



Republika e Kosovës
Republic of Kosovo - Republika Kosovo
Qeveria- Government -Vlada

**REGULATION (GRK) NO.02/2025 ON THE INTERNAL ORGANIZATION
AND FUNCTIONING OF THE OFFICE FOR PUBLIC PROPERTY
ADMINISTRATION WITHIN THE OFFICE OF THE PRIME MINISTER¹**

¹ Regulation (GRK) No.02/2025 on the Internal Organization and Functioning of the Office for Public Property Administration within the Office of the Prime Ministers was adopted at the 251-th session of the Government of the Republic of Kosovo, by decision No. 04/251, dated: 12.03.2025.

Government of the Republic of Kosovo,

Pursuant to the Article 93 (4) of the Constitution of the Republic of Kosovo, in accordance with, Article 25(4) of Law No. 08/L-125 on Public Property, and Article 8(4.5) of Law No. 08/L-117 on the Government of the Republic of Kosovo,

Issues the following:

**REGULATION (GRK) NO. 02/2025 ON THE INTERNAL ORGANIZATION AND
FUNCTIONING OF THE OFFICE FOR PUBLIC PROPERTY ADMINISTRATION
WITHIN THE OFFICE OF THE PRIME MINISTER**

**CHAPTER I
GENERAL PROVISIONS**

**Article 1
Purpose**

This Regulation aims to regulate the internal organization and functioning of the Office for Public Property Administration (hereinafter: the Office) within the Office of the Prime Minister.

**Article 2
Scope**

This Regulation applies to the employees of the Office in the exercise of their competencies, in accordance with the Law on Public Property and the applicable legislation.

**CHAPTER II
ORGANIZATION AND RESPONSIBILITIES OF THE OFFICE**

**Article 3
Duties and Responsibilities of the Office for Public Property Administration**

1. The Office exercises the duties and responsibilities set forth in the relevant Law on Public Property.
2. In carrying out the duties established by the relevant Law on Public Property, the Office issues Circulars, and provides advice, guidance and clarifications upon request from institutions.
3. The Director of the Office reports to and is accountable to the Secretary-General of the Office of the Prime Minister.

4. The Office consists of the following divisions:
 - 4.1. Division for Unique Records and Public Property Registry; and
 - 4.2. Division for Verification and Issuance of Consents.
5. The total number of employees in the Office is ten (10).

Article 4
Division for Unique Records and Public Property Registry

1. The Division for Unique Records and Public Property Registry has the following duties and responsibilities:
 - 1.1. Maintains and updates the unique record and registry of public property, including public properties categorized as critical infrastructure;
 - 1.2. Cooperates with the Cadastral Agency for the registration of public property;
 - 1.3. Collaborates with central authorities of the Republic of Kosovo and local self-government units regarding the receipt of data from immovable property records maintained by them, to ensure the maintenance of a unified record of immovable properties under public ownership;
 - 1.4. Oversees cadastral registration processes, parceling, subdivision, exchange, preparation of contract drafts, proposal decisions, and their implementation, including rental payments and other related matters concerning public property;
 - 1.5. Receives data on movable assets under public ownership from all central institutions and local self-government units;
 - 1.6. Initiates actions for identifying immovable property that is not registered under the name of private legal or natural persons or under the name of Socially Owned Enterprises;
 - 1.7. Prepares reports and recommendations on the administration and use of public property;
 - 1.8. Stores and archives data in both electronic and physical formats, adhering to cybersecurity regulations, data protection laws, and archiving legislation;
 - 1.9. Performs other tasks as assigned by the Government.
2. The Head of the Division for Unique Records and Public Property Registry reports to the Director of the Office.
3. The number of employees in the Division for Unique Records and Public Property Registry is four (4).

