不动产统一登记业务系统办理流程明细表

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 序号 | 业务名称 | 业务流程 | | | | | | | | | 办理时限 | | | | | | 备注 | |
| 权  籍  调  查 | 受  理 | 初  审 | 复  审 | 核  定 | 制  证 | 收  费 | 发  证 | 归  档 | 合  计 | 受  理 | 初  审 | 复  审 | 核  定 | 制  证 |
| 1 | 首次登记(初始登记) | | | | | | | | | | | | | | | | | |
| 1.1 | 国有建设用地使用权总登记 | √ | √ | √ | √ | ⊙ | √ | √ | √ | √ |  |  |  |  |  |  |  |
| 1.2 | 国有农用地总登记 | √ | √ | √ | √ | ⊙ | √ | √ | √ | √ |  |  |  |  |  |  |  |
| 1.3 | 划拨国有建设用地使用权及房屋  所有权初始登记（个人） | √ | √ | √ | ⊙ | - | √ | √ | √ | √ |  |  |  |  |  |  | 存量土地无证 |
| 1.4 | 划拨国有建设用地使用权及房屋  所有权初始登记（单位） | √ | √ | √ | √ | ⊙ | √ | √ | √ | √ |  |  |  |  |  |  | 存量土地无证 |
| 1.5 | 划拨国有建设用地使用权及房屋  所有权初始登记（单位） | √ | √ | √ | √ | ⊙ | √ | √ | √ | √ |  |  |  |  |  |  | 新划拨  竣工验收 |
| 1.6 | 出让国有建设用地使用权初始登记 | √ | √ | √ | √ | ⊙ | √ | √ | √ | √ |  |  |  |  |  |  | 招拍挂 |
| 1.7 | 补办出让国有建设用地使用权初始登记 | √ | √ | √ | √ | ⊙ | √ | √ | √ | √ |  |  |  |  |  |  | 协议出让 |
| 1.8 | 授权经营、作价出资（入股）国  有建设用地使用权初始登记 | √ | √ | √ | √ | ⊙ | √ | √ | √ | √ |  |  |  |  |  |  |  |
| 1.9 |  | √ | √ | √ | √ | ⊙ | √ | √ | √ | √ |  |  |  |  |  |  |  |
| 1.10 | 开发公司商品房竣工验收初始登记 | √ | √ | √ | √ | ⊙ | √ | √ | √ | √ |  |  |  |  |  |  |  |
| 2 | 变更登记 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.11 | 个人改建、扩建、翻建房屋申请 | √ | √ | √ | ⊙ | - | √ | √ | √ | √ |  |  |  |  |  |  | 需土地审批 |
| 2.12 | 项目竣工验收变更登记 | √ | √ | √ | √ | ⊙ | √ | √ | √ | √ |  |  |  |  |  |  | 非开发企业 |
| 2.13 | 单位改建、扩建、翻建房屋申请  变更登记 | √ | √ | √ | √ | ⊙ | √ | √ | √ | √ |  |  |  |  |  |  | 出让土地需审  核容积率 |
| 2.14 | 单位名称变更登记 | √ | √ | √ | √ | ⊙ | √ | √ | √ | √ |  |  |  |  |  |  | 包括证件类型  和号码变更 |
| 2.15 | 宗地用途变更登记 | √ | √ | √ | √ | ⊙ | √ | √ | √ | √ |  |  |  |  |  |  | 出让土地需审  核出让金 |
| 2.16 | 宗地分割合并变更登记 | √ | √ | √ | √ | ⊙ | √ | √ | √ | √ |  |  |  |  |  |  | 需审批 |
| 2.17 | 宗地面积变更登记 | √ | √ | √ | √ | ⊙ | √ | √ | √ | √ |  |  |  |  |  |  | 出让宗地面积  增加的需审核  出让金 |
| 2.18 | 地址变更登记 | √ | √ | √ | ⊙ | - | √ | √ | √ | √ |  |  |  |  |  |  |  |
| 2.19 | 个人更名登记 | - | √ | √ | ⊙ | - | √ | √ | √ | √ |  |  |  |  |  |  | 包括证件类型  和号码变更 |
| 2.20 | 同一权利人房产分割合并变更登 | √ | √ | √ | ⊙ | - | √ | √ | √ | √ |  |  |  |  |  |  | 划拨土地需审 |
| 2.21 | 房产面积减少变更登记 | √ | √ | ⊙ | √ | - | √ | √ | √ | √ |  |  |  |  |  |  |  |
