

	As required by ISO 9001 Effective date - _____ 2014	IC-33/11 Version 01 Changed pages 00/02
	The Executive Committee of Ivano-Frankivsk City Council	
	INFORMATION CARD Exchange of residential premises	
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. Certificate of family members and registration of the applicants, wishing to exchange the residential premises. 3.Copies of technical passports of flats that are exchanged. 4. Copies of passports of the adult family members. 5. Copies of birth certificates of minor children, wishing to make an exchange. 6. Copies of warrants for previously granted accommodations that are exchanged. 7. Consent (notarized or from the appropriate service) of adult family members who wish to exchange their residential premises. 8. Certificate from the Department of Communal Services of Transport and Communication on the fact that apartments are non-privatized, suitable for living and not included in the title list of apartments that require a major overhaul (Nezalezhnosti Str., 7). 9. Consent of the guardianship authority if there are minor children. 10. During exchange of the part of dwelling - a certificate from health and care institution by the place of residence on the lack of family disease that interferes with accommodation in a communal apartment.</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	Exchange warrant to the residential premises
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.