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

REGIONAL REPORT:

SAINT-PETERSBURG CITY

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.	Investment Proposal (IP)		Secretariat of Investment and Tender Commission (ITC Secretariat) State Institution "Department for Investments" Applicant	R R	1-2 months	50	Not specified	50
2.	ITC approval	After Item 1.	Investment and Tender Commission	R	Not less than 1 month after item 1	45	Not specified	50
3	Order of the CUDA Chairman on approval of the land plot boundaries	After Item 2	CUDA	R	Not less than 50 days after item 2	41	Not specified	25
4.	Decision of ITC (Protocol) on provision of a land plot to the potential investor	After Item 3	ITC	R	Not less than 30 days after item 3	56	Not specified	50
5.	Decision of St. Petersburg Government approving the ITC decision and the land plot selection act, as well as approving the investment terms	After Item 4	City Government	R	Not specified	53	Not specified	50
6.	Developed land surveying (land management) file	After Item 5	land-surveying organization Investor	P	According to contract	49	According to contract	50
7.	Agreed and approved land surveying (land management) file	After Item 6	CLRLM Potential investor	R	Not specified	38	Not specified	33

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

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
8.	Cadastral map (plan) of a land plot	After Item 7	A territorial agency of the Federal Agency for Cadastral Registration of Real Property (Federal State Institution "Cadastral Chamber")	F	2-3 months	48	Not specified	67
9.	Land Plot Lease Contract or Investment Contract	After Item 8	1. Committee for Municipal Property Management (CMPM) 2. Investor	R	Not specified	45	Contract execution charge, which is equal to the object market value (as established by independent evaluation)	33
10.	Contract State Registration Certificate	After Item 9	Territorial agency of the Federal Registration Service	F	From 5 up to 30 days	33	From 2400 up to 5000 rubles for legal entities, from 200 up to 500 rubles for individual persons	33
Other								
A	Decision of SCSES	After Item №2 and C, D, G before №3	SCSES – State Center for Sanitary and Epidemiological Supervision	F	20 days	35	Not specified	100
B	Decisions by State Fire Fighting Service	After Item №2 and C, D, G before №3	State Fire Fighting Service	F	Not specified	35	Not specified	100

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
C	Decision of CSCUPM	After item №2 before A,B and №3.	CSCUPM – Committee for State Control, Usage and Protection of Historical and Cultural Monuments	R	15 days	35	Not specified	50
D	Decision of LenComEcology	After item.№2 before A,B and. №3	LenComEcology – State Committee for Environmental Protection of St. Petersburg and the Leningrad Oblast	R	20 days	37	Not specified	100
E.	Agreement with CBIERP for evaluation of the market value of the investment object	After item №2, and. A, B,C,D,F,G Before №3	CBIERP - State Institution "City Bureau for Inventory and Expertise of the Real Property";	R	Not more than 20 days	37	On contract	50
F	Public opinion survey results	At any time, before item 4	District administrations Potential investor	P (M)	Not specified	50	Not specified	100
G	CEES permission	After item. №2 before A,B and. №3.	CEES – Committee for Energy and Engineer Support	P	10 days	32	Not specified	50
Total	17 stages 42 documents (as per CPD)		17different units, divisions, agencies		For 11/17 stages - not more than 290 days For 6/17– not specified	132	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) ³	Official cost (as per legislation)	% of BIS reporting official payments
1.	Agreement for preparation of investment and tender documentation ⁴		State Institution "Department for Investments" Applicant	R	1-2 months	n/a	According to the agreement	n/a
2.	Instruction of Committee for Land Resources and Land Management chairman about the approval of land plot boundaries project	After item 1	Committee for Land Resources and Land Management	R	Not less than 50 days after item 1	n/a	Not specified	n/a
3.	Tender application attached with the required documents	After item 2	Applicant; Investment and Tender Commission (ITC)	R	Within the timeframe as established by organizers of the tender	n/a	Free of charge	n/a
4.	Protocol on recognition of the applicants as participants to the tender	After item 3	Organizer of the tender	R or P	On the day of determination of tender participants specified in the announcement	n/a	Free of charge	n/a
5.	Tender Protocol	After item 4	Organizer of the tender	R or P	On the tender day	n/a	Free of charge	n/a
6.	Agreement between the Committee for Municipal Property Management and the Buyer	After item 5	Committee for Municipal Property Management (CMPM); Buyer	R	1. within 20 days after the tender results are approved. 2. not later than 5 days from the date of signing the protocol	n/a	Free of charge	n/a

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

³ The study failed to cover BIS companies that passed the *Procedure no.2* in 2004.

