

	As required by ISO 9001 Effective date - _____ 2014	IC-33/08 Version 01 Changed pages 00/02
	The Executive Committee of Ivano-Frankivsk City Council	
	INFORMATION CARD Excluding the residential premises from official ones	
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. 2. The petition for reregistration of an enterprise, institution, organization, whereby fixed the residential premises. 3. Certificate of family members and registration. 4. Copies of passports of the adult family members. 5. Copies of birth certificates of minor children. 6. Copies of the identification numbers of the citizen and his family members. 7. A copy of the technical passport. 8. Excerpt (copy) of the employment certificate. 9. A copy of the official warrant. 10. 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. 11. * 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, residential area of which in the amount with the residential floor space, which is proposed to be excluded from the official ones is more than the norm of living space specified by the law, applicant will be denied in providing the service (Article 47, Part 1. Art. 48 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 to the dwelling
8	Method of obtaining response (output)	Personally or by procurance (notarized)
9	Legislative and regulatory basis	Housing Code of the Ukrainian SSR of June 30, 1983 N 5464-X. Resolution of the USSR Council of Ministers of February 4, 1988 № 37 "On official residential premises"