

## Checklist for Shelter Actors

**This note provides a checklist of items that need to be discussed with the beneficiaries before starting construction works on houses**

**Compliance the guidelines and the list of approved legal documents is necessary before starting work in order to prevent the possibility of further eviction of beneficiaries of the restored premises.**

**Recovery of premises to beneficiary carried out to further use this premise all the members of his family who lived with the beneficiary at the beginning of reconstruction.**

### **1. Documents confirming the right of ownership or right to use residential building**

These documents may be:

- Certificate of ownership;
- Contract of sale / barter / gift (notarized);
- Certificate of inheritance;
- Certificate of ownership of a part of jointly owned marital property;
- Certificate of purchase of property at public auction;
- Contract of lifetime support;
- Court decision;

**In case of loss of a document confirming the right to ownership or right to use residential building by beneficiary, its duplicate / certified copy is generally available at the authority which issued the document.**

The legal proof of ownership or the right to use is extract issued by the State Real Estate Register. To prove the relevance of documents it is desirable to check the most current extract from the Register.

This document can be obtained by contacting the appropriate department of a State registration service in person or electronically.

*Note that if title to the property predates 2013, the information about it may not be available in the State Real Estate Register.*

*In addition:*

*You should be given the original document or a notarized copy of a certificate and technical documentation related to the building (“технічний паспорт”)*

## **2. Documents confirming the right of ownership or the right to use land**

These documents may be:

- State act;
- Certificate of ownership;
- Extract from the State Real Estate Register;
- Decision of a public authority or local government to provide land for use;
- Superficies agreement;
- Lease agreement;

In case of loss of a document confirming the right to land by a beneficiary, the duplicate / certified copy is generally available at the authority which had issued the document.

If a beneficiary does not know the status of the land, he / she can apply to the competent local authority. The information on the rights and entitlement to the land can be obtained at the relevant local Land Department.

**You should be given the original documents or certified copies  
(certified by the issuing authority or a notary)**