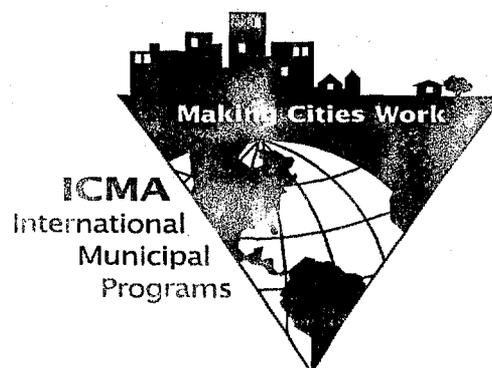


Shelter Sector Reform Project Newly Independent States of the Former Soviet Union

An ICMA Report

Prepared for the Office of Housing and Urban Programs
Agency for International Development



**EXISTING SYSTEMS FOR
IMMOVABLE PROPERTY REGISTRATION
IN THE KYRGYZ REPUBLIC**

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ABSTRACT

For the past year, consultants from ICMA, USAID, and the World Bank have been assisting the Government of Kyrgyzstan in laying the legal foundation for an immovable property registration system. A law on immovable property registration has recently been introduced to parliament and the government has requested that the next step be the implementation of a pilot registration project. To facilitate work on the design of the pilot system and provide the technical assistance team more information for the initial design phase of the system, a brief study was conducted in March 1996 on the existing arrangements for recording rights in immovable property. This report highlights key aspects of the three existing registration systems and concludes that the key to the success of the pilot project will be cooperation among the many agencies involved in immovable property registration.

EXECUTIVE SUMMARY

This report on the existing systems for recording rights in immovable property is part of the preparation for the pilot registration project in the Kyrgyz Republic. The input is aimed at reducing the amount of time the technical assistance team spends familiarizing itself with basic existing arrangements for immovable property registration. Presently, registration of immovable property objects is fragmented among agencies and dependent on the category of the immovable property object. Two different systems exist for recording urban land and agricultural land and yet another is used for recording ownership and other rights in apartments, homes, and buildings.

The report focuses on the mapping, documentation, records, and transactions aspects of the three registration systems. Some similarities do exist between the existing systems and the pilot project proposed for the country. First, rights to immovable property are recorded at the local level. Second, all systems feature some basic components and capabilities that will be utilized in the pilot project: base maps, records, archives, and documentation.

The pilot project's biggest challenge will be unifying all documents issued by various agencies in the privatization processes into a single system. Additionally, understanding the rights granted in immovable property, how to record those rights, confronting the issue of high notary taxes on transactions with immovable property, and fostering cooperation among the various agencies involved in registration are considered key issues to be addressed during the pilot project.

Attachments 1-10 provide an understanding of the information gathered by the agencies involved in registration.

Existing Systems for Recording Information on Objects of Immovable Property in the Kyrgyz Republic

INTRODUCTION

The transition to a market economy in the Kyrgyz Republic has resulted in the transfer of property rights from the State to individuals and enterprises. Since 1991, when private rights were created in land, apartments, and buildings, a market in immovable property has slowly evolved along with the establishment of a legal foundation allowing the transfer of such rights. A key to facilitating the development of this market and protecting the rights held in immovable property by individuals, families, enterprises, and organizations, is the establishment of a property registration system. Such a system should be characterized by simplicity of use, affordable fees for registering transactions, and most importantly should provide those holding rights in property with a sense of security in knowing that when a right is registered it is protected.

A unified property registration system that registers private rights in all types of immovable property is a new concept to officials in the Kyrgyz Republic. That there should be a single office assigned solely a record-keeping function is difficult for even specialists to comprehend, since the recording of rights has always been fragmented among various agencies that each have responsibility for a specific type of immovable property. In the past the State had sole responsibility for assigning rights in agricultural and urban land and heavily regulated the transfer of rights in homes and apartments. In fact, the systems that existed for recording rights to property were designed to provide information to the State on the use of properties and, more importantly, the quantitative and qualitative characteristics of properties. Thus, the notion of establishing one office where all immovable property objects are registered is unique to the Kyrgyz experience.

With the exception of private homes, which were presumably held in private ownership throughout the Soviet era, all immovable property was considered property of the state and given to enterprises in use for an indefinite period of time. Apartment complexes were commonly the property of a ministry, state agency, or state enterprise, which provided housing for its employees. The sale of homes was permitted and the exchange of apartments was common.¹ However, legislation prohibited an active, unregulated immovable property market.

2. EXISTING SYSTEMS

At present there are three known systems that are administered by three separate agencies for maintaining records on objects of immovable property in Kyrgyzstan. Two different systems exist for recording use-rights held in agricultural and urban land and still another system is used

¹ However, a person could sell, and presumably own, only one home. There are no longer restrictions on the number of homes one may own.

for recording the ownership of private homes, apartments, and buildings.² Records on agricultural land parcels are maintained by the rayon Centers for Land and Agrarian Reform (CLARs)³; records on urban land parcels are kept by the rayon architect's office (*Architectura*), and records on private homes, apartments, and privately-owned buildings are held by the Bureau of Technical Inventory (BTI) offices at the rayon level.⁴ Lastly, records on state-owned buildings are kept by the State Property Fund (SPF). However, after these buildings are privatized the right to ownership is then registered with BTI and the official record on the right to use the land around the building is recorded at *Architectura*.⁵ All offices recording such rights are branches of a larger network and have counterparts at the oblast and national levels that offer methodological and procedural support. Most of the actual recording of rights and changes in rights to immovable property, however, is done at the rayon level.⁶

None of the offices' recording rights to immovable property can be considered the analog of a registration office in a western country (BTI would probably most resemble a registration office as it seems to have little or no responsibility for policy formulation). As mentioned above, the rayon offices of the various agencies are each part of a larger system that performs many functions in addition to recording the owners and users of immovable property. National-level offices collect quantitative and qualitative data on land and buildings to make policy recommendations to the government in areas such as land reform and urban planning. These systems are vestiges of the Soviet administrative apparatus that were created to facilitate economic planning and keep authorities informed of the quantity and quality of the country's assets and natural resources. Thus, information recorded by these separate systems focused not merely on interests held and by whom, but on detailed characteristics of immovable property as well. A brief summary of functions performed by these various agencies follows.

