects of the implementation of the Law of Ukraine" On Housing Fund of Social Purpose"</p> <p>Temporary regulations on the provision of social housing and use of such accommodation approved by the decision of Executive Committee of Ivano-Frankivsk City Council of March 21, 2007, № 150</p>