

	As required by ISO 9001 Effective date - _____ 2014	IC-33/05 Version 01 Changed pages 00/03
	The Executive Committee of Ivano-Frankivsk City Council	
	INFORMATION CARD Approval of joint decisions of Administration and Trade Union Committee to provide with residential premises in houses of enterprises, institutions and organizations employees who are registered by the workplace	
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 to provide applicant with housing where the applicant works.</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. 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>7. * 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>8. Priority lists to receive housing from enterprises, institutions and organizations.</p> <p>9. Fully developed registration case to receive housing (from a company, institution, organization).</p> <p>10. Copy of the Declaration issued by Inspection of State Architecture and Building Control on the readiness of the object to operation / for newly constructed housing /.</p> <p>11. Excerpt from the decision of the City Executive Committee on fixing flats by the specified organization / when re-distribution / (of January 1, 2014 CASD).</p> <p>12. A copy of the contract for equity participation between the enterprise, institution, organization and developer / for newly constructed housing /.</p> <p>13. Act of acceptance-transfer of the apartment (house) / for newly constructed housing /.</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 given 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 for 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. 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.