⁴ When the documentation is incomplete and is not in compliance with the standards, as well as when there are no budgetary allocations earmarked for preparation of the investment and tender documentation, the ITC Secretariat normally proposes to the potential investor to sign an agreement with the Department for Investments for preparation of the investment and tender documentation or, alternatively, to prepare the investment and tender documentation independently (Item 3.14 of the Rules for Preparation and Coordination of the investment and tender documentation (Ordinance by the Governor of St. Petersburg No. 678-r, dated July 8, 1997).

No	Document/Procedure stages	Sequence	Government authority, organization	Level of government ²	Official time limit (as per legislation)	Time reported by BIS (days) ³	Official cost (as per legislation)	% of BIS reporting official payments
7.	Certificate of state registration of the contract	After item 6	CBR	F	From 5 up to 30 days	n/a	From 2400 up to 5000 rubles for legal entities, from 200 up to 500 rubles for individual persons	n/a
Other								
A	Approval of SCSES	After item 1 and items C, F before 2	SCSES - State Center for Sanitary and Epidemiological Supervision	F	20 days	n/a	Not specified	n/a
B	Approval of Agency of the State Fire Fighting Service	After item 1 and items C, F before 2	by Agency of the State Fire Fighting Service	F	Not specified	n/a	Not specified	n/a
C	Approval of CSCUPM	After item 1 and A, B, D before. E and 2	CSCUPM – Committee for State Control, Usage and Protection of Historical and Cultural Monuments	R	15 days	n/a	Not specified	n/a
D	Decision of LenComEcology	After item 1 and A, B, D before. E and 2	LenComEcology – State Committee for Environmental Protection of St. Petersburg and the Leningrad Oblast	R	20 days	n/a	Not specified	n/a
E	Agreement with CBIERP for evaluation of the market value of the investment object	After item 1 and A, B, C, D E before. 2	CBIERP - State Institution "City Bureau for Inventory and Expertise of the Real Property";	R	Not more than 20 days	n/a	According to the agreement	n/a

No	Document/Procedure stages	Sequence	Government authority, organization	Level of government ²	Official time limit (as per legislation)	Time reported by BIS (days) ³	Official cost (as per legislation)	% of BIS reporting official payments
F	CEES permission	After item 1 and A, B, D before. E and 2	CEES – Committee for Energy and Engineer Support	R	10 days	n/a	Not specified	n/a
Total	13 stages 32 documents (as per CPD)		12 different units, divisions, agencies		For 10/13 stages - not more than 197 days For 3/13– not specified	n/a	Impossible to count	

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

No	Document/Procedure stages	Sequence	Government authority, organization	Level of government ⁵	Official time limit (as per legislation)	Time reported by BIS (days)	Official cost (as per legislation)	% of BIS reporting official payments
1.	Technical passport of a building, construction or structure located on a land plot	Concurrently with 2 and 3	BTI	R	Time to collect documentation necessary to submit an application 3-6 months	30	15 000 – 30 000 rub.	100
2.	Extract from the Unified Register of Property Rights (URPR) certifying the rights on buildings, constructions and structures (or premises in them) or other documents evidencing the applicant's ownership rights	Concurrently with 1 and 3	State Justice Institution "City Bureau for Registration of Real Property Rights" (CBR).	F	Watch item 1	2	Watch item 1	50
3	Application to Committee for Urban Development and Architecture (CUDA) about the intention to acquire the right to a land plot	Concurrently with 1 and 2	CUDA Applicant	R	Watch item 1	22	Watch item 1	50
4	Ordinance on approval of the draft land plot boundaries	Concurrently with 1.	CUDA CLRLM Applicant	R R	Watch item 1	45	Watch item 1	50
5	Completed land surveying file (including technical specifications, setting-out plan etc.)	Concurrently with 1 after 4	CUDA CLRLM land-surveying organization	R R P	Watch item 1	25	Watch item 1	50
6	Agreed and approved land surveying (land management) file	Concurrently with 1 after 5	CUDA CLRLM	R R	Watch item 1	25	Watch item 1	50

