



On approval of the Rules for registration of persons in need of housing and provision of housing from the housing stock of state institutions and state enterprises

Unofficial translation

Order of the Minister of Industry and Construction of the Republic of Kazakhstan dated March 31, 2025 № 105. Registered with the Ministry of Justice of the Republic of Kazakhstan on April 1, 2025 № 35912

Unofficial translation

In accordance with subparagraph 10-34) of Article 10-2 of the Law of the Republic of Kazakhstan "On Housing Relations" **I HEREBY ORDER:**

1. To approve the attached Rules for registration of persons in need of housing and provision of housing from the housing stock of state institutions and state enterprises.

2. The Committee for Construction, Housing and Utilities of the Ministry of Industry and Construction of the Republic of Kazakhstan, in the manner prescribed by the law, shall ensure :

1) state registration of this order with the Ministry of Justice of the Republic of Kazakhstan;

2) placement of this order on the Internet resource of the Ministry of Industry and Construction of the Republic of Kazakhstan.

3. Control over execution of this order shall be assigned to the supervising Vice Minister of Industry and Construction of the Republic of Kazakhstan.

4. This order shall come into force from May 24, 2025 and is subject to official publication.

*Minister of Industry and Construction
of the Republic of Kazakhstan*

Ye. Nagaspayev

Agreed

Ministry of Agriculture
of the Republic of Kazakhstan

Agreed

Prosecutor General's Office
of the Republic of Kazakhstan

Agreed

Agency for the Protection
and Development of Competition
of the Republic of Kazakhstan

Agreed

Ministry of Science and
Higher Education
of the Republic of Kazakhstan
Agreed

Ministry of Health
of the Republic of Kazakhstan
Agreed

Ministry of Labor
and Social Protection of the Population
of the Republic of Kazakhstan
Agreed

Supreme Audit Chamber
of the Republic of Kazakhstan
Agreed

Supreme Court
of the Republic of Kazakhstan
Agreed

Apparatus of the Supreme Judicial
Council of the Republic of Kazakhstan
Agreed

Ministry of Finance
of the Republic of Kazakhstan
Agreed

Agency of the Republic of Kazakhstan
for financial monitoring
Agreed

Agency of the Republic of Kazakhstan
for regulation and development
of the financial market
Agreed

Ministry of Defense
of the Republic of Kazakhstan
Agreed

Ministry of Transport
of the Republic of Kazakhstan
Agreed

Ministry of Culture and
Information of the Republic of Kazakhstan
Agreed

State Security Service
of the Republic of Kazakhstan

Agreed

Agency of the Republic of Kazakhstan
for Civil Service Affairs

Agreed

Ministry of Education
of the Republic of Kazakhstan

Agreed

Administration Department of the President
of the Republic of Kazakhstan

Agreed

Ministry of Trade
and Integration
of the Republic of Kazakhstan

Agreed

Agency of the Republic of Kazakhstan
for Strategic Planning
and Reforms

Agreed

Ministry of Water Resources
and Irrigation of the Republic of Kazakhstan

Agreed

Agency of the Republic of Kazakhstan
for Combating Corruption
(Anti-Corruption Service)

Agreed

Ministry of Foreign Affairs
of the Republic of Kazakhstan

Agreed

Ministry of Emergency Situations
of the Republic of Kazakhstan

Agreed

Ministry of Tourism and Sports
of the Republic of Kazakhstan

Agreed

National Bank
of the Republic of Kazakhstan

Agreed

National Security Committee

Republic of Kazakhstan

Agreed

Ministry of National Economy

Republic of Kazakhstan

Agreed

Ministry of Digital Development, Innovations

and Aerospace Industry

Republic of Kazakhstan

Agreed

Ministry of Internal Affairs

Republic of Kazakhstan

Agreed

Ministry of Ecology and Natural Resources

Republic of Kazakhstan

Agreed

Ministry of Energy

Republic of Kazakhstan

Approved

by the order of the Minister
of Industry and Construction
of the Republic of Kazakhstan
dated March 31, 2025

№105

Rules

for registration of persons in need of housing and provision of housing from the housing stock of state institutions and state enterprises Chapter 1. General provisions

1. These Rules for registration of persons in need of housing and provision of housing from the housing stock of state institutions and state enterprises (hereinafter – the Rules) are developed in accordance with subparagraph 10-34) of Article 10-2 of the Law of the Republic of Kazakhstan "On Housing Relations" (hereinafter – the Law) determine the procedure for registration persons in need of housing and provision of housing from the housing stock of state institutions and state enterprises.