The Architect's office performs a land-use management and planning function within the limits of a locality and is subordinate to the local administration. It also maintains records on the

² It is not known where mineral rights are recorded now. However, the March 1996 version of the draft Law on Mining stated that such rights were to be licensed and recorded in a separate registry maintained by the State Committee on Geology and Minerals.

³ The rayon-level offices receive assistance from the State Institute on Land Resources and Land Engineering in Bishkek. This institute was recently transferred out of the Ministry of Agriculture and placed under the new State Land Inspection Agency.

⁴ Initially it was thought that recording of rights to immovable property occurred only at the rayon-level offices. However, the 1991 Land Code states that rural, village, and city councils (the local legislatures) also allocate and record rights to land within their respective jurisdictions.

⁵ In registering ownership of a building, BTI also records land assigned in use to the owner of the building. Thus, records of use-rights around a building would be recorded in two places, the official record being with the Architect's office.

⁶ BTI and *Architectura* devote an entire office to larger cities, where there are a large number of properties. Most of the cities however, are covered by the rayon-level offices.

holders of land use-rights in urban areas and assists the local administration in processing requests for grants of use-rights to urban land. To obtain use-rights to urban land a person or enterprise must submit an application to the head of the local administration that describes the location of the parcel, the intended purpose, and period of use. *Architectura* must then respond to the request on the basis of whether the requested use-rights are compatible with planned development and zoning of the city. These offices have no jurisdiction over agricultural land.

BTI maintains records on the technical characteristics of buildings, such as the extent of infrastructure development serving the structure, construction material of walls, ceilings, floors, description of the land parcel around a structure (assigned in use to owner), and amount of land under pavement, in orchards, gardens, etc. BTI also verifies the ownership of properties in transactions involving homes, apartments, and buildings.

Each rayon CLAR maintains an inventory of land resources that forms the basis for an annual report that is prepared for the oblast CLAR and further sent on to the government in Bishkek. On the basis of this information, the government makes changes in agricultural, land reform, and land-use policy. The CLARs exist at the rayon, oblast, and republic levels and have specific tasks related to the land reform. They are responsible for surveying parcels of individuals and enterprises applying for land allocations. CLARs issue the State Akts on the Right to Possess/Use a Land Parcel, which serve as evidence of use-rights granted. Until recently, rayon and oblast CLARs were organs of the local administration, now they are subordinate to the Republican CLAR in Bishkek within the Ministry of Agriculture. A project institute in Bishkek, the State Institute for Land Resources and Engineering (*Kyrgyzgiprozem*) provides methodological assistance to the oblast and rayon offices.

The mapping, records, and documentation used by the existing systems will be outlined briefly below.

3. MAPPING

Base maps for urban and rural land are provided by *Kyrgyzgeodesia*, the State Enterprise for Geodesy. *Architectura* and *Kyrgyzgiprozem* adapt the base maps to suit their needs. Maps for urban areas are produced at a scale of 1:2,000 and 1:5,000 for rural areas. Large urban areas such as Osh and Bishkek are divided into sections, each map presumably covers several city blocks or perhaps entire quarters of a city. The average number of properties and area covered by each base map in urban areas is unknown. In rural areas one map exists for each former state or collective farm, the territory over which the rural committee for land and agrarian reform has jurisdiction. Such territories average about 30,000 hectares - perhaps 5,000 hectares of arable land with most of the remainder in pasture. All three agencies have their own teams of

geodesists who prepare the larger scale and individual parcel maps. It is assumed that BTI uses base maps produced by *Kyrgyzgeodezia* as well, but this should be confirmed.

In addition to producing base maps for numbering and indexing properties, surveyors at the rayon and local level offices produce sketches of the individual parcels allotted to individuals. The sketch is usually attached to the document issued on use-rights. Likewise, BTI surveyors produce sketches of the buildings, apartments, and homes held in private ownership. Sketch maps for agricultural parcels are produced at the 1:10,000 scale; for urban parcels and homes, apartments, and buildings, the sketches are done at a 1:500 scale. (*note, this information should be confirmed*)

Architectura notes the coordinates of individual parcels on the State Akts - the document that serves as proof of the right to use a land parcel. Such coordinates were not noticed on those State Akts issued by the CLARs, nor were coordinates noticed on BTI documents. It is likely however, that all agencies use the same system of coordinates for determining the location and providing a legal description of an immovable property object. (*information should be confirmed*)

All three agencies have a unique numbering system for the properties identified on base maps. These are linked to a system of records containing information on the properties. Each numbering system is different: *Architectura* numbers urban land parcels, BTI numbers private homes and buildings, and the agricultural land parcels are coded according to *Kyrgyzgiprozem's* numbering system. Even *Architectura* and BTI use different systems, although it would seem logical for them to use a single system.⁷ *Architectura* divides urban areas by blocks and gives each separate parcel a distinct number. BTI also labels properties according to the block and the parcel number (probably the street address).