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

No	Document/Procedure stages	Sequence	Government authority, organization	Level of government ⁵	Official time limit (as per legislation)	Time reported by BIS (days)	Official cost (as per legislation)	% of BIS reporting official payments
7	Cadastral plan, approved by Committee for Land Resources and Land Management (CLRLM)	Concurrently with 1 after 6	CUDA CLRLM CBR	R R F	Not specified	20	Not specified	100
8.	Application with all necessary documentation	After items 1-7	State Property Management Department (SPMD) CMPM	F	Not specified	52	Not specified	0
9	Ordinance about provision of a land plot	After item 8	State Property Management Department (SPMD) CMPM		Not specified	60	Not specified	50
10	Land Plot Purchase Contract (Land Plot Lease Contract)	After item 9	North-Western Agency of the Russian Federal Property Fund or State Institution for property transactions "City Property Fund".	F R	7 days	30	Not specified	100
11	Certificate of State Registration of the property right	After item 10	CBR	R	From 5 up to 30 days	30	From 2400 up to 5000 rubles for legal entities, from 200 up to 500 rubles for individual persons	50
Other								
A	Certificate of the land plot value (a share in the common ownership right to a land plot)	Concurrently with 1-3	Committee for Land Resources and Land Management (CLRLM)	R	From 10 days to 1 months	16	Up to 200 rubles	50

No	Document/Procedure stages	Sequence	Government authority, organization	Level of government ⁵	Official time limit (as per legislation)	Time reported by BIS (days)	Official cost (as per legislation)	% of BIS reporting official payments
B	Certificate of the sources of monetary funds used to effect payment pursuant to purchase and sale agreement (for legal entities) or income report (for natural persons)	After 8, before. 9	Territorial tax body	F	Not specified	1	Not specified	0
Total	13 stages 39 documents (as per CPD)		8 different units, divisions, agencies		For 9/13 stages - not more than 247 days For 4/13- not specified	n/a	Not less than 17400 rubles for legal entities, not less than 15200 rubles for individual persons	

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 ⁶	Official time limit (as per legislation)	Time reported by BIS (days)	Official cost (as per legislation)	% of BIS reporting official payments
1.	Application for lease of real property (according to the model form) with all necessary documents attached (See above)		Applicant CMPM agency specified in the announcement	R	Application consideration time 30 days	14	Not specified	0
2.	CMPM ordinance to grant a real property object for lease or Ordinance issued by the Head of the District Administration	After Item 1.	Deputy Chairman of the Committee (CMPM); Department for registration of real property transactions; CMPM Secretariat District Administrations Applicant	R R R L	An average term from the moment the decision is made by the city or other commission till notification of the Applicant is 1-2 months	26	Not specified	0
3.	Contract signed by the Applicant	After Item 2	Head of CMPM office; State Institution «City Bureau for Inventory and Expertise of the Real Property» (CBIERP)	R R	14 days	27	Free of charge	33
4.	Certificate of State Registration	After Item 2	CBR	F	From 5 up to 30 days	50	From 2400 up to 5000 rubles for legal entities, from 200 up to 500 rubles for individual persons	50
Other:								

⁶ (Federal (F),Regional (R),Municipal (M) or Private entity (P)).

No	Document/Procedure stages	Sequence	Government authority, organization	Level of government ⁶	Official time limit (as per legislation)	Time reported by BIS (days)	Official cost (as per legislation)	% of BIS reporting official payments
A	Decision of the City(District) Commission for Real Property Management	After Item 1. before 2	City(District) Commission for Real Property Management	R or L	Not earlier than after 2 weeks of publication (Refer to Item2) Meetings are usually held when necessary	46	Not specified	50
Total	5 stages 15 documents (as per CPD)		7 different units, divisions, agencies		For 3/5 stages - not more than 74 days For 2/5– not specified	80	Not less than 2400 rubles for legal entities, not less than 200 rubles for individual persons	

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 ⁷	Official time limit (as per legislation)	Time reported by BIS (days)	Official cost (as per legislation)	% of BIS reporting official payments
1	Tender Participation Agreement		Applicant; Stock Exchange Application Acceptance Group	P	Not later than 5 days before the tender	7	Not specified	100
2	Bid Acceptance (Registration) Protocol	After Item 1	Stock Exchange «City» CJSC ⁸	P	On the tender day	1	Not specified	0
3	Tender Results Protocol	After Item 2	Stock Exchange; Tender Commission; Applicant	P	On the tender day	3	Not specified	0
4	Real Property Lease Contract	After Item 3	CMPM; Applicant	R	As a rule, on the day of submission by the Exchange of the documents listed in the preceding Item, but no later than 2 working days after the day of the tender	30	Not specified	100
5	Certificate of State Registration	After Item 4	CMPM; State Justice Institution «City Bureau for Registration of Real Property Rights Rights»	R R	From 5 up to 30 days	30	From 2400 up to 5000 rubles for legal entities, from 200 up to 500 rubles for individual persons	0
Total	5 stages 20 documents (as per CPD)		6 different units, divisions, agencies		not more than 40 days	60	Impossible to count	

⁷ (Federal (F),Regional (R),Municipal (M) or Private entity (P)).

