

CITY OFFICE OF KRAKOW	Service sheet / external procedure no. GS-20
	Selling real estate in tender mode
<p>1. Handle the matter electronically Not applicable</p> <p>2. Appendices Not applicable</p> <p>3. Sign language version Not applicable</p> <p>4. Matter handled by Department of the Treasury, Kasprowicza 29, 31-523 Krakow. Tender and Exchange Unit</p> <p>5. Documents from the Applicant (client) Written application for the purchase of real estate / <i>original</i> /.</p> <p>6. Fees</p> <ol style="list-style-type: none"> 1) It is not subject to a stamp duty in accordance with Article 2, point 1, letter h of the Act of November 16, 2006 on Stamp Duty (unified text: Journal of Laws of 2016 item 1827, as amended). 2) The proceedings are not subject to fees. <p>7. Form of consideration A civil law contract.</p> <p>8. Time of consideration Up to two months from the date of collection of full documentation.</p> <p>9. Documents obtained in the proceedings</p> <ol style="list-style-type: none"> 1) Extract or report from the land register. 2) Current registration and situational and altitude map with the land development overlay obtained from the program (MSIP VIEWER). 3) A copy from the land and mortgage register or a printout from the Access to the Central Land and Mortgage Register. 4) Note from field vision. 5) Analysis of entries in the land and mortgage register in order to determine the manner of taking over the property for the benefit of the State Treasury and previous owners, and as a result determine current address data of previous owners or their heirs and notify them about the possibility of returning the property in the event of intending to use it for a purpose other than specified in decisions on expropriation. 6) Opinions of other organizational units of the Municipality of Krakow. 7) Opinions on the possibilities of utilities development and the course of existing networks (MPWiK S.A., MPEC S.A., Zakład Gazowniczy and Zakład Energetyczny). 	

historic real estate entered in the register of monuments.

- 9) In the absence of a local zoning plan with regard to undeveloped land properties, development of an architectural development concept for the purpose of issuing a decision on settlement conditions based on the collected opinions, neighborhood or based on the findings of the Task Team for indicating the development of real estate owned by the Municipality for sale.
- 10) Applying applications to the Faculty of Architecture and Urban Planning for a decision on determining the conditions of development.
- 11) Resumption of border points or execution of a geodetic division by an authorized surveyor.
- 12) Estimation.
- 13) With reference to the real estate of the Municipality of Krakow - with the exception of real estate intended for single-family housing, for the construction of garages with an area of not more than 50m² and the implementation of technical infrastructure devices - resolution of the Krakow City Council regarding the consent for sale or putting into perpetual usufruct by tender .
- 14) Ordinance of the Mayor of the City of Krakow regarding the assignment of real estate for sale.
- 15) Minutes of the tender.
- 16) Ordinance of the Malopolska Region Governor regarding the consent to the sale in the case of real estate owned by the State Treasury.

10. Appeal procedure

Not applicable.

11. Legal basis

- 1) Art. 34, art. 35, art. 37 par. 1, art. 38-41, art. 62, art. 67, art. 70-72, art. 136 of the Act of 21 August 1997 on real estate management (unified text Journal of Laws of 2016 item 2147, as amended).
- 2) Resolution No. XV/99/03 of the Council of the City of Krakow of May 7, 2003 on the principles of real estate management of the City of Krakow - unified text (Journal of Laws of the Malopolska Region of 2017, item 741).
- 3) Act of January 29, 2004 Public Procurement Law (unified text Journal of Laws of 2015 item 2164).
- 4) Regulation of the Council of Ministers of September 14, 2004 on the manner and procedure of conducting tenders and negotiations on the sale of real estate (Journal of Laws of 2014 item 1490).

12. Additional information for the client

The proceedings are initiated ex officio or pursuant to an application.

Developed by:
First name and
surname
Dorota Kasproicz

Date: 03.12.2019

Opinion presented by:
Legal Counsellor First name
and surname
Adam

Date: 11.12.2019

Approved by:
Director First name
and Surname Marta
Witkowicz Date:

07.12.2019