



**Foreign Investment Advisory Service,
a joint service of the
International Finance Corporation
and the World Bank**



**Project is co-financed by the
European Union
in the framework of the
Policy Advice Programme**

**SURVEY OF
LAND AND REAL ESTATE TRANSACTIONS
IN THE RUSSIAN FEDERATION**

**REGIONAL REPORT:
Khabarovsk Oblast**

ANNEX 1

May 2006

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Table 1. Abridged procedure description for Procedures no.1: Leasing a land plot, which is currently state or municipal property, for construction with preliminary agreement on the object location, 2004

No	Document/Procedure stages	Sequence	Government authority, organization	Level of government ¹	Official time limit (as per legislation)	Time reported by BIS (days)	Official cost (as per legislation)	% of BIS reporting official payments
1	Duplicating the general layout		Department for Architecture, Construction and Land Use of City Municipal Administration	M	Not specified	16	Not specified	91
2	The Application to the Mayor for allotment of a selected land plot and preliminary approval of the object allocation. The following documents may be attached to the Application: the project feasibility study or required calculations	Following item 1	Department for Architecture, Construction and Land Use of City Municipal Administration	M	Not specified	58	Free of charge	29
3	The Mayor's Ordinance on the selected land plot allotment.	Following item 2	Mayor	M	Not specified	59	Free of charge	57
4	The Statement of allotment of the selected land plot for a project	Following item 3	Department for Architecture, Construction and Land Use of Khabarovsk Municipal Administration	M	Not specified	60	Not specified	64
5	The Architectonic and planning statement	Following item 4	Department for Architecture, Construction and Land Use of City Municipal Administration	M	Not specified	43	Not specified	77
6	specifications for connection of the facilities to supply lines and utilities	Following item 5	Department for Architecture, Construction and Land Use of City Municipal Administration	M	Not specified	103	Not specified	92
7	Land plot borders draft plan	Following item 6	Department for Architecture, Construction and Land Use of City Municipal Administration	M	Not specified	39	For fee	93
8	The Mayor's Ordinance on preliminary approval of the object allocation	Following item 7	Mayor	M	Not specified	47	Free of charge	54
9	Developed land surveying file (including obtaining the performance specification, land surveying, actual lot lining etc.)	Following item 8	Licensed Land management organization	P	On contract	35	On contract (for fee)	79

¹ (Federal (F),Regional (R),Municipal (M) or Private entity (P)).

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No	Document/Procedure stages	Sequence	Government authority, organization	Level of government ¹	Official time limit (as per legislation)	Time reported by BIS (days)	Official cost (as per legislation)	% of BIS reporting official payments
10	Approved and validated land surveying file	Following item 9	Department for Architecture, Construction and Land Use of City Municipal Administration	M	Not specified	28	Not specified	47
11	The land plot cadastral survey	Following item 10	Cadastral Chamber	F	Within one month of the application submission	30	For fee	100
12	The Application to the Khabarovsk Mayor for allotment of a land plot. The plot cadastral survey should be attached to the application.	Following item 11	Department for Architecture, Construction and Land Use of City Municipal Administration	M	No later than 3 years from the date of resolution on preliminary approval of the object allocation	43	Free of charge	19
13	The Mayor's Ordinance on allotment of a land plot.	Following item 12	Mayor	M	2 weeks	45	Free of charge	47
14	The Application for a Contract of land plot lease. Title documents, the Company-related documents and the land plot descriptions should be attached.	Following item 13	Department for Municipal Property	M	Not specified	23	Free of charge	7
15	The Contract of the land plot lease	Following item 14	Department for Municipal Property	M	3 days	27	Free of charge	50
16	The Certificate of State Registration	Following item 15	Department of Justice for Registration of Rights to Real Estate and Transactions therewith (later The Regional Division of the Federal Land Property Register Agency)	R (F)	Not more than 1 month	18	From 150 rub. Up to 300 rubles for individual persons; from 1000 rub. Up to 5000 rubles for legal entities	100
Other documents:								
A	Approval issued by Committee for Architecture and Urban Planning	Following item 16	Committee for Architecture and Urban Planning	M	Not specified	45	Not specified	25
B	Approval issued by Sanitary & Epidemiological Station (SES)		Sanitary & Epidemiological Station (SES)	F	Not specified	19	Not specified	63
C	Approval issued by State Fire Inspection		State Fire Inspection	F	Not specified	16	Not specified	13
D	Approval issued by a cultural institution		Cultural institution	R	Not specified	30	Not specified	0
E	Approval issued by Department of Architecture, Construction and Land Use of Khabarovsk Administration		Department of Architecture, Construction and land use of Khabarovsk Administration	M	Not specified	40	Not specified	44
F	Approval issued by State Agency of Environmental Expertise		State Agency of environmental expertise	F	Not specified	18	Not specified	57