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 ⁹	Official time limit (as per legislation)	Time reported by BIS (days)	Official cost (as per legislation)	% of BIS reporting official payments
1	Inventory plan of the premise to be transferred and of lower adjacent residential and non-residential premises		PIB (Project and Inventory Bureau)	R	From 5 to 30 days	20	Depending on the urgency, according to PIB pricelist	33
2	Draft design of the future rebuilding of the premise	After Item 2	Design organization Applicant CUDA (Committee for Urban Development and Architecture)	P R	Not specified	65	Not specified	0
3	Statement by CSCUPM on the possibility for transfer of a property from residential use to the non-residential one	After Item 1 before 2	CSCUPM (Committee for State Control, Usage and Protection of Historical and Cultural Monuments)	R	3 weeks - 2,5 months	29	Free of charge	40
4	Act (statement) of sanitary inspection of the accommodation (building)	After Item 2 concurrently with 5	Sanitary and epidemiological Service of the respective district	F	2 weeks - 1,5 months	19	About 3000 rubles	33
5	Statement by an agency of the State Fire Prevention Service regarding the possibility and conditions for transfer to non-residential use	After Item 2 concurrently with 4	Agency of the State Fire Prevention Service of the respective district	F	2 weeks - 1 months	22	About 3000 rubles.	80
6	Act of the District Interservice Commission	After Item 5	District interservice commission; Expert and technical section Of the Housing Committee	R	2 weeks – 1.5 month	30	2,500 rubles	50
7	Ordinance of St. Petersburg Governor to transfer a residential premise (house) to the nonresidential use	After Item 6	St. Petersburg Governor Expert and technical section	R	Not specified	87	Not specified	17

⁹ (Federal (F),Regional (R),Municipal (M) or Private entity (P)).

No	Document/Procedure stages	Sequence	Government authority, organization	Level of government ⁹	Official time limit (as per legislation)	Time reported by BIS (days)	Official cost (as per legislation)	% of BIS reporting official payments
	Other							
A	Documents (form No.9) confirming that individuals – owners of the accommodation (house) have another residential accommodation	After Item 5, before 6, concurrently with B	Passport Service (at the place of new)	R	On the same day – several days	1	Free of charge	50
B	Verification of registration in the place of residence which is residential accommodation being transferred (form No.9), Or (in case of transferring a building) verification statement proving that there are no persons registered in the building	After Item 5, before 6, concurrently with A	Passport Service (at the place of residence in the nonresidential premise being transferred)	R	On the same day – several days	1	Free of charge	40
Total	9 stages 28 documents (as per CPD)		11 different units, divisions, agencies		For 5/9 stages - not more than 225 days For 4/9– not specified	233	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.	Cadastral plan of a land plot (for a building and a land plot)	Concurrently with. 2, before item 3	Department of the City Real Estate Cadastre (division of the Committee for Land Resources and Land Management – CLRLM)	R	Up to 30 days 3 - 6 months (in case state cadastral registration was not previously made and surveying is necessary)	97	Free of charge, if the plot is registered in the Cadastre Expenses related to surveying work, if land-surveying is required	70
2.	Real estate object plan with indication of its cadastral number (floor plan, explication – for accommodations) – Technical passport	Concurrently with. 1, before item 3	PIB (Project and Inventory Bureau) Approved by CLRLM	R	PIB 5,10,15,30	56	PIB Depending on urgency	62
3.	Certificate of State Registration of Title (Lease Contract)	After Item 1 and 2	State Justice Institution “City Bureau for Registration of Real Property Rights” (CBR)	R	From 5 up to 30 days	53	From 2400 up to 5000 rubles for legal entities, from 200 up to 500 rubles for individual persons	38
Total	3 stages 7 documents (as per CPD)		3 different units, divisions, agencies		not more than 90 days	109	Not less than 2400 rubles for legal entities, not less than 200 rubles for individual persons	

