

	As required by ISO 9001 Effective date - _____ 2014	IC-33/02 Version 01 Changed pages 00/03
	The Executive Committee of Ivano-Frankivsk City Council	
	INFORMATION CARD The transfer of premises (rooms) in the city dormitories to the citizens ownership	
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. A copy of the warrant. 3. Certificate of family members and registration (registration in the dormitory for at least five years). 4. A copy of the technical passport. 5. Copies of passports of the applicant and the adult members of his family. 6. Copies of birth certificates of minor children. 7. Copies of the identification numbers of the citizen and his family members. 8. Excerpt from the applicant's employment record. 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. 10. A copy of the decision of the City Executive Committee on permission for renovation (redevelopment) of the hostel premises (in case of refurbishment / redevelopment of the hostel premises) (CASD January 1, 2014) 11. Reference of designer on compliance the carried out refurbishment / redevelopment with building regulations. 12. Copy of the Declaration from Inspection of State Architecture Building Control on the readiness of the object to operation (certified) / in case of reconstruction of buildings in the hostel /. 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 own dwelling, the applicant will be denied in permission to the ownership of premises in the dormitory (Article 1 of the Law of Ukraine "On ensuring the realization of housing rights of residents of the dormitory ").</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) and by mail
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 Ensuring the implementation of housing rights of residents of hostels" on September 4, 2008 N 500-VI.</p> <p>Rules on registration the citizens in need of improvement of living conditions and providing them with premises in Ukraine, approved by the USSR Council of Ministers and the Council of Trade Unions of Ukraine of December 11, 1984, № 470. Regulations on hostels, approved by the Council of Ministers of the Ukrainian SSR of June 3, 1986 N 208.</p> <p>The decision of the Executive Committee of Ivano-Frankivsk City Council of March 17, 2009, № 126 "On Approval of the order of transfer of residential premises (rooms) in town hostels to the citizens' ownership.</p>
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