

**Renting a flat by auction**

**1. Handle the matter electronically**

Not applicable

**2. Appendix**

a) Offer

**3. Sign language version**

No

**4. Matter handled by**

Management Board of Municipal Buildings in Krakow, B. Czerwińskiego 16, 31-319 Krakow;

Commercial Premises Unit, telephone number 12/ 616-61-54;

Operation Unit, telephone number 12/ 616-61-37;

Department for Residents Service:

- Residents Service Office no. 1, Rynek Kleparski 4, 31-150 Krakow, telephone number 12/291-29-01
- Residents Service Office no. 2, Królewska 25, 30-040 Krakow, telephone number 12/291-29-17
- Residents Service Office no. 3, J. Zamoyskiego 3, 30-519 Krakow, telephone number 12/291-29-33
- Residents Service Office no. 4, os. Urocz 18, 31-954 Krakow, telephone number 12/291-29-59
- Residents Service Office no. 5, os. Na Stoku 1, 31-701 Krakow, telephone number 12/291-29-77
- Residents Service Office no. 6, Pl. Na Groblach 7, 31-101 Krakow, telephone number 12/291-29-92

**5. Documents from the Applicant (client)**

a) An offer to participate in an auction for the rental of a flat, according to the model constituting an appendix to the procedure

b) The original of certificates from the Tax Office and the Commune Office, competent for the place of residence, on the non-arrears with the payment of civil law or administrative law dues to the Commune or the State Treasury

c) The original of the certificate from the employer / principal or company on the generated income or original documents confirming the amount of the Bidder's income for the period of three full calendar months preceding the auction announcement date

d) Proof of payment of the bid security

**6. Fees**

a) The procedure is not subject to fees

b) It is necessary to pay the deposit in the amount and within the time limit specified by the Management Board of Municipal Buildings in Krakow

**7. Form of consideration**

a) Preliminary rental agreement

b) Rental agreement for an indefinite period

### **8. Time of consideration**

a) Concluding a preliminary rental agreement up to 14 days from the announcement of the auction results

b) Up to 7 days from the date of receipt of the repair works performed without defects and after the fulfilment of all obligations, conclusion of the promised rental agreement

### **9. Documents obtained in the proceedings**

a) Preliminary rental agreement

b) Promised rental agreement

### **10. Appeal procedure**

The auction participant may, within 7 days from the date of the auction, challenge the activities related to the auction to the Mayor of the City of Krakow. The explanatory proceedings are carried out by the Director of the Management Board of Municipal Buildings.

### **11. Legal basis**

Regulation No. 1268/2008 of the Mayor of the City of Krakow of June 30, 2008 on the management of buildings owned by natural persons unknown from their place of stay, remaining on the management board of the Municipality of Krakow, for which a probation officer has not been appointed, with subsequent amendments

b) Provisions on the protection of personal data in force in the territory of the Republic of Poland

### **12. Additional information for the client**

a) Written bids are accepted by the Management Board of Municipal Buildings in Krakow during the period when the lists of residential premises for rent are displayed to the public, but no later than 3pm on the third working day preceding the auction day.

b) The bid security is payable by bank transfer or payment to the bank account indicated by the Management Board of Municipal Buildings in Krakow, no later, however, than by the third business day preceding the date of the procedure. The date on which the funds are credited to the account of the Management Board of Municipal Buildings in Krakow shall decide whether the deadline for the payment of the bid security is met. When making a payment to a bank account or transferring funds as a deposit, the Bidder should enter the date of the procedure, the address of the apartment for which the offer will be submitted, the index number in the list of premises for rent and the name and surname of the Bidder.

c) The documents listed in point 5 lit. b must be obtained no earlier than 3 months before the auction date

Developed by: Anita Urban	Opinion presented by: Solicitor Małgorzata Kozłowska-Kłek	Approved by: Director Katarzyna Zapał
Date: 06/12/2019	Date: 11/12/2019	Date: 19/12/2019