Agricultural parcels are labeled with a five-character code according to oblast, rayon, zone, parcel number, and order number (perhaps State Akt number). For example, parcel N-Zh-10-N4-61 where N = Naryn oblast, Dzh = Dzhungal rayon, 10 = zone, N4 = parcel number four, and order number 61.

4. DOCUMENTATION OF RIGHTS

4.1 Homes, Apartments, and Privately-owned Buildings

⁷ Officials at *Architectura* insisted that the numbering systems are different, however the difference may be in that BTI adds a third, registration number to the block-parcel code. The registration number does not appear on the base map, only on the registration folder and in the registration book.

Each immovable property object has a document which serves as evidence of ownership or use-rights. A Technical Passport exists for each home, apartment, and privately-owned building and contains detailed information on the structure. It is not clear whether this document proves ownership of a structure. In the case of a purchase-sale transaction on a home for example, BTI proves ownership by checking its records and determining whether the person wanting to sell the property is indeed is the owner. Other documentation on the property includes a sketch map, as described above in the section on mapping. This sketch will include the basic property object, any land assigned in use to the owner of the property, and any other structures on the land parcel.

4.2 Urban Land Use-rights

An individual or enterprise seeking permission to use a parcel of land must apply to the head of the local administration (rayon, city, village) to request use-rights to the parcel. If the local administration approves the application, *Architectura* issues a State Akt, the document confirming the use-right. A State Akt on the Right to Possess/Use a land parcel is, in principle, issued for indefinite (99 years) use-rights, and Certificates for the Right to Temporary Use of a Land Parcel are issued for fixed-term use-rights, typically 5-10 years. Both documents are identical to those issued for agricultural parcels. The Akt contains information on the terms and conditions of land use, name of the land user, and a sketch map of the parcel. The Akt is issued in two copies, one to the user and one for *Architectura* files. Official coordinates are only written on one example of the Akt, the one kept by *Architectura*. The Architect's office will then serve as arbiter in any dispute over property boundaries. Temporary use rights are documented with the Certificate on the Right to Temporary Use of a Land Parcel. Maps are produced at a 1:500 scale and a physical description, map, and payment figure for the parcel are included.

4.3 Agricultural Land

The Centers for Land and Agrarian Reform are responsible for the survey of land parcels allocated to farm units and the issue of the State Akts on the Right to Use a Land Parcel. State Akts are in theory issued only for those enterprises holding land in 99-yr. use, but in practice have been issued for short-term rent agreements. In addition, the CLARs issue Certificates on the Right to Use a Land Share to heads of households. These Certificates are in principle issued for abstract shares of land located within a larger parcel of land belonging to a collective. In practice however, these Certificates sometimes have a sketch map of a defined parcel of land surveyed by the CLAR. Additionally, the CLARs issue a Certificate on the Right to Temporary Use of a Land Parcel. These are, in theory, issued for all land use arrangements less than 99 yrs. As mentioned above, however, State Akts are sometimes issued for short-term rent agreements.

Information on the State Akt includes a sketch map of the parcel at a 1:10,000 scale and a metes and bounds description. The purpose of use, period of use, name of land user, and the enterprise from which land has been given in use is recorded on the Akt (if indeed the land has been taken from another enterprise). Each Akt has a unique number and each time the boundaries of the enterprise's land-holdings change a new Akt is to be issued. In practice however, the existing State Akt is merely updated to reflect the change. There is a section on both the State Akts and Certificates for noting transactions with the land share or land parcel. Thus far, mortgages are recorded only with the local notary office.

5. RECORDS

Detailed records on urban land parcels, homes, buildings, and apartments are maintained by *Architectura* and BTI respectively. In addition to the size, ownership, and location characteristics one would expect to find, information on land parcels includes soil types, ground water levels, extent of tectonic activity. BTI records contain such information as construction material of a building or apartment, infrastructure attributes (such as water and electricity availability), and information on the land parcel assigned in use to the owner of the home or building. Old records for individual agricultural parcels featured such information as soil analyses, proper crop rotations for achieving optimal soil fertility, and distance to market for various crops produced. Current records were not reviewed and likely do not exist, since the number of agricultural land-users has risen from roughly 500 in 1991 to over 26,000 in 1996.

5.1 BTI Records

BTI maintains a separate record for each privately-owned home, apartment, and building. The records of BTI consist of four components: a folder, a card catalog, map, and the archives.

Each property has a unique **folder** containing all documents (technical passport, building permits, agreements) issued for a building, house, or apartment. The folders are catalogued according to block then by street address of the structure. The folder contains a map of the property, information on technical characteristics of the structure, property value, and qualitative and quantitative characteristics of the land around to the structure. The folder contains records on mortgages, restrictions, and court decisions on the property or on the owner's rights to conduct transactions with the property.

The **numbering system** of properties is done according to block and parcel number.⁸ When entered into the registration book, the property then receives a registration number. For example,

⁸ This parcel number is probably the street address. However, it was repeatedly referred to as the parcel number.

a certain property has the following number 1440 (Block) 24 (parcel), 45902 (registration number). The name of owner is written on front of folder. It is not clear what happens when ownership changes, whether the number remains the same and the new owner's name is written on the front of the folder, or whether a new number is given to the folder. Folders viewed at BTI had a list of several successive owners with all owners names crossed out on the folder except for that of the current owner.

The registration books were not examined in detail and therefore cannot be described in detail here. Presumably, the information entered is: date of registration, registration number, owner, address of the property, and rights held in the property. The property 1440 24 45902 is recorded in volume 23, the number of the registration volume has no significance. A person registering a property receives a copy of the folder with a stamp placed on the registration paper when the process is completed.

