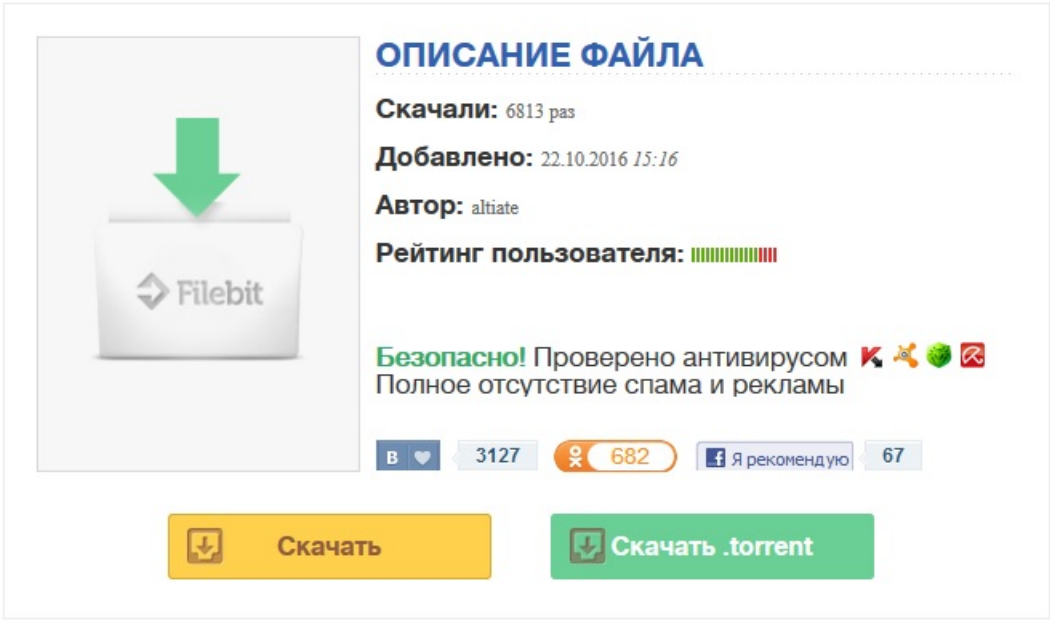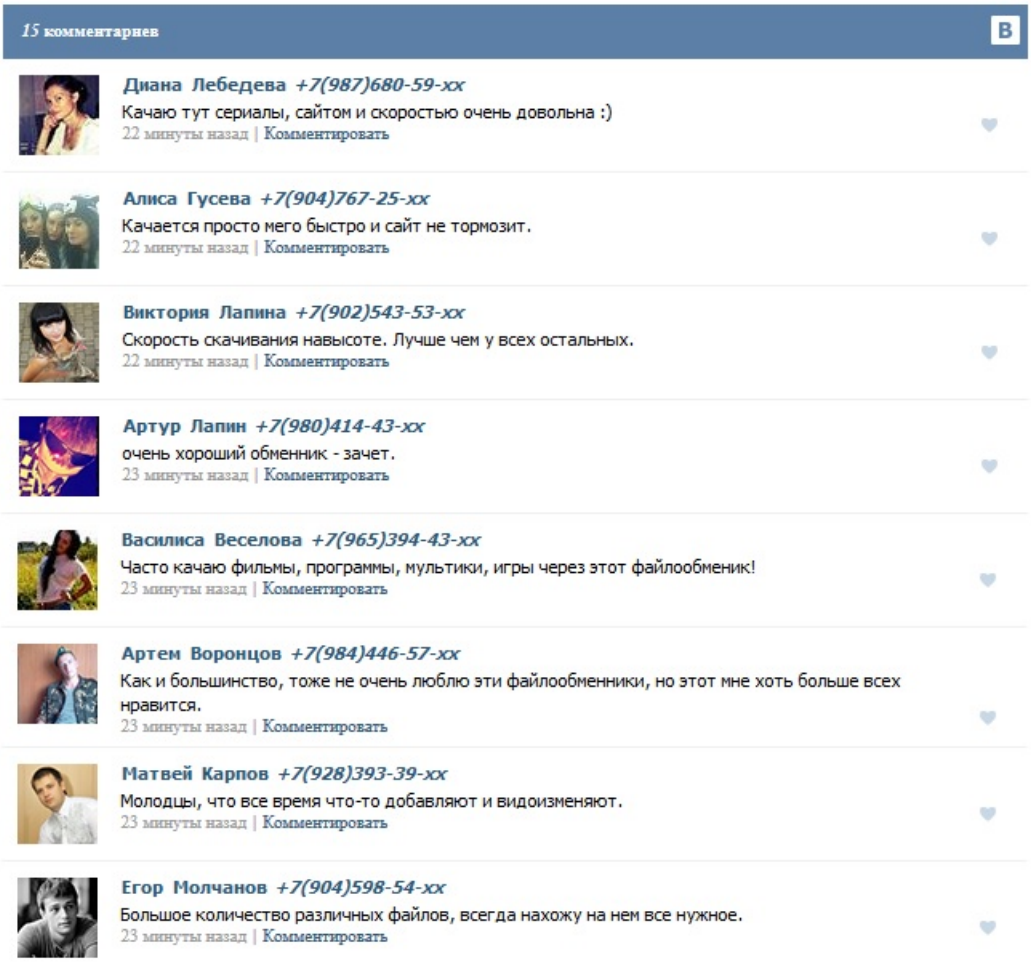образец заполнения патента аренда 2016