Article 5
Division for Verification and Issuance of Consents

1. The Division for Verification and Issuance of Consents has the following duties and responsibilities:

1.1. For the lease of public property, it grants only a preliminary consent and determines the designated use of the property for the duration of the lease; For changes in the designated use of the property during the lease period, a new consent must be obtained in accordance with the applicable legislation;

1.2. Ensures that public property is used in compliance with its designated purpose;

1.3. Oversees assets that, by legal authority, become public property;

1.4. Coordinates requests submitted to the Office with central institutions to verify whether they have any interest in the public property before consent is granted;

1.5. Coordinates activities with central institutions and local government units for the purpose of property exchanges;

1.6. Conducts administrative oversight regarding the implementation of the relevant Law on Public Property and the bylaws issued under it, as well as the legality of the work and actions of state administration bodies, local self-government bodies, and legal entities with public authorization for managing and disposing of state-owned property;

1.7. Ensures conditions for the protection and inspection of assets;

1.8. Conducts inspections to initiate misdemeanor procedures for violations of procedures prescribed by this law;

1.9. Proposes corrective measures in cases where deficiencies are identified in documentation or in any stage of the process related to leasing, exchanging, or managing public property;

1.10. Performs other tasks as assigned by the Government.

2. The Head of the Division for Verification and Issuance of Consents reports to the Director of the Office.

3. The number of employees in the Division for Verification and Issuance of Consents is five (5).

CHAPTER III
EXERCISE OF THE OFFICE'S FUNCTIONS

Article 6
Unique Record and Public Property Registry

1. All public properties are registered in the central public property registry, which is administered by the Office.
2. The registry includes:
 - 2.1. Data on immovable property (location, street, number, cadastral zone, cadastral parcel, ownership certificate, land area, building area, designation, servitude, other property encumbrances, and restrictions;
 - 2.2. The legal basis for acquiring the property right;
 - 2.3. The value of the immovable property at the time of registration, as assessed by the authorized body, as well as any other relevant data necessary for record-keeping.
3. The Office maintains and ensures the integrity of the unified and updated public property registry, providing centralized access and management of these records.
4. The registry includes a record of the entity that holds the right to dispose of the property, in accordance with the relevant legislation on public property.

Article 7
Data Exchange

1. Institutions carry out the registration, valuation, and recording of immovable property under their competence and submit the data to the Office.
2. Responsible institutions update public property data and report any changes in its status.
3. Institutions conduct the valuation and registration of assets and goods under public ownership.

Article 8
Assets Becoming Public Property

1. The Office is responsible for overseeing assets that, by legal authority, become or are transformed into public property in accordance with the relevant Law on Public Property.
2. The Office ensures that such assets are managed as public property and used for purposes of public interest in cases where immovable property is not registered under the name of private natural or legal persons or under the name of Socially Owned Enterprises of Kosovo.
3. Movable and immovable assets that are considered abandoned (*res derelicta*), in accordance with the relevant laws, are converted into public property. In these circumstances, the Office assumes

responsibility for the registration and safekeeping of these assets, in compliance with the applicable legal provisions.

4. In all cases foreseen in this article, the Office evaluates, registers, and administers public property in accordance with the criteria and procedures established by the applicable legislation, which defines the status and use of public property.

CHAPTER IV PROCEDURES FOR LEASING OR EXCHANGING PUBLIC PROPERTY

Article 9 Initiation of Requests for Preliminary Consent

1. After prior review of a request, the central institutions of the Republic of Kosovo, before leasing public property, must submit an official request for preliminary consent to the Office.
2. The official request for preliminary consent must include:
 - 2.1. Key property details (location, area, current designation);
 - 2.2. Justification and purpose of leasing the property;
 - 2.3. Supporting documentation (cadastral data, ownership certificate, cadastral plan copy, strategic documents, development documents and the likes, and any additional documents as required.
 - 2.4. The official request is submitted by the head of the responsible unit through the Chief Administrative Officer and the head of the respective institution.

Article 10 Review of the Request

1. Upon receiving the request, the Office reviews whether the request is complete and admissible and verifies the attached documentation.
2. The Office seeks input from the relevant central institutions or local self-government units where the property is located, asking them to declare whether there is any public interest in the public property, based on their strategic priorities or investment plans.
3. The contacted institutions must respond within 15 days from the date the Office receives the request. If the consulted institutions do not provide a response within the deadline, it will be considered that no public interest exists and the Office may proceed with granting preliminary consent.