No	Document/Procedure stages	Sequence	Government authority, organization	Level of government ¹	Official time limit (as per legislation)	Time reported by BIS (days)	Official cost (as per legislation)	% of BIS reporting official payments
G	Approval issued by District Administrative Authority		District Administrative authority	M	Not specified	23	Not specified	0
Total	23 stages 24 documents (as per CPD)		11 different units, divisions, agencies (not including private entity)		For 4/23 stages - not more than 77 days. For 19/23 – not specified	337 days	Impossible to count	

Table 2. Abridged procedure description for procedures no.2A and 2B: Obtaining ownership rights on a land plot (2A) or Leasing a land plot (2B) for construction during tenders without preliminary agreement on the object location, 2004

No	Document/Procedure stages	Sequence	Government authority, organization	Level of government ²	Official time limit (as per legislation)	Time reported by BIS (days)	Official cost (as per legislation)	Number of BIS reporting official payments
1	Architectonic and planning specifications	Following item 2	Department for Architecture, Construction and Land Use of City Municipal Administration	M	Not specified	60	Not specified	1
2	specifications for connection of the facilities to supply lines and utilities	Following item 5	Department for Architecture, Construction and Land Use of City Municipal Administration	M	Not specified	n/a	Not specified	0
3	Land plot borders draft plan		Department for Architecture, Construction and Land Use of City Municipal Administration	M	Not specified	34	For fee	2
4	Developed land surveying file (including obtaining the performance specification, land surveying, actual lot lining etc.)	Following item 3	Licensed Land management organization	P	On contract	16	On contract (for fee)	2
5	Approved and validated land surveying file (by Land Committee etc.)	Following item 4	Department for Architecture, Construction and Land Use of City Municipal Administration	M	Not specified	22	Not specified	0
6	The land plot cadastral survey	Following item 8	Cadastral Chamber	F	Within one month of the application submission	38	For fee	2
7	The Application for allotment of a land plot	Following item 1	Department for Architecture, Construction and Land Use of City Municipal Administration	M	Not specified	22	Free of charge	0
8	Decision on holding an auction and ensuing publication	Following item 7	The body designated in compliance with government regulations of Kray and City	M	Not specified	3	Free of charge	0
9	The Bid for participation in the auction with a set of documents attached	Following item 6	Department for Architecture, Construction and Land Use of City Municipal Administration	M	Specified by the Tender Committee	12	Free of charge	1

² (Federal (F),Regional (R),Municipal (M) or Private entity (P)).

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No	Document/Procedure stages	Sequence	Government authority, organization	Level of government²	Official time limit (as per legislation)	Time reported by BIS (days)	Official cost (as per legislation)	Number of BIS reporting official payments
10	Bid receipt record	Following item 9	The Tender Committee set up within the framework of the Department for Architecture, Construction and Land Use of City Municipal Administration	M	Specified by the Tender Committee	17	Free of charge	0
11	The Auction (Tender) report	Following item 10	The Tender Committee set up within the framework of the Department for Architecture, Construction and Land Use of City Municipal Administration	M	Specified by the Tender Committee	14	Free of charge	0
12	The Mayor's Ordinance on allotment of a land plot to the successful Tender participant	Following item 11	Mayor	M	10 days	10	Free of charge	0
13	The Contract of land plot lease	Following item 12	Department for Municipal Property	M	3 days	12	Free of charge	0
14	The Certificate of State Registration	Following item 13	Department of Justice for Registration of Rights to Real Estate and Transactions therewith (later The Regional Division of the Federal Land Property Register Agency)	R (F)	Not more than 1 month	25	From 150 rub. Up to 300 rubles for individual persons; from 1000 rub. Up to 5000 rubles for legal entities	2
Other documents:								
	A Approval issued by Committee for Architecture and Urban Planning	Following item 5	Committee for Architecture and Urban Planning	M	Not specified	n/a	Not specified	0
	B Approval issued by Sanitary & Epidemiological Station (SES)		Sanitary & Epidemiological Station (SES)	F	Not specified	n/a	Not specified	0
	C Approval issued by State Fire Inspection		State Fire Inspection	F	Not specified	n/a	Not specified	0
	D Approval issued by a cultural institution		Cultural institution	R	Not specified	n/a	Not specified	0
	E Approval issued by Department of Architecture, Construction and Land Use of Khabarovsk Administration		Department of Architecture, Construction and land use of Khabarovsk Administration	M	Not specified	n/a	Not specified	0
	F Approval issued by State Agency of Environmental Expertise		State Agency of environmental expertise	F	Not specified	n/a	Not specified	0
	G Approval issued by District Administrative Authority		District Administrative authority	M	Not specified	n/a	Not specified	0
Total	21 stages 22 documents (as per CPD)		11 different units, divisions, agencies (not including private entity)		For 4/21 stages - not more than 73 days. For 17/21 stages – not specified	165 days	Not less than 150 rub. for individual persons; not less than 1000 rub. rubles for legal entities	