| 2.22 | 房产面积增加变更登记 | √ | √ | ⊙ | √ | - | √ | √ | √ | √ |  |  |  |  |  |  | 出让土地需审  核容积率 |
| 2.23 | 分割证换领不动产权证书变更登 | - | √ | ⊙ | - | - | √ | √ | √ | √ |  |  |  |  |  |  | 已办房证 |
| 2.24 | 单位优惠售房后余房变更登记 | - | √ | √ | ⊙ | - | √ | √ | √ | √ |  |  |  |  |  |  |  |
| 2.25 | 婚内不动产加名变更登记 | - | √ | √ | ⊙ | - | √ | √ | √ | √ |  |  |  |  |  |  |  |
| 2.26 | 原铜山县房管局优惠售房变更登 | - | √ | √ | ⊙ | - | √ | √ | √ | √ |  |  |  |  |  |  | 已办房证 |
| 2.27 | 开发公司自持商品房换不动产权  证书变更登记 | - | √ | √ | ⊙ | - | √ | √ | √ | √ |  |  |  |  |  |  |  |
| 3 | 转移登记 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3.28 | 个人之间自建房不动产转移登记 | - | √ | √ | ⊙ | - | √ | √ | √ | √ |  |  |  |  |  |  |  |
| 3.29 | 个人之间存量房不动产转移登记 | - | √ | √ | ⊙ | - | √ | √ | √ | √ |  |  |  |  |  |  |  |
| 3.30 | 个人购买商品房不动产转移登记 | - | √ | √ | ⊙ | - | √ | √ | √ | √ |  |  |  |  |  |  | 无土地分割证 |
| 3.31 | 个人购买商品房不动产转移登记 | - | √ | √ | ⊙ | - | √ | √ | √ | √ |  |  |  |  |  |  | 有产权证明  书、土地分割 |
| 3.32 | 个人购买单位不动产转移登记 | - | √ | √ | ⊙ | - | √ | √ | √ | √ |  |  |  |  |  |  | 无需补办土地  出让手续 |

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| 3.33 | 个人购买单位不动产转移登记 | - | √ | √ | - | ⊙ | √ | √ | √ | √ |  |  |  |  |  |  | 需补办土地出  让手续 |
| 3.34 | 国有建设用地使用权转移登记 | - | √ | √ | √ | ⊙ | √ | √ | √ | √ |  |  |  |  |  |  | 出让净地 |
| 3.35 | 不动产互换转移登记 | - | √ | √ | ⊙ | - | √ | √ | √ | √ |  |  |  |  |  |  | 同时申请 |
| 3.36 | 不动产拆迁交换转移登记 | - | √ | √ | ⊙ | - | √ | √ | √ | √ |  |  |  |  |  |  |  |
| 3.37 | 不动产赠予转移登记 | - | √ | √ | ⊙ | - | √ | √ | √ | √ |  |  |  |  |  |  |  |
| 3.38 | 不动产继承转移登记 | - | √ | √ | ⊙ | - | √ | √ | √ | √ |  |  |  |  |  |  |  |
| 3.39 | 离婚析产转移登记 | - | √ | √ | ⊙ | - | √ | √ | √ | √ |  |  |  |  |  |  |  |
| 3.40 | 法院判决、仲裁不动产转移登记 | - | √ | √ | ⊙ | - | √ | √ | √ | √ |  |  |  |  |  |  | 无需补办土地  出让手续 |
| 3.41 | 法院判决、仲裁不动产转移登记 | - | √ | √ | √ | ⊙ | √ | √ | √ | √ |  |  |  |  |  |  | 需补办土地出  让手续 |
| 3.42 | 单位自管公房优惠售房转移登记 | - | √ | √ | ⊙ | - | √ | √ | √ | √ |  |  |  |  |  |  |  |
| 3.43 | 单位购买商品房转移登记 | - | √ | √ | ⊙ | - | √ | √ | √ | √ |  |  |  |  |  |  |  |
| 3.44 | 单位购买不动产转移登记 | - | √ | √ | √ | ⊙ | √ | √ | √ | √ |  |  |  |  |  |  | 出让土地 |
| 3.45 | 补办出让国有建设用地使用权不  动产转移登记 | - | √ | √ | √ | ⊙ | √ | √ | √ | √ |  |  |  |  |  |  |  |
| 3.46 | 租赁国有建设用地使用权不动产 | - | √ | √ | √ | ⊙ | √ | √ | √ | √ |  |  |  |  |  |  |  |