BTI's **card catalog or *kartoteka*** offers a quick reference to properties and is alphabetized according to owner and street address. A potential buyer may visit BTI and look through the *kartoteka* to inquire about the status of a property, whether there is an "arrest" on transactions with the property or whether the owner is under so-called "arrest" and thus prohibited from conducting any transactions with the object. The *kartoteka* offers a brief summary of all existing interests in a property that have been registered with BTI.

The Bureau maintains close ties with notary offices and the Tax Inspectorate. The local notary office informs BTI of the existence of a mortgage and the mortgage is then recorded in the BTI database. Sometimes this process occurs within a few days of pledging the property, sometimes it takes 15-20 days. BTI has plans to computerize its entire system, but as yet does not have sufficient funds. The noting of mortgages on a property is done by computer making inquiries for this information much easier.

5.2 *Architectura* Records

The information on each State Akt is recorded in a "registration book", which contains the following information: the number of the Akt, name of applicant, client, and the location of land (i.e. example shown had following information: applicant = small enterprise, client = office, and location = Moscow street). The parcel number is recorded in the registration book and corresponds with the number for the folder containing information on the parcel. Included in the folder is the document upon which the land use-right has been granted. A **folder** is created for each land parcel and is labeled with the parcel number. The folder contains a map of the parcel, information on what rights exist on the parcel, name of the land user, and also information on types of activities allowed on the structures (i.e. administrative buildings, garages, etc.).

There is a **card catalog**, indexed to a map of properties at a scale of 1:5,000. A single index card exists for each land parcel and holds information such as the owner of the use-rights to a land parcel, the type of rights held, and all documents stating which rights an enterprise has to which parcel of land. This catalog is similar to that found at BTI and displays the key information on the land parcel.

5.3 Records on Agricultural Land

The Registration Book for agricultural land parcels was not viewed. It is not known for sure whether the Registration Book referred to in legislation differs from the annual report on land-holdings sent up to the oblast. It is likely, however, that there is a Registration Book for recording the date of registration, number of the State Akt, name of land user, and the number of the parcel assigned to the user. The type of rights granted and period of use are also probably recorded.

6. TRANSACTIONS -- NOTARY OFFICES

Notaries are part of the Ministry of Justice system and certify all documents on transactions involving immovable property. There is one notary office in each rayon. At the farm level the rural council (legislative body at the farm level) is empowered with some, but not all, of the functions performed by the notary offices.⁹ Notaries now record all transactions involving homes, apartments, and buildings. Their role in the buying and selling of land use-rights is less clear, however.

Each sale of a house, apartment, or building requires that a special appraisal committee meet to determine whether the property value reported by the owner is accurate. This is done to prevent the seller from understating the value of the property, thereby reducing the notary tax on the transaction, which is set at ten percent of the appraisal value of the property.¹⁰ Most (90 percent) of the money collected from such transactions goes to augment the local budget, ten percent goes to the Ministry of Justice to fund the development of the court system.

6.1 Transactions with Houses, Apartments, and Buildings

⁹ Rural committees are not allowed to handle inheritance transactions. Moreover, it is possible that pending legislation will restrict the activities of the rural councils in transactions.

¹⁰ Inheritance transfers and gifts of property to relatives are assessed at three percent of appraisal value. A gift to a stranger is assessed at 20 percent of the appraisal value.

In principle, the purchase, sale, lease, or mortgage of a home, private apartment, or privately owned building requires two visits to BTI and one visit to the local notary office. For example, if a person wishes to sell his home, he would need first to bring his proof of ownership documents to BTI in order for that office to issue the verification that he indeed is the legal owner of the property. A fee is assessed depending on the urgency of the transaction.¹¹ Both parties to the transaction then take the BTI verification paper to the notary's office, where the notary certifies and records the transaction. The notary assesses a fee of 10 percent of the value of the transaction unless it is a gift or inheritance. The certification issued by the notary is then taken back to BTI, where the new owner's name is recorded on the certificate of ownership in the registration book, on the folder, and in the *kartoteka*.

6.2 Urban Land Use-Rights

Transfers of use-rights require approval of the local administration, but it is not clear whether a purchase-sale agreement on the land use-rights is subject to confirmation by a notary. For example, if an enterprise in the city of Bishkek is sold, registration of the building to the new owner requires two visits to BTI and one visit to the notary. To transfer use-rights for the land parcel, the new owner must file a formal application with the local administration and upon approval, *Architectura* must prepare a new State Akt in the name of the new land-user. It is possible that land use-rights are now purchased and sold freely. However, it is likely that all such transactions must be approved by the local administration before land use-rights are transferred.¹²

Architectura has initiated work on a system to record mortgages of land parcels. The information recorded includes the name of the use-right holder, the land pledged, address and amount of mortgage, and the folder number of the mortgaged property. Unlike BTI, which relies on communication with the notaries for receiving news on mortgages, *Architectura* relies on the banks to report the existence of a mortgage. A bank, however, may grant a mortgage on a land parcel without ever contacting *Architectura*. Thus, only in cases where the bank contacts *Architectura* to report that a mortgage has been granted against the parcel does *Architectura* have full information on existing mortgages.

6.3 Agricultural Land Use-Rights

¹¹ Fees are assessed depending on the urgency. Urgent transactions, those recorded in course of one hour, cost 52 som, in the course of one day - 31 som, and in the course of one month - 10 som.

