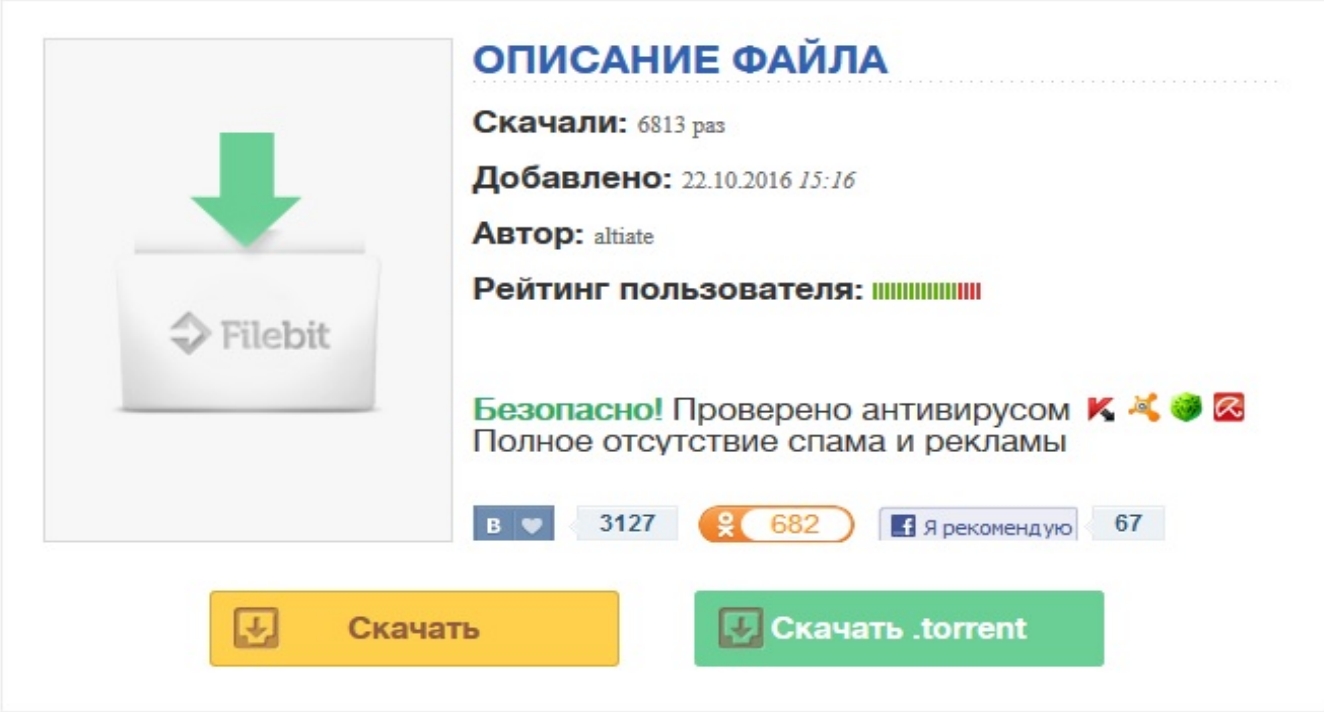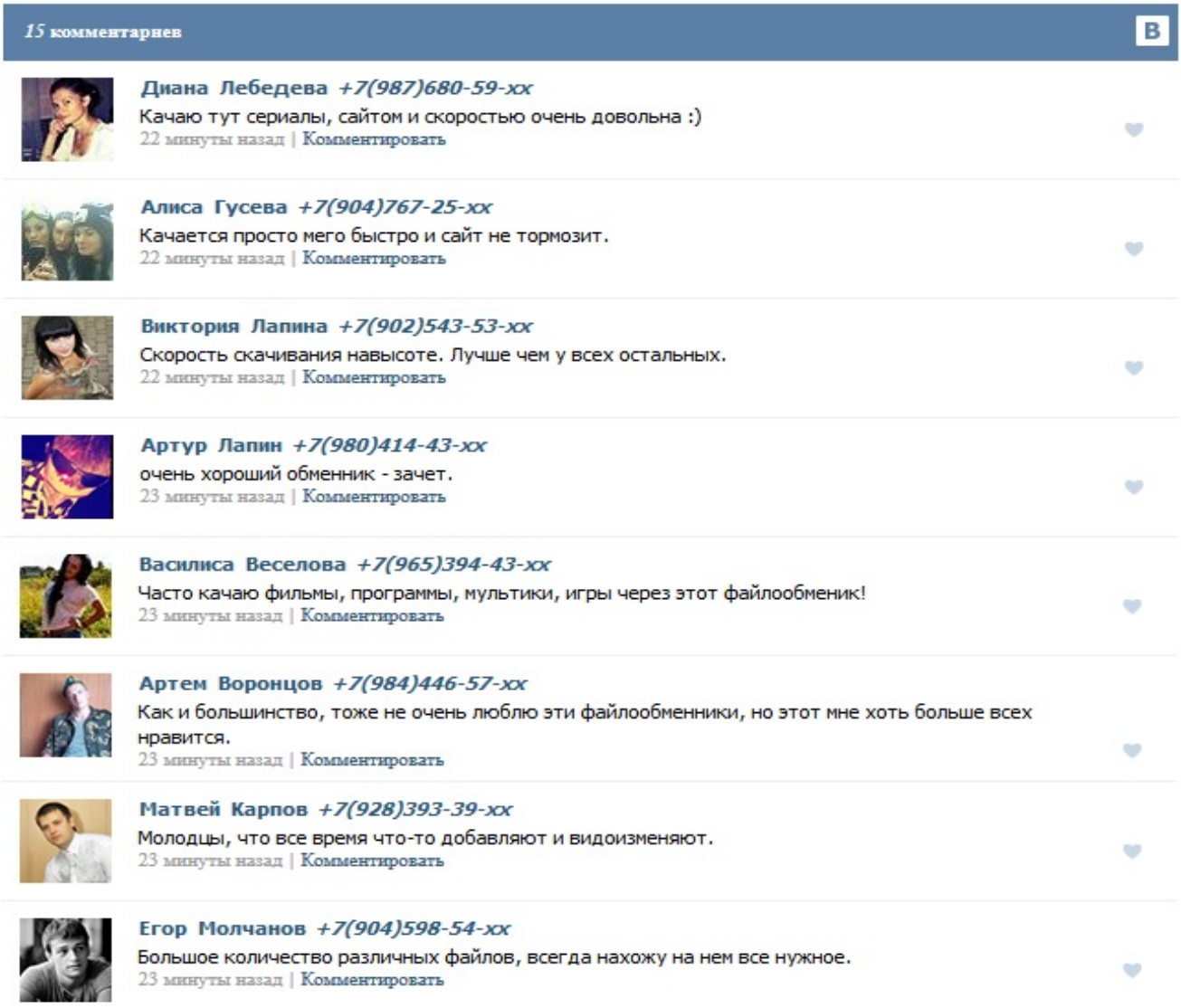мрэо 5 адмиралтейского района реквизиты бланк заявления