2. The following basic concepts are used in these Rules:

1) Renter – a party to the residential lease agreement who is either the owner of the housing or a person authorized by the owner to lease the housing;

2) Tenant – a party to the residential lease agreement who receives the housing or part thereof for use;

3) housing stock of a state-owned enterprise - housings managed by a state-owned enterprise;

4) housing stock of a state institution - housings managed by state institutions, with the exception of special state institutions providing housings for use;

5) applicant – citizens of the Republic of Kazakhstan who are employed by state institutions or state-owned enterprises;

6) housing – a separate residential unit (individual residential house, apartment, room in a dormitory, modular (mobile) residential house) intended and used for permanent residence, complying with established construction, sanitary, environmental, fire safety, and other mandatory standards and rules;

7) authorized body – a state institution or state enterprise that allocates and provides housing from the housing stock of a state institution or state enterprise.

Chapter 2. Procedure for registration of persons in need of housing and provision of housing from the housing stock of state institutions and state enterprises

3. Employees of state institutions and state-owned enterprises who reside in a given locality are registered as persons in need of housing from the housing stock of state institutions and state-owned enterprises.

4. To register persons in need of housing from the housing stock of state institutions and state enterprises, applicants shall submit the following documents to the authorized body for consideration:

- 1) an application according to Appendix 1 to these Rules;
- 2) copies of documents proving the identity of the applicant and his/her family members;
- 3) copies of marriage (divorce) certificates, death certificates of family members, birth certificates of children;
- 4) court decision recognizing other persons as members of the applicant's family (if any);
- 5) document confirming that the applicant (family) belongs to socially vulnerable groups of the population.

Information about the presence or absence of housing owned by the applicant and his/her family members, as well as information about the addresses of all family members, is obtained by the authorized body through information systems.

When submitting an application, applicants may not be required to provide documents and information that can be obtained from information systems.

5. Based on the results of reviewing the documents submitted by the applicant in accordance with paragraph 4 of these Rules, no later than 5 (five) business days from the date of application submission, the authorized body shall make one of the following decisions:

- 1) notification of registration with an indication of the queue number;
- 2) a reasoned refusal in writing.

6. Grounds for refusal to register persons in need of housing and provision of housing from the housing stock of state institutions and state enterprises are set forth by subparagraphs 2), 3), 4), 5) of Article 72 of the Law.

Chapter 3. Procedure for the provision of housing from the housing stock of state institutions and state enterprises

7. If there is vacant housing in the housing stock of state institutions and state enterprises, applicants shall be granted the right to receive housing.

8. To receive the housing, an applicant shall submit for consideration to the authorized body the following documents:

- 1) an application according to Appendix 2 to these Rules;
- 2) copies of documents certifying the identity of the applicant and his/her family members ;
- 3) copies of marriage (divorce) certificates, birth of children, death of family members;
- 4) a court decision recognizing other persons as members of the applicant's family (if any) ;
- 5) a document confirming the applicant's (family's) belonging to socially vulnerable groups of the population.

The housing commission receives information about the presence or absence of housing owned by the applicant and his/her family members, information about the address of all family members through information systems.

When submitting an application, it is not permitted to request documents and information from applicants that can be obtained from information systems.

9. The decision of state institutions or state enterprises to provide housing from the state housing stock shall be made on the basis of the decision of the housing commission in accordance with Article 77 of the Law.

10. The Housing Commission shall be formed from an odd number of at least five people, a state enterprise or a state institution providing housing, including representatives of public associations (if any).

11. The Housing Commission shall be headed by:

- 1) in central government bodies - the head of the apparatus;
- 2) in government agencies and state enterprises - the deputy first manager.

12. The secretary of the housing commission is not a member of the housing commission and does not have the right to vote.

13. The secretary of the housing commission keeps the minutes of the meeting of the housing commission.

14. The decisions of the housing commission are made by a majority vote.

15. The Housing Commission, following the review of the documents submitted by the applicant, in accordance with paragraph 8 of these Rules, but no later than ten working days from the date of filing the application, shall make one of the following decisions:

- 1) decision on provision of housing;
- 2) a reasoned refusal in writing.

16. The provision of housing from the housing stock of a state institution or state enterprise shall be denied if the applicant owns housing in the respective locality at the time of allocation from the housing stock of the state institution or enterprise., in accordance with subparagraphs 2) and 3) of paragraph 1 of Article 69 of the Law.