¹² A more fundamental question is from whom are the use-rights purchased, the current user or the local administration? Further, the 1991 Land Code prohibits purchase-sale, and mortgage of land parcels. However, urban parcels are being mortgaged, either on the basis of more recent legislation, or in anticipation of enabling legislation.

Many of those owning Certificates on the Right to use a Land Share have rented out their shares to a farm enterprise. The head of the farm enterprise simply gathers the documents of those persons from whom he is renting the shares and registers them with the CLAR when he applies for a land parcel. No visit to a notary is required in such transactions. Purchase and sale of a physical parcel of land, in essence the transfer of a State Akt, is more complicated. It is not even clear in the existing legislation whether this is legal, however there are provisions for transfer of these parcels in the draft Land Code. Officials at *Kyrgyzgiprozem* argue that sale of such parcels is permitted and that the transaction occurs on the initiative of the parties involved. A State Akt, however, cannot be sold without the approval and signatures of all those contributing land shares to the enterprise. The procedure for such a sale is unclear largely because such a sale is not known to have happened in Kyrgyzstan. Further, it is quite possible that such a sale also requires approval of the head of the local administration. Moreover, mortgage of agricultural land parcels has only occurred when the mortgagee has been registered by the government via the rayon Departments of Agriculture. No transactions have been reported where the mortgagee is a bank. Rural banks claim that they are not willing to accept land as collateral because there is not yet a law regulating the practice. Conversely, urban land is pledged as collateral. It is likely the perceived inability of farmers to repay the credit or the perception that in the case of default the land would not fetch much in a sale makes banks hesitate in providing loans backed by land.

CONCLUSION

The pilot immovable property registration project will face the challenge of gathering all documents issued thus far by the various privatization programs and recording them in one system. The most difficult tasks will include understanding the rights created, since they have changed steadily in the last four years and devising a way to record them such that future changes and tendencies will be foreseen. Cooperation among the various agencies involved, especially for purposes of obtaining base maps of properties, will be a key factor in the success of the pilot project. Further, the issue of notary fees will have to be addressed, as the current rates provide a sure deterrent to registering property transfers. The ultimate task of the pilot project will be to name an agency to oversee and monitor registration activities. This agency could be : an existing agency at the national level such as BTI or *Architectura*, a new agency at the national level, or local administrations empowered with full control over registration activities, subject to annual review by a national advisory group. In short, there are many questions that remain unanswered about the allocation, transfer, recording, and documentation of rights to immovable property. It is expected that the pilot registration project will clarify these questions and lay the institutional foundation for an immovable property registration system to operate throughout Kyrgyzstan.

ATTACHMENTS

ATTACHMENT 2

City of Bishkek

“Confirmed by”

Rayon _____

Director

Block _____

Administration of Municipal Property

Registration No. _____

B. Asankunov
199__

TECHNICAL PASSPORT

ON RESIDENTIAL BUILDING, APARTMENT OF INDIVIDUAL HOUSING FUND

Address

Owner:

Document on Ownership Right:

Date passport issued:

Technician:

Brigadier:

Note: Erection of additional residential or non-residential structure or addition, on the land parcel, and “replanning” is permitted only with the permission of the rayon administration.

**EXPLANATION OF LAND PARCEL
(in square meters)**

Total		Of which					
According to document	Actual	Structure		Pavement	Soil	Garden	Kitchen Garden
		Residential	Office				

FRUIT AND DECORATIVE PLANTS ON THE PARCEL

No./P.	Name of Plant	Quantity	Age	Condition	Unit cost	Total cost

**AMENITIES:
Total useful area, in square meters**

Waterpipe	Sewage		Hot water	Heating system	Toilet (shower)	Gas	Standard electric stove
	central	local					

Appendix to Agreement No. _____
of _____ 199__.

CITY OF BISHKEK
LOCAL SELF-ADMINISTRATION

TECHNICAL PASSPORT
ON AN OBJECT

Apartment _____

Rayon _____

Parcel _____

Street _____ Building No. _____ Apt. No. _____

Owner: ADMINISTRATION OF MUNICIPAL PROPERTY

User:

Date Passport issued:

(date) _____

Technician: _____

Brigadier: _____

Area of land parcel		Area of structure under:		Yard cover	Squares	Lawns	Fountains	Pool	Other
As recorded on documents	actual	Fundamental structures	other structures						

LIST OF BASIC AND AUXILLIARY STRUCTURES ON LAND PARCELS

Type	Name of structure	Year built	No. of floors	Area of building	volume	Material and construction of walls, roof

Total useful area	Production area	Storage area	Infrastructure	Garages	Institutional land	Commercial area	Health-sanitary	Culture-enlightening	Other

DEGREE OF INFRASTRUCTURAL DEVELOPMENT (utilities, services)

Waterpipe		Heating			From boiler-room			Hot water	
central	well	from central hot water station	local	electric	coal	oil	gas	central	local

ELEMENTS OF EXTERNAL INFRASTRUCTURE AND ENGINEERING NETWORKS

Waterpipe		Sewage		Gas		Heating	
network	wells	network	wells	network	wells	network	wells
p/m	no.	p/m	no.	p/m	no.	p/m	no.

External electrical network	Transformer substation	Protective barriers	Sheds	Plantings
p/m	no.	square meters		no.

