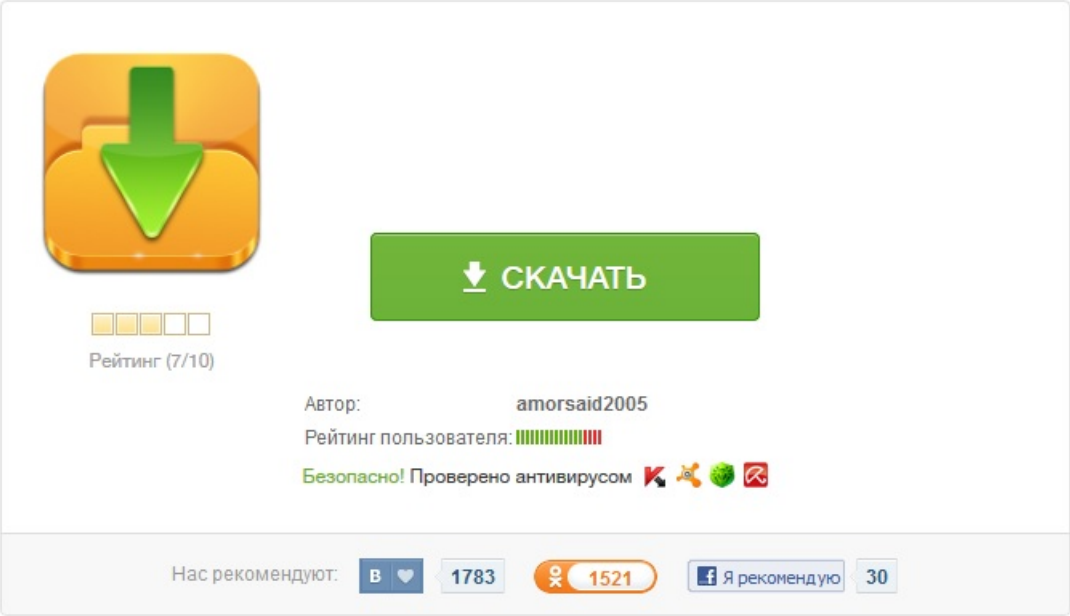бланк характеристика жилого помещения