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) ¹²	Official cost (as per legislation)	% of BIS reporting official payments
1	Extract from the State Land Cadastre containing information on the land plot	Concurrently with 2,3,4	State Justice Institution "City Bureau for Registration of Real Property Rights"	R	Not specified	n/a	Not specified	n/a
2	Extract from the Unified State Register of Rights in Real Property and Deals Therewith confirming the rights to the land plot	Concurrently with 1,3,4	State Justice Institution "City Bureau for Registration of Real Property Rights"	R	Not specified	n/a	Not specified	n/a
3	Statement issued by the State Environmental Expertise (in cases stipulated by the legislation)	Concurrently with 1,2,4	territorial agency of a federal executive agency (Department for Natural Resources and Environment Protection)	R	Not specified	n/a	Not specified	n/a
4	Calculations concerning losses of agricultural industry and (or) forestry.	Concurrently with 1,2,3	CLRLM (Committee for Land Resources and Land Management) Applicant	R	Depends on the Applicant	n/a	Depends on the Applicant	n/a
5.1	Application for the transfer of the land being currently the federal property	After Items 1-4	Applicant CPM as agreed upon with CUDA	R	Not specified	n/a	Not specified	n/a
5.2	Application for the transfer of the land being currently the property of the Russian Federation subjects				Not specified	n/a	Not specified	n/a
5.3	Application for the transfer of the land being currently the municipal property				Not specified	n/a	Not specified	n/a
6	Act of Land or Land Plots Transfer	After Item 5.	1) Government of the Russian Federation (transfer of land being the federal property)	F	Not specified	n/a	Not specified	n/a

¹¹ (Federal (F),Regional (R),Municipal (M) or Private entity (P).¹² The study failed to cover BIS companies that passed the *Procedure no.8* in 2004.

No	Document/Procedure stages	Sequence	Government authority, organization	Level of government ¹¹	Official time limit (as per legislation)	Time reported by BIS (days) ¹²	Official cost (as per legislation)	% of BIS reporting official payments
			2) Administration of the St. Petersburg (transfer of land being the property of the Russian Federation subjects)	R	Not specified	n/a	Not specified	n/a
			3) Local self-government authority (transfer of land being the municipal property)	R	Not specified	n/a	Not specified	n/a
7	Documents of the State Land Cadaster	After Item. 6, Concurrently with. 8	State Justice Institution "City Bureau for Registration of Real Property Rights"	F	Not specified	n/a	Not specified	n/a
8	Documents from the Unified State Register of Property Rights and Deals Therewith	After Item 6 Concurrently with 7	State Justice Institution "City Bureau for Registration of Real Property Rights"	F	Not specified	n/a	Not specified	n/a
Total	8 stages 9 documents (as per CPD)		5 different units, divisions, agencies		Impossible to count	n/a	Impossible to count	n/a

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 ¹³	Official time limit (as per legislation)	Time reported by BIS (days)	Official cost (as per legislation)	% of BIS reporting official payments
1st Method. Sale of municipal property in an auction								
1.	Auction bid with all necessary documents and their list attached		State Institution «City Property Fund»	R	Not specified	21	Free of charge	0
2.	Protocol on declaring bidders auction participants, notification on declaring the bidder auction participant, bidder's card	After Item 1	State Institution «City Property Fund»	R	1 day	n/a	Free of charge	0
3.	Protocol on the Auction Results, notification of the preferred bidder	After Item 2	State Institution «City Property Fund»	R	No later than 5 days after completing Item 1	n/a	Free of charge	0
4.	Purchase contract	After Item 3	State Institution «City Property Fund»	R	No later the day specified in the tender notification, from the moment of signing the Tender Result Protocol	n/a	Free of charge	0
5.	Real Estate Object Transfer/Acceptance Act	After Item 4	State Institution «City Property Fund»	R	Within 30 days from the moment of complete payment	45	Free of charge	100
6.	Certificate of State Registration of the Ownership Right to the real estate object	After Item 4	State Justice Institution «City Bureau for Registration of Real Property Rights»	F	From 5 up to 30 days	7	From 2400 up to 5000 rubles for legal entities, from 200 up to 500 rubles for individual persons	0
Total	6 stages 11 documents (as per CPD)		2 different units, divisions, agencies		For 4/ 6 stages - not more than 66 days For 2/ 6– not specified	90	From 2400 up to 5000 rubles for legal entities, from 200 up to 500 rubles for individual persons	
2nd Method. Sale of municipal property through a tender.								
1.	Auction bid with all necessary documents and their list attached		State Institution «City Property Fund»	R	Not specified	n/a	Free of charge	n/a

¹³ (Federal (F),Regional (R),Municipal (M) or Private entity (P).