LIST OF CONSTRUCTION ELEMENTS

Name of construction elements		Unit of measure	Total number of construction elements
FOUNDATION	reinforced concrete	cubic meters	
WALLS	reinforced concrete	cubic meters	
	solid		
	brick		
PARTITIONS			
COVERINGS	prefabricated slabs on wooden beams	square meters	
ROOF			
FLOORS	?	square meters	
	parquet		
	concrete		
APERATURES	all window "fillings"	numbers	
	all door "fillings"		

INTERNAL ENGINEERING INFRASTRUCTURE

Internal Engineering Infrastructure		Unit of Measure	Quantity	Other
Heating	Radiators	Section		
	Network	p/m		
	Elevators	no.		
Boiler-house	boiler for gas	no.		
	boiler for coal	no.		
	boiler for oil	no.		
	electrical boiler or apparatus	no.		
City water supply	networks	p/m		
	boilers	no.		
Waterpipes and Sewage	waterpipe network	p/m		
	kitchen sinks	no.		
	bathroom sinks	no.		
	shower apparatus	no.		
	bathtubs	no.		
	water meter	no.		
	sewer network	p/m		
	toilet bowls	no.		
Gas equipment	network	p/m		
	gas meters	no.		
Ventilation	boxes	p/m		
	apparatus	no.		
Electrical Equipment	network	p/m		
	Type A counters	no.		
	Type B counters	no.		
Other equipment	Elevators	no.		
	TV antennae	no.		
	Telephone hookups	no.		

HEAD OF BTI
AKMATOV/

_____/I.K.

ATTACHMENT 4

BTI Special Form No. 1

Inventory-Appraisal of house and grounds

City PGT _____

Inventorization Department

Block No. _____

House and grounds; Fund of the Local Councils of State Enterprises, Institutions, and Organs of Cooperative, Public, and Private Ownership

Parcel No. _____

Registry No. _____

Location of Parcel

Rayon	Street, Side-street, Square	Ownership	Type of Ownership

Use of Land Parcel and Ownership of Structures

Date	Basis (For records)	Owner of Structures	Document on Use-right	Category of User
				Local councils
				State enterprise or institution
				Cooperatives
				Personal property

Area of Land Parcel in square meters

Name of part of parcel	Date of Inventory					
	Name					
	Institutional lit. (?)					
	Constructed section of parcel	Residential lit.				
		Storage lit.				
		Industrial lit.				
		Commercial lit.				
		Cultural-general lit.				
		Other lit.				
		Total constructed				
Section of parcel under constr.	Yard	Open warehouses lit.				
		nezamoshen. lit.				
		zamoshen. lit.				
		Sidewalks				
		Total				
	Garden	Industrial lit.				
		Consumer lit.				
		Total				
	Kitchen	Industrial lit.				

Gardens					
	Consumer lit.				
	Total				
Other					
Total	Infrastructure under construction				
	Section with no infrastructure				

Total area of parcel

Table for appraisal of house and grounds

Date	Type of cost	Institutional	Residential	Commercial	Storage	Industrial	Cult./public	Other	Official (work)	Buildings on parcel	Total	Appraisal of landscaping

Use of Buildings on Parcel

Date recorded	Building permits according to blueprint of estate	Name of user of buildings	Type and right, use, lease, and other basis, terms and conditions for use of buildings	Category of Use

Notations to blueprint

Permit										
Floor										
Apt. No.										
Room No.										
Name of room										
Total useable area										
---institutional										
---residential										
---residential area in basements and half-basements										
---commercial										
---storage										
---production use										
---cultural/public										
---other										
---work/office use										
---area supplied with lighting										
---height from floor to ceiling										

Institutional and cultural/public facilities										
No. of units										
Total useful area										
of which:										
--area without subsidiary rooms										
--area of subsidiary rooms										
Residential Apartments										
No. of Units										
No. of residential rooms										
Total useful area										
of which:										
--residential area not in basements and half-basements										
--residential area in basements and half-basements										
--subsidiary rooms										

DB

Commercial						
No. units						
Total useful area						
Storage						
No. units						
Total useful area						
Other						
No. units						
Total useful area						
Total						
No. units						
Total useful area						

Buildings on Parcel and their Improvements

Date recorded			
Permit on blueprint			
Designation of building			
No. of floors			
No. Apts. Equipped with standard electric stoves			
Residential area of residential building or total useful area of other buildings, square meters equipped with infrastructure (trans ?)			
--waterpipe			
--sewage			
--central heating			
----of which from electrical heating station			
--bathrooms (with showers)			
--electrical lighting			
--gas (including thick)			
--supplied with hot water			
----of which centralized			
--with standard electrical stoves			
--elevators			
--garbage shoots			

Enclosures, Wells, and Cellars in the Buildings

Date of Inventory	Name	Permit	Material and Construction	Size			Cost (est)	Construction cost	Percent depreciation	Current cost
				length	height	area				

Sidewalks and Roadways (on parcel)

Inventory Date	Name	Permit	Materials and Design	Area	Cost (est.)	Construction cost	Percent depreciation	Current cost

Services, Early Structures And Small Buildings

Date of Inventory									
Name									
Permit									
Materials of:									
--foundation									
--walls									
--floors									
--ceilings									
--coverings									
--roofs									
Height									
Main area									
Volume									
Cost (est.)									
Construction cost									
Percent Depreciation									
Current cost									

Fruit Trees On Parcel

No. as of order	Year planted	Quantity	Age	Condition	Unit cost	Total cost (rubles)

Decorative Plantings on the Parcel

No. as of order	Year planted	Quantity	Age	Condition	Unit cost	Total cost (rubles)

Number of Buildings on Parcel

Construction type								Total
Institutional	Residential	Commercial	Storage	Industrial	Culture-Public	Other	Work (Official)	Total

Plantings on the street

No. as of order	Year planted	Quantity	Age	Condition	Unit cost	Total cost (rubles)