Table 3. Abridged procedure description for procedures no.3A and 3B: Obtaining ownership rights on land plots that are currently municipal property with buildings (structures, installations) owned the company (3A) or Leasing land plots with buildings (structures, installations) owned by the company (3B), 2004

N o	Document/Procedure stages	Sequen ce	Government authority, organization	Leve l of gove rnm ent ³	Official time limit (as per legislation)	Time report ed by BIS (days)	Official cost (as per legislation)	% of BIS reportin g official payment s
1	Technical passport of a building, structure or installation located on the land plot		Technical Inventory Bureau (BTI)	F	1 month	30	By BTI standards	100
2	Record copy from United State Registration Chamber	Followin g item 1	Department of Justice for Registration of Rights to Real Estate and Transactions therewith (later The Regional Division of the Federal Land Property Register Agency)	R (F)	5 working days	20	1 minimum monthly wage	80
3	The Letter of intent concerning purchasing a land plot	Followin g item 2	City Department for Municipal Property	M	Not specified	32	Free of charge	0
4	Land plot borders draft plan	Followin g item 3	Department for Architecture, Construction and Land Use of City Municipal Administration	M	Not specified	52	For fee	84
5	Developed land surveying file (including obtaining the performance specification, land surveying, actual lot lining etc.)	Followin g item 4	Land management organization (land-surveyors)	P	On contract	43	On contract (for fee)	67
6	Approved and validated land surveying file	Followin g item 5	Land Management Committee	M	Not specified	35	Not specified	40
7	The land plot cadastral survey	Followin g item 6	Cadastral Chamber	F	1 month	32	For fee	88
8	The Application for allotment of a land plot into ownership or by lease with submission of a set of required documents, including documents listed in Items 1-7	Followin g item 7	Department for Architecture, Construction and Land Use of City Municipal Administration	M	Not specified	36	Not specified	11
9	The Mayor's Ordinance on allotment of a land plot into ownership or by lease	Followin g item 8	Mayor	M	1month	52	Free of charge	11
10	The Contract of land plot allotment into ownership or by lease	Followin g item 9	Department for Municipal Property	M	7 days of submission of documents	40	Free of charge	29

³ (Federal (F),Regional (R),Municipal (M) or Private entity (P)).

No	Document/Procedure stages	Sequence	Government authority, organization	Level of government ³	Official time limit (as per legislation)	Time reported by BIS (days)	Official cost (as per legislation)	% of BIS reporting official payments
11	The Certificate of State Registration	Following item 10	Department of Justice for Registration of Rights to Real Estate and Transactions therewith (later The Regional Division of the Federal Land Property Register Agency)	R (F)	Not more than 1 month	20	From 150 rub. Up to 500 rubles for individual persons; from 1000 rub. Up to 5000 rubles for legal entities	100
Total	11 stages 12 documents (as per CPD)		7 different units, divisions, agencies (not including private entity)		For 5/11 stages - not more than 102 days. For 6/11 – not specified	206 days	Impossible to count	

Table 4. Abridged procedure description for procedures no.4: Leasing a real estate object without the procedure of tender (including by purposive appointment), 2004

