

	As required by ISO 9001 Effective date - _____ 2014	IC-41/02 Version 01 Changed pages 00/02
	The Executive Committee of Ivano-Frankivsk City Council	
	INFORMATION CARD Production of certificate of ownership to the dwelling	

Original: Authorized Representative for QMS Matters
copies: according to the register of mailing

Created by:	Checked by:	Approved by:
Head of Department of public utilities, transport and communications _____ Smushak M.	Authorized Representative for QMS Matters _____ Lys A.	Mayor _____ Anushkevychus V.
"___" _____ 2014p.	"___" _____ 2014 p.	"___" _____ 2014 p.

1	Body providing the service	Department of public utilities, transport and communications
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. Technical passport of an apartment. 3. Certificate of family members certified by the appropriate department. 4. Copies of passports of adult family members who have the right to privatization and copies of birth certificates of children (submitted with the originals for verification or notarized). 5. A copy of the dwelling order certified by the appropriate department. 6. Payment receipt.
4	The procedure and method of submitting documents	Personally or by procurance (notarized)
5	Payment	89.00 UAH. (service charge in accordance with the decision of the Executive Committee of Ivano-Frankivsk City Council of May 21, 2008 № 226). b/a 35429201079444 TUDKU in Ivano-Frankivsk region. IFO 836014 SSREOU 37794186
6	Term	30 days
7	Service result	Certificate of ownership to the dwelling

8	Method of obtaining response (output)	Personally or by procurance (notarized)
9	Legislative and regulatory basis	<ol style="list-style-type: none"> 1. The Law of Ukraine "On privatization of State Housing Fund." 2. Residential Code of Ukraine. 3. Regulations on the procedure for transfer of flats (houses) in the homeowners property. " 4. Decisions of Ivano-Frankivsk City Council of May 21, 2008 № 226.