4. Preliminary consent is issued only after confirming that no other institution has a public interest in the property.

5. If an institution declares a public interest in the property, the preliminary consent procedure is suspended until the feasibility of fulfilling that interest is clarified, but not longer than three (3) months. In such cases, the institution expressing a public interest in the property must substantiate the public interest claim with relevant documentation in accordance with Article 9, paragraph 2, subparagraph 2.3 of this Regulation.

6. The Office responds to the request submitted under Article 9 of this Regulation within 30 days from the date of receipt.

7. Preliminary consent includes the duration of use, the designation of the property, and the procedure that the Requesting Authority must follow.

Article 11 **Actions Following Preliminary Consent**

1. After receiving the preliminary consent, the Requesting Authority shall conduct the auction or collection of bids procedure, respectively enter into a direct agreement, in accordance with the relevant legislation.

2. After completing this process under paragraph 1 of this article, the Requesting Authority shall submit all documentation to the Office, including the agreement agreed with the party, for decision-making in the Government.

Article 12 **Decision-Making in the Government**

1. Before the request is processed for review by the Government, the Office examines the documentation to ensure that the procedure followed is in compliance with the relevant Law on Public Property and other applicable legislation, aligns with the preliminary consent, and that the designation of the property has not changed from the initial request for preliminary consent.

2. If the conditions set forth in paragraph 1 of this Article are met, the Office shall process the proposal as an item on the agenda of the Government meeting. If the conditions are not met, the Office shall return the proposal to the Requesting Authority for completion.

3. The Government of the Republic of Kosovo makes one of the following decisions:

3.1. Approval of the request for leasing immovable public property; or

3.2. Referral of the matter to the Assembly for a final decision, in cases where this is required by the relevant Law on Public Property.

Article 13
Registry and Electronic Processing of Requests

1. The Office, within the framework of the Unique Records and Public Property Registry, which it develops based on the relevant Law on Public Property, maintains a platform for managing and electronically processing requests.
2. This platform is used by the Office and requesting authorities to facilitate more effective and transparent communication regarding these requests.

CHAPTER V
TRANSITIONAL AND FINAL PROVISIONS

Article 14
Annex

An integral part of this Regulation is Annex 1 – Preliminary Consent Form.

Article 15
Entry into force

1. This Law shall enter into force seven (7) days following its publication in the Official Gazette of the Republic of Kosovo.
2. Except for paragraph 1 of this Article, the provisions on the declaration of public interest by central institutions for public properties, pursuant to Article 10 of this Regulation, shall begin to apply after a period of three (3) months after the entry into force of this Regulation.

Albin KURTI

Prime Minister of the Republic of Kosovo
20 March 2025

**ANNEX 1
PRELIMINARY CONSENT FORM**

REQUESTING AUTHORITY INFORMATION

Name of institution:

Official address:

Contact person:

Phone/Email:

BASIC PUBLIC PROPERTY INFORMATION

Location (municipality, cadastral zone):

Area (in m²):

Current designation:

Cadastral data (parcel number, cadastral plan, etc.):

PURPOSE OF THE REQUEST

Lease / Exchange of public property (circle the applicable option):

Justification and new designation (if applicable):

SUPPORTING DOCUMENTATION

Copy of the cadastral plan;

Ownership documents;

Authorization from the competent body within the Requesting Authority;

Valuation by a licensed expert;

Other (as applicable).

DESCRIPTION OF THE PROCEDURE

Key dates (initiation, submission of the request, communications with other institutions);

Steps undertaken during the process (verifications, publications, announcements, etc.).

DECISION / PRELIMINARY CONSENT

Legal reference:

Duration of allocation for use / Lease period:

General conditions of use / exchange:

Deadlines for further steps:

Seal and signature of the Unit Director:

ADDITIONAL COMMENTS (IF APPLICABLE)