

	As required by ISO 9001 Effective date - _____ 2014	IC-34/02 Version 01 Changed pages 00/03
	The Executive Committee of Ivano-Frankivsk City Council	
	INFORMATION CARD Preparation of the contract of: land lease, land sublease agreement, an additional agreement to lease land, the payment of advance installment as payment for land to be sold to the owner of real estate.	
Original: Authorized Representative for QMS Matters copies: according to the register of mailing		

Created by:	Checked by:	Approved by:
Head of Department of Land Relations of Executive Committee of the City Council _____ Obladan K.	Authorized Representative for QMS Matters _____ Lys A.	Mayor _____ Anushkevychus V.
"__" _____ 2014p.	"__" _____ 2014 p.	"__" _____ 2014 p.

1	Body providing the service	Department of Land Relations of Executive Committee of Ivano-Frankivsk City Council
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

The Executive Committee of Ivano-Frankivsk City Council
 Grushevskogo Str, 21, Ivano-Frankivsk, 76004, phone. 556515, 552038, e-mail: mvk@il.if.ua, www.mvk.if.ua
 Department of Land Relations of Executive Committee of the City Council, Dnistrovska Str. 26, tel. 754607.754609,
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Preparation of the contract of:
land lease, land sublease agreement, an additional agreement
to lease land, the payment of advance installment as payment for land to be sold to the owner of real estate.

3	<p>The documents required for obtaining administrative services</p>	<p style="text-align: center;">Preparation of the land lease agreement</p> <ol style="list-style-type: none"> 1. Application to the Head of Department of Land Relations of Executive Committee of the City Council (if submitted by the authorized person a copy of power of attorney is attached). 2. Excerpt from the technical documentation of normative monetary land valuation (3 copies). 3. Certified copy by project organization of cadastral plan of land (3 copies). 4. Certified copy by project organization of act of receiving the transfer of landmarks for storage (3 copies). 5. Certified by project organization land management documentation developed in accordance with law. 6. Certified copy of extract from the State Land Cadastre (3 copies). <p style="text-align: center;">Preparation of the land sublease agreement</p> <ol style="list-style-type: none"> 1. Application to the Head of Department of Land Relations of Executive Committee of the City Council (if submitted by the authorized person a copy of power of attorney is attached). 2. Letter of consent of the tenant on the transfer of land (part of it) for sublease. 3. Excerpt from the technical documentation of normative monetary land valuation (3 copies). 4. Certified copy by project organization of cadastral plan of land (3 copies). 5. Certified copy by project organization of act of receiving the transfer of landmarks for storage (3 copies). 6. Certified by project organization land management documentation developed in accordance with law. 7. Certified copy of extract from the State Land Cadastre (3 copies). <p style="text-align: center;">Preparation of the supplementary agreement to lease land contract</p> <ol style="list-style-type: none"> 1. Application to the Head of Department of Land Relations of Executive Committee of the City Council (if submitted by the authorized person a copy of power of attorney is attached). 2. Excerpt from the technical documentation of normative monetary land valuation (3 copies). 3. Copies of the constitutive documents of the legal entity, entrepreneur certificate - for entrepreneurs; copies of passport (pages 1, 2, 11), the identification numbers - for citizens. 4. A copy of the land lease contract with its integral parts and annexes. 5. Certified copy of extract from the State Land Cadastre (3 copies). <p style="text-align: center;">Preparation of the agreement on the payment of advance installment as payment for land to be sold to the owner of real estate.</p> <ol style="list-style-type: none"> 1. Application to the Head of Department of Land Relations of Executive Committee of the City Council. 2. Excerpt from the decision of the Ivano-Frankivsk City Council "On the sale of land of municipal ownership."
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**Preparation of the contract of:
 land lease, land sublease agreement, an additional agreement
 to lease land, the payment of advance installment as payment for land to be sold to the owner of real estate.**

		<p>3. Land buyer details (legal address, bank account, MFI, EDRPOU code)</p> <p>4. Excerpt from the technical documentation of normative monetary land valuation, dated the year of application (copy).</p> <p>* All copies must be certified due to the established procedure.</p>
4	The procedure and method of submitting documents	Personally or by procurance (notarized)
5	Payment	Free
6	Term	10 days
7	Service result	Draft of land lease contract, the draft land sublease agreement, draft of supplementary agreement to lease the land, the draft of agreement on the payment of advance installments as payment for land to be sold to the owner of real estate.
8	Method of obtaining response (output)	Personally or by procurance
9	Legislative and regulatory basis	<p>1. The Land Code of Ukraine "On Local Self-Government in Ukraine", "On Land Lease", "On Land Valuation" "On Land Management."</p> <p>2. Decree of March 03, 2004 N 220 "On approval of the land lease," Resolution of March 22, 2009 N 381 "On approval of calculation the payment with the installment for the purchase of land of state and municipal property"</p> <p>3. Decree of the State Land Committee of Ukraine of May 18, 2010 N 376 "On approval of the Instruction on setting (recovery) of land boundaries in nature (on the ground) and their fixing by boundary markers"</p> <p>2. Decision of 35th session of Ivano-Frankivsk city council of the sixth democratic convocation of December 05, 2013 № 1063-35 "On approving the new version of Regulations on the management of Land Relations of Ivano-Frankivsk City Council."</p>