

	<b>As required by ISO 9001</b> <b>Effective date - _____ 2014</b>	<b>IC-33/18</b> <b>Version 01</b> <b>Changed pages 00/02</b>
	The Executive Committee of Ivano-Frankivsk City Council	
	<b>INFORMATION CARD</b> <b>Adding people to the register of persons who wish to participate in the</b> <b>program of construction (purchase) of affordable housing</b>	

**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 _____ <b>Kuryliv T.</b>	Authorized Representative for QMS Matters _____ <b>Lys A.</b>	Mayor _____ <b>Anushkevychus V.</b>
"___" _____ 2014p.	"___" _____ 2014 p.	"___" _____ 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>	1. Application. 2. Certificate of staying on housing register (CASD - if staying on the waiting list at city executive committee or from the workplace, in the case of staying on housing list in the enterprise, institution, organization). 3. Certificates of income of the applicant and adult members of the family for the previous year.  <b>Note:</b> Copies of the documents shall be submitted duly certified, or together with the originals (for certification by the CASD administrator)
<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>	Certificate about inclusion into the Register of persons who wish to participate in the program of construction (purchase) of affordable housing
<b>8</b>	<b>Method of obtaining response (output)</b>	Personally or by procurance (notarized)

<b>9</b>	<b>Legislative and regulatory basis</b>	CMU Resolution of February 11, 2009, № 140 "On the Procedure for granting state support in providing citizens with affordable housing."
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