| 3.47 | 商品房预告登记转商品房转移登 | - | √ | √ | ⊙ | - | √ | √ | √ | √ |  |  |  |  |  |  |  |
| 3.48 | 婚前个人不动产产婚内赠与转移 | - | √ | √ | ⊙ | - | √ | √ | √ | √ |  |  |  |  |  |  |  |
| 3.49 | 婚内共有不动产赠与转移登记 | - | √ | √ | ⊙ | - | √ | √ | √ | √ |  |  |  |  |  |  |  |
| 3.50 | 房产分割合并转移登记 | - | √ | √ | ⊙ | - | √ | √ | √ | √ |  |  |  |  |  |  | 划拨土地需审 |
| 3.51 | 共有份额确认登记 | - | √ | √ | ⊙ | - | √ | √ | √ | √ |  |  |  |  |  |  |  |
| 3.52 | 共有份额变动转移登记 | - | √ | √ | ⊙ | - | √ | √ | √ | √ |  |  |  |  |  |  |  |
| 4 | 抵押登记 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.53 | 不动产抵押登记 | - | √ | √ | √ | ⊙ | √ | √ | √ | √ |  |  |  |  |  |  | 纯土地 |
| 4.54 | 不动产产抵押登记 | - | √ | √ | ⊙ | - | √ | √ | √ | √ |  |  |  |  |  |  |  |
| 4.55 | 在建工程抵押登记 | - | √ | √ | √ | ⊙ | √ | √ | √ | √ |  |  |  |  |  |  | 含土地 |
| 4.56 | 在建工程追加抵押物抵押登记 | - | √ | √ | ⊙ | - | √ | √ | √ | √ |  |  |  |  |  |  | 不含土地 |
| 4.57 | 不动产余值抵押登记 | - | √ | √ | ⊙ | - | √ | √ | √ | √ |  |  |  |  |  |  |  |
| 4.58 | 不动产抵押变更登记 | - | √ | √ | ⊙ | - | √ | √ | √ | √ |  |  |  |  |  |  |  |
| 4.59 | 预告抵押转抵押权登记 | - | √ | √ | ⊙ | - | √ | √ | √ | √ |  |  |  |  |  |  |  |
| 4.60 | 抵押权转移登记 | - | √ | √ | √ | ⊙ | √ | √ | √ | √ |  |  |  |  |  |  |  |
| 4.61 | 抵押权注销登记 | - | √ | ⊙ | - | - | √ | √ | √ | √ |  |  |  |  |  |  |  |
| 4.62 | 在建工程抵押注销登记 | - | √ | ⊙ | - | - | √ | √ | √ | √ |  |  |  |  |  |  |  |
| 4.63 | 抵押确认登记 | - | √ | √ | √ | ⊙ | √ | √ | √ | √ |  |  |  |  |  |  |  |
| 5 | 其他登记 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5.10 | 注销登记 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5.1.64 | 收回国有建设用地使用权注销登 | - | √ | ⊙ | - | - | √ | √ | √ | √ |  |  |  |  |  |  |  |
| 5.1.65 | 国有土地使用权期满注销登记 | - | √ | ⊙ | - | - | √ | √ | √ | √ |  |  |  |  |  |  |  |
| 5.1.66 | 不动产灭失注销登记 | - | √ | ⊙ | - | - | √ | √ | √ | √ |  |  |  |  |  |  |  |
| 5.1.67 | 征收、没收不动产注销登记 | - | √ | ⊙ | - | - | √ | √ | √ | √ |  |  |  |  |  |  |  |
| 5.1.68 | 自愿放弃不动产注销登记 | - | √ | ⊙ | - | - | √ | √ | √ | √ |  |  |  |  |  |  |  |
| 5.1.69 | 不动产权证书注销登记（依职 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5.20 | 更正登记 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5.2.70 | 更正登记（名称、用途、座落、  权属性质、年限、面积等） | - | √ | √ | ⊙ | - | √ | √ | √ | √ |  |  |  |  |  |  |  |