17. The decision of the housing commission is made in two copies, one of which is kept by the authorized body providing housing, the second is issued to the applicant.

18. When the housing commission makes a decision to provide housing, within fifteen calendar days a housing lease (sublease) agreement is concluded (between the applicant and a state institution or state enterprise), in the form approved by the authorized body in the sphere of housing relations and housing and communal services.

19. The lease (sublease) agreement for housing is drawn up in three copies. One copy of the lease agreement is kept by the authorized body, the second is transferred to the local executive body for registration in the register of state property (hereinafter referred to as the register) and which is kept as a document of strict accountability, the third is issued to the applicant and is the only document granting the right to move into the housing.

On the web portal of the registry www.e-qazyna.kz, tenants (subtenants) have the right to view information on the housing lease (sublease) agreements concluded with them, including the terms of the agreement, charges under the agreement, payments transferred to the budget and penalties, if any.

Appendix 1
to the Rules for registration of persons
in need of housing and provision of
housing
from the housing stock of state institutions
and state enterprises To the head of the
state institution /
state enterprise (surname, name,
patronymic (if any)
from citizen _____ (surname,
name, patronymic)
residing at the address:

(individual identification number)

Application

Please register me for the provision of housing from the housing stock of a state institution/state enterprise in the amount of _____ rooms in accordance with paragraph 1 of

Article 75 of the Law of the Republic of Kazakhstan "On Housing Relations" according to the family composition.

Family composition:

1. _____

(surname, name, patronymic (hereinafter – full name) of a family member, degree of relationship) individual identification number: _____

I confirm the accuracy of the submitted data, acknowledge responsibility for providing false information and documents in accordance with the legislation of the Republic of Kazakhstan, and give consent to the use of information constituting legally protected secrets, as well as the collection and processing of personal data. "___" _____ 20__ year _____

(full name. (signature, date/data of electronic digital signature (hereinafter – the EDS), date and time of signing with EDS)

Annex:

1. _____;

2. _____.

(full name (signature, date/data of EDS, date and time of signing with EDS)

Appendix 2
to the Rules for registration of persons
in need of housing and provision of
housing
from the housing stock of state institutions

and state enterprises To the head of the
state institution /
state enterprise (surname, name,
patronymic (if any)
from citizen _____ (surname,
name, patronymic)
residing at the address:

(individual identification number)

Application

I ask you to provide me with housing from the housing stock of a state institution / state enterprise in the amount of _____ rooms in accordance with paragraph 1 of Article 75 of the Law of the Republic of Kazakhstan "On Housing Relations" (hereinafter – the Law) according to the family composition.

Family composition:

1. _____

(surname, name, patronymic (hereinafter – full name) of a family member, degree of relationship) individual identification number _____
_____.

I confirm the accuracy of the submitted data, acknowledge responsibility for providing false information and documents in accordance with the legislation of the Republic of Kazakhstan, and give consent to the use of information constituting legally protected secrets, as well as the collection and processing of personal data. " __ " _____ 20__ year

(full name. (signature, date/data of electronic digital signature (hereinafter – the EDS), date and time of signing with EDS)

Annex:

1. _____;
2. _____.

(full name (signature, date/data of EDS, date and time of signing with EDS)

Appendix 3
to the Rules for registration of persons
in need of housing and provision of
housing
from the housing stock of state institutions

and state enterprises To the head of the
state institution /
state enterprise (surname, name,
patronymic (if any)
from citizen _____ (surname,
name, patronymic)
residing at the address:

(individual identification number)

Form

Decision of the Housing Commission on provision of housing from the housing stock of state institution or state enterprise

Region, city _____ " __ " _____ 20__ year

Decision of the Housing Commission on provision of housing № _____
Commission _____

(name of the body, providing the housing)

Has made a decision to provide housing for rent (sublease) to a citizen:

(surname, name, patronymic (if any) (hereinafter – full name) of the tenant)

For the family composition of _____
 _____ (in writing)
 people, located at the address: _____,
 consisting of _____ rooms, with the area of _____ square meters
 of useful floor, including the residential floor of _____ square meters, non-residential
 floor _____ square meters.

Family composition:

№	Degree of relationship	full name
Члены комиссии:		
Chairman of the commission:	1. _____	(full name, signature)
_____	2. _____	(full name, signature)
(full name)	3. _____	(full name, signature)
_____ signature	4. _____	(full name, signature)
Seal (if any)		(full name, signature)