No	Document/Procedure stages	Sequence	Government authority, organization	Level of government ¹³	Official time limit (as per legislation)	Time reported by BIS (days)	Official cost (as per legislation)	% of BIS reporting official payments
2.	Protocol on declaring bidders auction participants, notification on declaring the bidder auction participant, bidder's card	After Item 1	State Institution «City Property Fund»	R	1 day	n/a	Free of charge	n/a
3.	Protocol on the Auction Results, notification of the preferred bidder	After Item 2	State Institution «City Property Fund»	R	No later than 5 days after completing Item 1	n/a	Free of charge	n/a
4.	Purchase contract	After Item 3	State Institution «City Property Fund»	R	No later the day specified in the tender notification, from the moment of signing the Tender Result Protocol	n/a	Free of charge	n/a
5.	Real Estate Object Transfer/Acceptance Act	After Item 4	State Institution «City Property Fund»	R	Within 30 days from the moment of complete payment	n/a	Free of charge	n/a
6.	Certificate of State Registration of the Ownership Right to the real estate object	After Item 4	State Justice Institution «City Bureau for Registration of Real Property Rights»	F	From 5 up to 30 days	n/a	From 2400 up to 5000 rubles for legal entities, from 200 up to 500 rubles for individual persons	n/a
Total	6 stages 11 documents (as per CPD)		2 different units, divisions, agencies		For 4/ 6 stages - not more than 66 days For 2/ 6- not specified	n/a	From 2400 up to 5000 rubles for legal entities, from 200 up to 500 rubles for individual persons	
3rd Method. Sale of municipal property is performed by public offer if an auction is declared as invalid								
1.	Application for participation in an auction with the package of required documents attached		State Institution «City Property Fund»	R	Determined by the initiator of selling municipal property through public offer	n/a	Free of charge	n/a
2.	Purchase contract	After Item 7	State Institution «City Property Fund»	R	The day of the application registration	n/a	Free of charge	n/a
3.	Property Transfer/Acceptance Act	After Item 8	State Institution «City Property Fund»	R	No later than 30 days after the complete payment for property	n/a	Free of charge	n/a

No	Document/Procedure stages	Sequence	Government authority, organization	Level of government ¹³	Official time limit (as per legislation)	Time reported by BIS (days)	Official cost (as per legislation)	% of BIS reporting official payments
4.	State Registration Certificate	After Item9	State Justice Institution «City Bureau for Registration of Real Property Rights»	F	From 5 up to 30 days	n/a	From 2400 up to 5000 rubles for legal entities, from 200 up to 500 rubles for individual persons	n/a
Total	4 stages 4 documents (as per CPD)		2 different units, divisions, agencies		For 3/ 4 stages - not more than 61 days For 1/ 4– not specified	n/a	From 2400 up to 5000 rubles for legal entities, from 200 up to 500 rubles for individual persons	
4th Method. Sale of municipal property is performed without making a price if a sale by public offer did not take place								
1.	Application for property purchase with documents specified in the notification and the envelope with the bidding price attached		State Institution «City Property Fund»	R	Not specified	n/a	Free of charge	n/a
2.	Protocol on the Results of the municipal property sale	After Item 11	State Institution «City Property Fund»	R	Not specified	n/a	Free of charge	n/a
3.	Purchase contract	After Item12	State Institution «City Property Fund»	R	Within 10 days from the date of declaring the sale results	n/a	Free of charge	n/a
4.	Property Transfer/Acceptance Act	After Item 13	State Institution «City Property Fund»	R	No later than 30 days after the complete payment for property	n/a	Free of charge	n/a
5.	Certificate of State Registration	After Item 14	«City Bureau for Registration of Real Property Rights»	R	From 5 up to 30 days	n/a	From 2400 up to 5000 rubles for legal entities, from 200 up to 500 rubles for individual persons	n/a
Total	5 stages 5 documents (as per CPD)		2 different units, divisions, agencies		For 3/ 5 stages - not more than 70 days For 2/ 5– not specified	n/a	From 2400 up to 5000 rubles for legal entities, from 200 up to 500 rubles for individual persons	