Notes on the introduction of the current changes

Current changes introduced	Year	Year	Year
Sr. Technician			
Technician-inventory person			
Engineering brigadier			
Technician-controller			
Senior engineer			

Owner (signature) _____

Date work completed:

Appraisal value of:

Date checked by engineering brigade's senior technician:

Date accepted by senior engineer:

ATTACHMENT 5

BTI Form No. 12

BTI Production Residential
Administration, City of Bishkek

Rayon: _____
Block: _____ Parcel: _____

Date:

No. :

Bishkek Bureau of Technical Inventory reports, that in house no. _____ on _____ street,
_____, building no. _____, citizen _____
of his own initiative took land in the amount of _____ square meters, and of his own
initiative built

equipped:

exposing a deviation from the confirmed blueprint for the structure of a residential home

_____ over/under the residential area by _____ square
meters, and increasing the useful (used?) area by _____ square meters.

We ask that the results of this inventory be reported to the Bishkek Bureau of Technical Inventory
for addition to the inventory materials.

Head of BTI _____ (signature)

Akt issued: (date) _____ main technician _____

KYRGYZ REPUBLIC

STATE AKT ON THE RIGHT TO LAND USE, LAND POSSESSION

A No. 002740

33

The State Act is issued to: Small Production-Commercial Enterprise "Soata"
 by the Head of the State Administration of Kant rayon of the Kyrgyz
 Republic for the indicated land possessor, land user in use 14.2
 hectares of land within the borders of the agreed upon sketch map of land possession, land use on
 the basis of Resolution No. 109 of 3-18-95
 The land is given for the purpose of operation of a subsidiary farm

The present State Act, consisting of two copies, of which the first is issued to the land
 possessor, land user, the second is kept by the Head of the State Administration of Kant
 rayon.

The Act is registered in the record book for State Acts on the Right to Possess, Use land
 for No. _____.

Head of the State Administration

of Kant rayon

Signature

L. Khodyachikh

Director of State Land Inspectorate

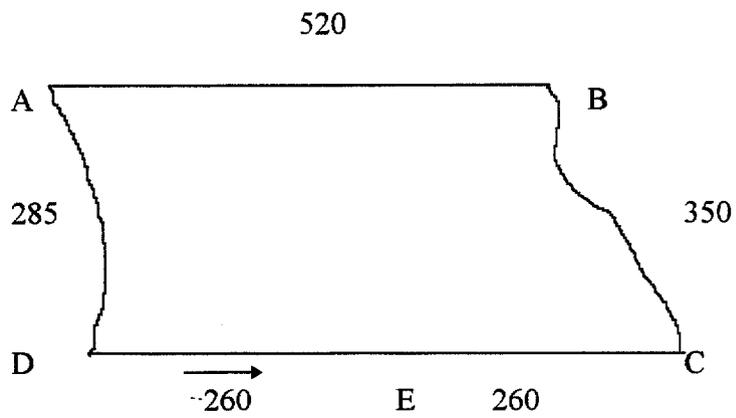
of Kant rayon

Signature

K. Sydykov

A No. 002740

SKETCH MAP OF LAND POSSESSION, LAND USE



Scale: 1:10,000

35

Boundary description for land possession, land use

A-B = boundary strip for allocation of "South Chui" Canal

B-C = land of peasant farm "Tooz" to (along) road

C-E = land of subsidiary farm of firm "Sateh" to (along) rail corridor

E-D = land of subsidiary farm of cooperative "Kurulush" to (along) rail corridor

D-A - land of peasant farm "Tooz" to (along) waterless valley

Director of State Land Inspectorate Kant rayon

Signature K. Sydykov

OTHER LAND POSSESSORS, LAND USERS

No. of order	Name of land possessors, land users	Land area, hectares
--------------	-------------------------------------	---------------------

CHANGES IN LAND POSSESSION, LAND USE

No. on plan	Date, number, and contents of document, on basis of which change introduced	Land area, hectares
-------------	--	---------------------

Attachment 7

KYRGYZ REPUBLIC

STATE AKT ON THE RIGHT TO LAND USE, LAND POSSESSION

A No. 002783

39

The State Act is issued to: Head of Peasant Farms "Atalibek", C. Seitaliev
 by the Head of the State Administration of Kant rayon of the Kyrgyz
 Republic for the indicated land possessor, land user in possession 10.0
 hectares of land within the borders of the agreed upon sketch map of land possession, land use on
 the basis of Resolution No. 90 of 3-15-95
 The land is given for the purpose of operation of a peasant farm specializing in crop and
 livestock production

The present State Act, consisting of two copies, of which the first is issued to the land
 possessor, land user, the second is kept by the Head of the State Administration of Kant
 rayon.

The Act is registered in the record book for State Acts on the Right to Possess, Use land
 for No. 107.

