

	As required by ISO 9001 Effective date - _____ 2014	IC-33/14 Version 01 Changed pages 00/03
	The Executive Committee of Ivano-Frankivsk City Council	
	INFORMATION CARD The transfer of small families hostel in public 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. Copy of the warrant (notarized). 3. Certificate of family members and registration.(registration in a hostel for at least 5 years of living there) 4. Copy of technical passport. 5. Copies of passports of the applicant and adult family members. 6. Copies of birth certificates of minor children. 7. Copies of the identification numbers of the citizen and his family members. 8. Extract from the employment certificate of the applicant. 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. * 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). 11. A copy of the decision of the City Executive Committee on permission for renovation (redevelopment) of hostel premises (in case of renovation / redevelopment / of hostel premises) (of January 1, 2014 CASD, Nezalezhnosti Str. 9). 12. Reference from designer on the compliance of carried out renovation / redevelopment with established regulations. 13. Copy of the Declaration issued by Inspection of State Architecture and Building Control on the readiness of the object to operation / in case of renovation of the hostel premises /.</p> <p>* If the applicant and his family members, registered on the property right of the State Register of Rights to Real Estate have their own dwelling, the applicant will be denied in permission to transfer the hostel residential premises to his ownership (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)
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" of September 4, 2008 N 500-VI.</p> <p>The decision of the Executive Committee of Ivano-Frankivsk City Council of March 17, 2009, № 126 "On Approval of the Procedure of transfer the city premises (rooms) in hostels to the citizens' ownership".</p>
----------	---	---