No	Document/Procedure stages	Sequence	Government authority, organization	Level of government ⁴	Official time limit (as per legislation)	Time reported by BIS (days)	Official cost (as per legislation)	% of BIS reporting official payments
1	Documents on the real estate status issued by Technical Inventory Bureau and (or) the operating organization		Architecture and City Planning Directorate of City Municipal Administration Organization using the property	M	Not specified	18	Not specified	90
2	Application requesting lease of municipal real estate	Following item 1	City Department for Municipal Property	M	Not specified	46	Free of charge	15
3	The Ordinance on allotment of a real estate to lease	Following item 2	City Department for Municipal Property	M	Not specified	34	Free of charge	17
4	The Contract of real estate lease	Following item 3	City Department for Municipal Property	M	Not specified	49	Free of charge	43
5	The Certificate of State Registration	Following item 4	Department of Justice for Registration of Rights to Real Estate and Transactions therewith (later The Regional Division of the Federal Land Property Register Agency)	R (F)	Not more than 1 month	23	From 150 rub. Up to 300 rubles for individual persons; from 1000 rub. up to 5000 rubles for legal entities	82
Total	5 stages 12 documents (as per CPD)		4 different units, divisions, agencies (not including private entity)		For 1/5 stages - not more than 30 days. For 4/5 – not specified	116 days	Not less than 150 rub. for individual persons; not less than 1000 rub. rubles for legal entities	

⁴ (Federal (F),Regional (R),Municipal (M) or Private entity (P)).

Table 5. Abridged procedure description for procedures no.5: Leasing a real estate object, which is municipal property, during tenders (auctions), 2004

No	Document/Procedure stages	Sequence	Government authority, organization	Level of government ⁵	Official time limit (as per legislation)	Time reported by BIS (days) ⁶	Official cost (as per legislation)	% of BIS reporting official payments ⁷
1.	The Bid with required documents attached		The Investment Tender Committee (set up by the City Department for Municipal Property)	M	None		Free of charge	
2.	Bid receipt record	Following item 1	The Investment Tender Committee (set up by the City Department for Municipal Property)	M	established by tender documents		Free of charge	
3.	Tender report	Following item 2	The Investment Tender Committee (set up by the City Department for Municipal Property)	M	established by tender documents		Free of charge	
4.	The Contract of real estate lease	Following item 3	City Department for Municipal Property	M	None		Free of charge	
5.	The Certificate of State Registration	Following item 4	Department of Justice for Registration of Rights to Real Estate and Transactions therewith (later The Regional Division of the Federal Land Property Register Agency)	R (F)	Not more than 1 month		From 150 rub. Up to 300 rubles for individual persons; from 1000 rub. Up to 5000 rubles for legal entities	
Total	5 stages 12 documents (as per CPD)		3 different units, divisions, agencies (not including private entity)		For 1/5 stages - not more than 30 days. For 4/5- not specified		From 150 rub. Up to 300 rubles for individual persons; from 1000 rub. Up to 5000 rubles for legal entities	

⁵ (Federal (F),Regional (R),Municipal (M) or Private entity (P)).

⁶ The study failed to cover BIS companies that passed the *Procedure 5* in 2004.

⁷ The study failed to cover BIS companies that passed the *Procedure 5* in 2004.

Table 6. Abridged procedure description for procedures no.6: Transferring a premise (building) from the residential use to non-residential one, 2004

No	Document/Procedure stages	Sequence	Government authority, organization	Level of government ⁸	Official time limit (as per legislation)	Time reported by BIS (days)	Official cost (as per legislation)	% of BIS reporting official payments
1	Documents on the real estate status issued by Technical Inventory Bureau and (or) the operating organization (floor plan, technical passport, technical estimation, various certificates etc.)		RosTechInventarizatsia Federal State Unitary Enterprise	F	1 month	25	Specified by standard of RosTechInventarizatsia Federal State Unitary Enterprise	100
2	The premises reconstruction preliminary design	Following item 1	Licensed Design Organization	P	On contract	25	On contract (for fee)	100
3	Statement of the State Fire Inspection Authorities	Following item 2	State Fire Inspection Authorities	F	Not specified	14	Not specified	30
4	Statement of the State Sanitary Supervision and Disease Control Authorities	Following item 3	State Sanitary Supervision and Disease Control Authorities	F	Not specified	12	Not specified	80
5	Statement of the State Cultural Organization "Science and Production Center for protection and utilization of historical and cultural monuments of the Khabarovsk Territory" (in case of transferring of premises in the buildings as well as whole apartment buildings recognized to be architectural, historical and cultural monuments as nonresidential)	Following item 4	The State Cultural Organization "Science and Production Center for protection and utilization of historical and cultural monuments of the Khabarovsk Territory"	R	Not specified	8	Not specified	60
6	Final statement declaring the premises to be free and clear of third party rights	Following item 5	Passport Office	R	Not specified	6	Not specified	100
7	The Kray Extradepartmental Committee report ⁹	Following item 6	The Kray Extradepartmental Committee	R	Not specified	48	Not specified	0