Head of the State Administration

of Kant rayon

Signature

L. Khodyachikh

Director of State Land Inspectorate

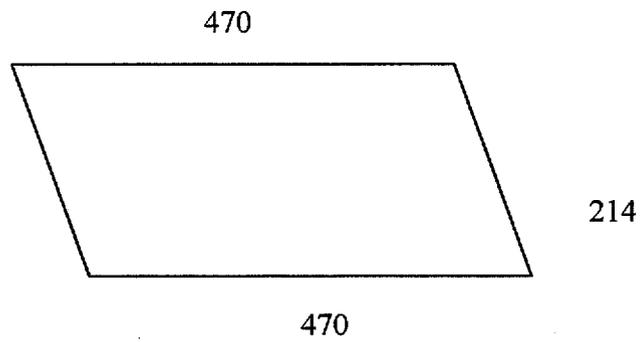
of Kant rayon

Signature

K. Sydykov

A No. 002783

SKETCH MAP OF LAND POSSESSION, LAND USE



Scale: 1:10,000

Boundary description for land possession, land use *(Note that the letters denoting boundaries do not appear on the sketch map. This is not a translation error, the letters did not appear on the original act. They were however, included in the boundary description.)*

A-B = boundary extends to (along) waterless valley line with land of Association of Peasant Farms "Sary-Uzon"

B-C = " " " " " " " "

C-D = to (along) waterless valley line with land of Peasant Farm "Mookashev"

D-A = along canal with land of Alamedin rayon

Director of State Land Inspectorate Kant rayon

Signature K. Sydykov

OTHER LAND POSSESSORS, LAND USERS

No. of order	Name of land possessors, land users	Land area, hectares
--------------	-------------------------------------	---------------------

43

CHANGES IN LAND POSSESSION, LAND USE

No. on plan	Date, number, and contents of document, on basis of which change introduced	Land area, hectares
-------------	---	---------------------

9/4

KYRGYZ REPUBLIC

CERTIFICATE ON THE RIGHT TO TEMPORARY LAND USE

A No. 018755

45

This Certificate is issued to: _____
by the State Administration of _____ oblast of the Kyrgyz Republic for the
right to temporary use of a land parcel from the land of _____
(name of permanent land user)
on the basis of _____
(No. and date of resolution, decision)

The total area of the parcel is _____ hectares, of which _____
(ha. of pasture, arable, etc.)

The period of temporary land use is from _____ 19____ to _____ 19____.

The land parcel is given for _____
(purpose, goal of use)

A No. 018755

fl6

NOTES ON THE FULFILLMENT OF CONDITIONS OF LAND USE

47

CONDITIONS OF LAND USE

NOTES ON THE EXTENSION OR TERMINATION OF LAND USE

49

KYRGYZ REPUBLIC

CERTIFICATE ON THE RIGHT TO USE OF A LAND SHARE

This Certificate is issued on the basis of the resolution No. _____, _____
of the State Administration of _____ rayon _____ oblast of the Kyrgyz
Republic in accordance with the State Act on the Right to Land Use, issued to

(name of agricultural enterprise)

_____, _____ rayon
(name of organ issuing State Act)

_____ oblast of the Kyrgyz Republic of _____, _____ 199__

series _____ No. _____ to citizen _____
(surname, first name, patronymic)

_____, as head of the household and collective user of the land parcel.

The land share assigned to him/her is _____ hectares, of which irrigated arable _____ ha.
non-irrigated arable _____ ha., fallow _____ ha., perennial grasses _____ ha.,
hayfields _____ ha., total agricultural land _____ ha., other land _____ ha.

The starting price of the right to use the land share is _____ som.

51

Composition of family of owner of Certificate

Surname, name, patronymic

Year of birth

Relationship

Sketch Map of Land Parcel (share):

Scale

52

Description of adjacent parcels:

This Certificate exists in two copies, of which the first is issued to citizen

_____, and the second is kept with the Center for Land and Agrarian
(surname, name, patronymic)

Reform of _____ rayon.

Head of rayon CLAR _____ Signature

Registration record of _____, _____ 199____, No. _____.

Chairman of Rural Committee for Land and Agrarian Reform _____ Signature

Transactions, conducted with Certificate

Number	Surname or name of enterprise, organization conducting transaction	Type of transaction	Date document registered and registration number	Signature of registrar and stamp of state service for registration and land survey for rayon
--------	--	------------------------	--	--

KYRGYZ REPUBLIC

Series Ch-K-10-A No. 701

CERTIFICATE ON RIGHT TO USE A LAND SHARE

On the basis of a decision of Kant Rayon Administration of Chui oblast of the Kyrgyz Republic on 16 June 1995 No. 239 the present Certificate has been issued to citizen Orokbayeva, Aigul, living at the address Dzhar-Kajar village 14 Osmonova Street and assigned the land share on the territory of Uzun-Karskovo Kenesh (Council) of Kant rayon, with an area of .58 ha. of land, of which .58 ha. is irrigated arable, _____ ha. is non-irrigated arable, _____ ha. is perennial grasses and _____ ha. is in hayfields.

The cost of the land share is _____ som.

Head of the Rayon Land Engineering Service

Signature

Registration record No. 6952 199 5 19 January

The Certificate exists in two copies, the first is issued to citizen Orokbayeva, Aigul

The second is kept with the Kant rayon land engineering service.

RIGHTS AND OBLIGATIONS OF THE "OWNERS" OF THE RIGHT TO USE A LAND SHARE

The rights and obligations of the owner of a right to use a land share are laid out in land and other legislation of the Kyrgyz Republic.

1. The owner of the right to use a land share has the right to:

-receive a land share (plot) for the organization of a peasant farm and other agricultural enterprises.

- to introduce the right of use of the land share in the capacity as a sponsor of an established group peasant farm, joint-stock company, association of peasant farms, and agricultural cooperatives.

- to give in rent at a negotiated price his/her right to use the land share to a peasant farm, rural committee, in use to citizens or their groupings (associations) in the order established by the legislation or to transfer in inheritance.

2. The owner of the right to use a land share is obliged to:

-to give an application to the rural committee about the choice of one of the possible forms of economic organization

-to use the land share according for the designated purpose

-to conduct transactions with the Certificate only on the basis of legislative, normative acts through the rayon service of land engineering

Series _____ No. _____