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| 5.30 | 地役权登记 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5.3.71 | 地役权登记 | - | √ | √ | √ | ⊙ | √ | √ | √ | √ |  |  |  |  |  |  |  |
| 5.3.72 | 注销地役权登记 | - | √ | ⊙ | - | - | √ | √ | √ | √ |  |  |  |  |  |  |  |
| 5.40 | 预告登记 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5.4.73 | 预购商品房预告登记 | - | √ | ⊙ | - | - | √ | √ | √ | √ |  |  |  |  |  |  |  |
| 5.4.74 | 商品房抵押预告登记 | - | √ | ⊙ | - | - | √ | √ | √ | √ |  |  |  |  |  |  |  |
| 5.4.75 | 转让净地预告登记 | - | √ | √ | ⊙ | - | √ | √ | √ | √ |  |  |  |  |  |  |  |
| 5.4.76 | 存量房转让预告登记 | - | √ | √ | ⊙ | - | √ | √ | √ | √ |  |  |  |  |  |  |  |
| 5.4.77 | 存量房转让抵押预告登记 | - | √ | √ | ⊙ | - | √ | √ | √ | √ |  |  |  |  |  |  |  |
| 5.50 | 异议登记 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5.5.78 | 异议登记 | - | √ | √ | ⊙ | - | √ | √ | √ | √ |  |  |  |  |  |  |  |
| 5.5.79 | 异议注销登记 | - | √ | √ | ⊙ | - | √ | √ | √ | √ |  |  |  |  |  |  |  |
| 5.60 | 查封登记 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5.6.80 | 查封登记 | - | √ | ⊙ | - | - | - | - | - | √ |  |  |  |  |  |  |  |
| 5.6.81 | 预查封登记 | - | √ | ⊙ | - | - | - | - | - | √ |  |  |  |  |  |  |  |
| 5.6.82 | 轮候查封登记 | - | √ | ⊙ | - | - | - | - | - | √ |  |  |  |  |  |  |  |
| 5.6.83 | 注销查封登记 | - | √ | ⊙ | - | - | - | - | - | √ |  |  |  |  |  |  |  |
| 6 | 其他登记 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6.84 | 开发公司商品房竣工验收分割登 | - | √ | √ | ⊙ | - | √ | √ | √ | √ |  |  |  |  |  |  |  |
| 6.85 | 不动产权证书丢失补证登记 | - | √ | √ | ⊙ | - | √ | √ | √ | √ |  |  |  |  |  |  |  |
| 6.86 | 两证丢失补证登记 | - | √ | √ | ⊙ | - | √ | √ | √ | √ |  |  |  |  |  |  |  |
| 6.87 | 换证登记 | - | √ | √ | ⊙ | - | √ | √ | √ | √ |  |  |  |  |  |  |  |
| 6.88 | 不动产权证书换证登记 | - | √ | √ | ⊙ | - | √ | √ | √ | √ |  |  |  |  |  |  |  |
| 6.89 | 不动产登记证明丢失补证登记 | - | √ | √ | ⊙ | - | √ | √ | √ | √ |  |  |  |  |  |  |  |
| 6.90 | 无土地权属房产转移登记 | - | √ | √ | ⊙ | - | √ | √ | √ | √ |  |  |  |  |  |  | 法院协助执行 |
| 6.91 | 无土地权属房产变更登记 | - | √ | √ | ⊙ | - | √ | √ | √ | √ |  |  |  |  |  |  |  |
| 6.92 | 无土地权属房产丢失补证登记 | - | √ | √ | ⊙ | - | √ | √ | √ | √ |  |  |  |  |  |  |  |
| 说明:1. √是必做项；-是不做项；⊙是终止项，表示审批（登簿）流程到止结束。  2. 两种或两种以 上流程合并办理的，以最长的审批流程为主流程，该审批（登簿）时间为登簿时限。 | | | | | | | | | | | | | | | | | | |