⁸ (Federal (F),Regional (R),Municipal (M) or Private entity (P)).

⁹ If the premises is suitable for intended use

No	Document/Procedure stages	Sequence	Government authority, organization	Level of government ⁸	Official time limit (as per legislation)	Time reported by BIS (days)	Official cost (as per legislation)	% of BIS reporting official payments
8	The Order of the Governor of the Khabarovsk Kray to exclude a premises (apartment building) from the housing stock of the Khabarovsk Kray	Following item 7	The Governor of the Khabarovsk Kray	R	Not specified. According to the Land Code of the Russian Federation the time limit for final decision on reclassification is 45 days of submission of documents (time limit for reply to the applicant is 3 days)	28	Free of charge	10
	Other documents:	Following item 8						
A	Report on use of the residential premises according to the intended use		The State Housing Inspection of the Khabarovsk Kray Government	M	Not specified	18	Not specified	22
B	GIBDD Final Statement		GIBDD	F	Not specified	4	Not specified	44
C	Statement of architectural agencies of a municipal formation		Architectural agencies of a municipal formation	M	Not specified	15	Not specified	50
Total	12 stages 23 documents (as per CPD)		10 different units, divisions, agencies (not including private entity)		For 1/11 stages - not more than 30 days. For 10/11– not specified	217 days	Impossible to count	

Table 7. Abridged procedure description for procedures no.7: State registration of a purchase and sale transaction on real estate acquired in the secondary market (7A) and State registration of a lease agreement concluded in the secondary market for a term exceeding 1 year (7B), 2004

No	Document/Procedure stages	Sequence	Government authority, organization	Level of government ¹⁰	Official time limit (as per legislation)	Time reported by BIS (days)	Official cost (as per legislation)	% of BIS reporting official payments
1	The land plot cadastral survey		Cadastral Chamber	F	1 month	30	For fee	100
2	A real estate plan with cadastral number indicated; floor plan for premises	Following item1	RosTechInventarizatzia Federal State Unitary Enterprise	F	1 month	19	By RosTechInventarizatzia standards	96
3	The Certificate of State Registration	Following item2	Department of Justice for Registration of Rights to Real Estate and Transactions therewith (later The Regional Division of the Federal Land Property Register Agency)	R (F)	Not more than 1 month	28	From 150 rub. Up to 300 rubles for individual persons; from 1000 rub. Up to 5000 rubles for legal entities	100
Total	3 stages 6 documents (as per CPD)		3 different units, divisions, agencies (not including private entity)		Not more than 90 days	62 days	Impossible to count	

¹⁰ (Federal (F),Regional (R),Municipal (M) or Private entity (P)).

Table 8. Abridged procedure description for procedures no.8: Transferring a land plot from one category to another, changing the designated use of a land plot, 2004

No	Document/Procedure stages	Sequence	Government authority, organization	Level of government ¹¹	Official time limit (as per legislation)	Time reported by BIS (days)	Official cost (as per legislation)	Number of BIS reporting official payments
1	A record copy from the State Land Register with details related to a land plot	Preliminary stages.	Cadastral Chamber	F	1 month	25	For fee	3
2	A record copy from the Unified State register of rights to real estate and associated transactions concerning the rights to the land plot	May be accomplished simultaneously	Department of Justice for Registration of Rights to Real Estate and Transactions therewith (later The Regional Division of the Federal Land Property Register Agency)	R (F)	5 days	9	1 minimum monthly wage	1
3	Statement of the State environmental expert review agency (in cases specified by law)		State environmental expert review agency	F	Not more than 6 month	30	For fee	1
4	Resolution on compensation for damage and losses in agricultural industry and (or) in forest husbandry.		Respective government agency	R	Not specified	n/a	Not specified	n/a
5	Application for transferring of land held in federal ownership	Following items 1-4	1) The Government of the Russian Federation	F	Not specified	90	Free of charge	0
	Application for transferring of land held in ownership of the entities of the Russian Federation		2) Khabarovsk Kray Administration	R			Free of charge	
	Application for transferring of land held in municipal ownership		3) City Municipal Administration	M			Free of charge	
6	Certificate of transferring of land or land plots	Following item 5	1) The Government of the Russian Federation (transferring of land held in federal ownership)	F	3 months	13	Free of charge	2
			2) Kray Administration (transferring of land held in ownership of the entities of the Russian Federation)	R	2 months		Free of charge	
			3) City Municipal Administration (transferring of land held in municipal ownership)	M	2 months		Free of charge	
7	State Land Register documents	Following item 6	Cadastral Chamber	F	7 days	22	For fee	2

