



As required by ISO 9001
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The Executive Committee of Ivano-Frankivsk City Council

INFORMATION CARD

Allow the re-registration of the renting agreement

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	1.Application. 2.Copy of the warrant. 3.Copy of the renting agreement. 4. Certificate of family members and registration by the place of residence. 5. Copies of passports of the adult family members. 6. Copies of birth certificates of minor children. 7. 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. Note: Copies of the documents shall be submitted duly certified, or together with the originals (for certification by the CASD administrator)
4	The procedure and method of submitting documents	Personally or by procurance (notarized)
5	Payment	Free
6	Term	30 days
7	Service result	Excerpt from the decision of City Council Executive Committee.
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. Rules on registration the citizens in need of improvement of living conditions and providing them with premises in Ukrainian SSR, approved by the USSR Council of Ministers and the Council of Trade Unions of Ukraine of December 11, 1984, № 470.
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