

	<b>As required by ISO 9001</b> <b>Effective date - _____ 2014</b>	<b>IC-33/15</b> <b>Version 01</b> <b>Changed pages 00/02</b>
	<b>The Executive Committee of Ivano-Frankivsk City Council</b>	
	<b>INFORMATION CARD</b> <b>Approval of joint decisions of administrations and the trade union committees on taking citizens on housing register by the workplace</b>	
<b>Original:</b> Authorized Representative for QMS Matters <b>copies:</b> according to the register of mailing		

<b>Created by:</b>	<b>Checked by:</b>	<b>Approved by:</b>
Head of the Department of Registration and Distribution of Housing _____ <b>Kuryliv T.</b> "___"_____ 2014p.	Authorized Representative for QMS Matters _____ <b>Lys A.</b> "___"_____ 2014 p.	Mayor _____ <b>Anushkevychus V.</b> "___"_____ 2014 p.

<b>1</b>	<b>Body providing the service</b>	Department of Registration and Distribution of Housing
<b>2</b>	<b>Place of application and getting results of service</b>	<b>Center of Administrative Services Delivery</b> Nezalezhnosti Str, 9 Phone/fax : 75-01-19, 75-21-41 e-mail: <a href="mailto:cnap@mvk.if.ua">cnap@mvk.if.ua</a> , web-site: <a href="http://www.cnap.if.ua">www.cnap.if.ua</a> <b>Working hours:</b> Monday, Thursday: 9.00 - 20.00 Tuesday, Wednesday, Friday, Saturday: 9.00 - 16.00

<b>3</b>	<b>The documents required for obtaining administrative services</b>	<ol style="list-style-type: none"> <li>1. Excerpt from the minutes of the joint meeting of the administration and trade union committee.</li> <li>2. List of employees of agencies, institutions and organizations, who are registered by the place of work to obtain the living space (3 copies).</li> <li>3. Application addressed to the head of enterprise, institution, organization on registration by the workplace.</li> <li>4. Certificate of family members and registration.</li> <li>5. Copies of passports of the adult family members.</li> <li>6. Copies of birth certificates of minor children.</li> <li>7. Copies of the identification numbers of the citizen and his family members.</li> <li>8. Copies of certificates of marriage (divorce).</li> <li>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.</li> <li>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).</li> <li>11. Certificate on privileges. (if any)</li> <li>12. Reference from the workplace.</li> </ol> <p>* If an applicant who wants to be on the housing waiting list, is registered by right of ownership in the State Register of real estate rights and has the other dwelling, living space of which is higher than the level specified by the law in order to take on the housing waiting list, the applicant will be denied in providing the service (p. 1, Part 1, Art. 34 of LCD USSR).</p> <p><b>Note:</b> Copies of the documents shall be submitted duly certified, or together with the originals (for certification by the CASD administrator)</p>
<b>4</b>	<b>The procedure and method of submitting documents</b>	Personally or by procurance (notarized)
<b>5</b>	<b>Payment</b>	Free
<b>6</b>	<b>Term</b>	30 days
<b>7</b>	<b>Service result</b>	Extract from the decision of the Executive Committee of the City Council on taking to the housing register
<b>8</b>	<b>Method of obtaining response (output)</b>	Personally or by procurance (notarized)
<b>9</b>	<b>Legislative and regulatory basis</b>	<p>Housing Code of the Ukrainian SSR of June 30, 1983 N 5464-X.</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.</p>

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