

**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.

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*Minister of Industry and Construction* *of the Republic of Kazakhstan*
 |
*Ye. Nagaspayev*
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      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.

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|   | Appendix 1to 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)

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| --- | --- |
|   | Appendix 2to 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 3to 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 |
|  |  |  |
|  |  |  |
|
Chairman of the commission:
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(full name)
\_\_\_\_\_\_\_\_\_\_ signature
Seal (if any) |
Члены комиссии:
1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(full name, signature)
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(full name, signature)
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(full name, signature)
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(full name,signature)  |

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