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The Executive Committee of Ivano-Frankivsk City Council

INFORMATION CARD
Reservation 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	1. Application. 2. Certificate of family members and registration. 3. Copies of passports of the adult family members. 4. Copies of birth certificates of minor children. 5. A copy of the warrant for the previously given dwelling. 6. Security Certificate on extension of reservation period (original). 7. Employment contract between the applicant and the employer. 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	Security Certificate on 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.
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