

	As required by ISO 9001 Effective date - _____ 2014	IC-33/07 Version 01 Changed pages 00/02
	The Executive Committee of Ivano-Frankivsk City Council	
	INFORMATION CARD Approval of decisions of enterprises, institutions and organizations for providing employees with the official residential premises	
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. Minutes of joint meeting of Trade Union Committee and Administration of enterprises, institutions and organizations on provision with official residential premises.</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. Excerpt (or copy) of the employment record.</p> <p>7. Priority lists to receive official housing from enterprises, institutions and organizations, where the applicant works.</p> <p>8. Fully developed registration case to receive housing (from a company, institution, organization).</p> <p>9. Certificate from the Department of Communal Services of Transport and Communications on free privatization of housing by an applicant and the adult members of his family.</p> <p>10. * 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, registered the right of ownership in the State Register of rights to real estate of dwelling in Ivano-Frankivsk, applicant will be denied in providing the service (Part 1. Art. 118 of LCD USSR).</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	Warrant for official residential premises
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>Resolution of the USSR Council of Ministers of February 4, 1988 № 37 "On official residential premises"</p>