¹¹ (Federal (F),Regional (R),Municipal (M) or Private entity (P)).

No	Document/Procedure stages	Sequence	Government authority, organization	Level of government ¹¹	Official time limit (as per legislation)	Time reported by BIS (days)	Official cost (as per legislation)	Number of BIS reporting official payments
8	Documents of the Unified State Register of rights to real estate and transactions therewith	Following item 7	Department of Justice for Registration of Rights to Real Estate and Transactions therewith (later The Regional Division of the Federal Land Property Register Agency)	R (F)	7 days	30	50 rubles	2
Total	8 stages 8 documents (as per CPD)		5 different units, divisions, agencies (not including private entity)		For 6/8 stages - not more than 319 days. For 2/8 – not specified	190 days	Not less than 150 rub	

Table 9. Abridged procedure description for procedures no.9: Privatization of a real estate object (building, structure, premise), which is currently municipal property, 2004

No	Document/Procedure stages	Sequence	Government authority, organization	Level of government ¹²	Official time limit (as per legislation)	Time reported by BIS (days)	Official cost (as per legislation)	Number of BIS reporting official payments
1st METHOD. Sale of municipal property at an auction								
1	Application for participation in an auction with enclosure of necessary set of documents		City Department for Municipal Property "Center for evaluation of property sale Ltd." (CEPC)	M	Within at least 30 calendar days after the date announced in an information message about holding an auction and not later than one calendar day before the date of consideration of an applications and documents of applicants by the seller	150	Free of charge	1
2	Protocol of recognition of applicants as participant in an auction	Following item 1	Administration of City	M	Established by tender documents	180	Free of charge	0
3	Auction results report	Following item 2	CEPC and an authorized representative in City	M	Established by tender documents	n/a	Free of charge	0
4	Purchase contract	Following item 3	Administration of City	M	Within 5 days after the date of summing up the results of an auction	19	Free of charge	1
5	Act of acceptance and transferring of property	Following item 4	Administration of City	M	Within at least thirty days after the date of the full payment of the property	19	Free of charge	0
6	The Certificate of State Registration	Following item 5	Department of Justice for Registration of Rights to Real Estate and Transactions therewith (later The Regional Division of the Federal Land Property Register Agency)	R (F)	Not more than 1 month	30	From 150 rub. Up to 300 rubles for individual persons; from 1000 rub. Up to 5000 rubles for legal entities	1
Total	6 stages of 11 documents (as per CPD)		3 different units, divisions, agencies (not including private entity)		For 4/6 stages - not more than 95 days. For 2/6- not specified	165 days	From 150 rub. Up to 300 rubles for individual persons; from 1000 rub. Up to 5000 rubles for legal entities	
2nd METHOD. Sale of municipal property on a tender¹³								

¹² (Federal (F), Regional (R), Municipal (M) or Private entity (P)).

¹³ The study failed to cover BIS companies that passed the *Procedure 9* in 2004 using the present method

No	Document/Procedure stages	Sequence	Government authority, organization	Level of government ¹²	Official time limit (as per legislation)	Time reported by BIS (days)	Official cost (as per legislation)	Number of BIS reporting official payments
7	Application for participation in a tender with enclosure of necessary set of documents	Following item 6	City Department for Municipal Property "Center for evaluation of property sale Ltd" (CEPC)	M	Within at least 30 calendar days after the date announced in an information message about holding an auction and not later than one calendar day before the date of consideration of an applications and documents of applicants by the seller		Free of charge	
8	Protocol of recognition of applicants as participant in a tender	Following item 7	Administration of Khabarovsk	M	Established by tender documents		Free of charge	
9	Tender results report	Following item 8	CEPC and an authorized representative in Khabarovsk	M	Established by tender documents		Free of charge	
10	Purchase contract	Following item 9	Administration of Khabarovsk	M	Within 5 days after the date of summing up the results of a tender		Free of charge	
11	Act of acceptance and transferring of property	Following item 10	Administration of Khabarovsk	M	Within at least thirty days after the date of the full payment of the property		Free of charge	
12	The Certificate of State Registration	Following item 11	Department of Justice for Registration of Rights to Real Estate and Transactions therewith (later The Regional Division of the Federal Land Property Register Agency)	R (F)	Not more than 1 month		From 150 rub. Up to 300 rubles for individual persons; from 1000 rub. Up to 5000 rubles for legal entities	
T	6 stages of 11 documents (as per CPD)		3 different units, divisions, agencies (not including private entity)		For 4/6 stages - not more than 95 days. For 2/6- not specified		From 150 rub. Up to 300 rubles for individual persons; from 1000 rub. Up to 5000 rubles for legal entities	
3d METHOD. Sale of municipal property is performed by public offer if an auction is considered to be ineffective ¹⁴								

¹⁴ The study failed to cover BIS companies that passed the *Procedure 9* in 2004 using the present method

No	Document/Procedure stages	Sequence	Government authority, organization	Level of government ¹²	Official time limit (as per legislation)	Time reported by BIS (days)	Official cost (as per legislation)	Number of BIS reporting official payments
13	Application for purchasing of municipal property by public offer with enclosure of necessary set of documents indicated in information message about holding a tender ¹⁵		Administration of Khabarovsk	M	Initiator for sale of municipal property determines it by public offer.		Free of charge	
14	Purchase contract	Following item 13	Administration of Khabarovsk	M	Date of application registration		Free of charge	
15	Act of acceptance and transferring of property	Following item 14	Administration of Khabarovsk	M	Within at least thirty days after the date of the full payment of the property		Free of charge	
16	The Certificate of State Registration	Following item 15	Department of Justice for Registration of Rights to Real Estate and Transactions therewith (later The Regional Division of the Federal Land Property Register Agency)	R (F)	Not more than 1 month		From 150 rub. Up to 300 rubles for individual persons; from 1000 rub. Up to 5000 rubles for legal entities	
Total	4 stages 4 documents (as per CPD)		2 different units, divisions, agencies (not including private entity)		For 3/4 stages - not more than 61 days. For 1/4 – not specified		From 150 rub. Up to 300 rubles for individual persons; from 1000 rub. Up to 5000 rubles for legal entities	
4th METHOD. Sale of municipal property is performed without announcing a price if a sale by public offer is considered to be ineffective ¹⁶								
17	Application for purchasing of municipal property with enclosure of necessary set of documents indicated in information message and envelope with price offer		Administration of Khabarovsk	M	Not specified		Free of charge	
18	Municipal property sale results report	Following item 17	Administration of Khabarovsk.	M	Not specified		Free of charge	
19	Purchase contract	Following item 18	Administration of Khabarovsk.	M	Within 10 days after the date of summing up the results of sales		Free of charge	

¹⁵ An ordinary period is 10 days

¹⁶ The study failed to cover BIS companies that passed the *Procedure 9* in 2004 using the present method

No	Document/Procedure stages	Sequence	Government authority, organization	Level of government ¹²	Official time limit (as per legislation)	Time reported by BIS (days)	Official cost (as per legislation)	Number of BIS reporting official payments
20	Act of acceptance and transferring of property	Following item. 19	Administration of Khabarovsk	M	Within at least thirty days after the date of the full payment of the property		Free of charge	
21	The Certificate of State Registration	Following item 20	Department of Justice for Registration of Rights to Real Estate and Transactions therewith (later The Regional Division of the Federal Land Property Register Agency)	R (F)	Not more than 1 month		From 150 rub. Up to 300 rubles for individual persons; from 1000 rub. Up to 5000 rubles for legal entities	
Total	5 stages 5 documents (as per CPD)		2 different units, divisions, agencies (not including private entity)		For 3/5 stages - not more than 70 days. For 2/5– not specified		From 150 rub. Up to 300 rubles for individual persons; from 1000 rub. Up to 5000 rubles for legal entities	