

ADDITIONAL DISPOSITIONS TO THE HOUSING SERVICE REGULATION

The assignees of the sleeping accommodations managed by the ESU – ARDSU of Verona, besides respecting the “Housing Service Regulation”(RSA), are held to observe the following additional Dispositions.

PROCEDURES RELATED TO THE ALLOCATION OF THE SLEEPING ACCOMMODATION (art. 5 RSA)

1. Successively to the provisional list publication made by the ESU – ARDSU for the “BENEFICIARY ELIGIBLE” students, the assignees have to subscribe the “acceptation form” for the sleeping accommodation providing to deposit the key money.
2. Successively to the final list approval made by the ESU – ARDSU, the “no-requisites” assignees have to provide to the payment of the first rental instalment, including 5 monthly instalments in integral fees, according to the procedures indicated in letter e), comma 1, art.5 of the R.S.A.
3. At the moment of the allocation for the sleeping accommodation the assignee is held to produce the following documentation (comma 1, art. 5 R.S.A):
 - a) A copy of a valid Identity Document. Extra-UE students will also have to show their Residence permit and an official letter which certifies the assignment of the scholarship or other forms of assistance provided by their home countries or by the Italian Government;
 - b) A document certifying the residence of the home-town, accurately translated if presented by foreign student. As alternative, it's accepted a self-certification;
 - c) A copy of the “National Insurance number”;
 - d) Two identical card-photos;
 - e) A self-certification about psychophysical attitude for the cohabitation in human society;
 - f) FOR ALL ASSIGNEES: the original receipt of the key money payment (210,00 Euro) reporting the student's name and surname. The reason for the payment is : “CAUZIONE”. All fees and commissions are for remitter's account;
 - g) FOR “NO-REQUISITES” ASSIGNEES: besides the key money payment, “no-requisites” assignees have to bring the original receipt of the first allocation instalment. The reason of the payment is: “allocation: assignee's name, surname”.
4. At the moment of the allocation for the sleeping accommodation, the assignees are held to subscribe the “acceptation form”, the “delivery report” containing the “asset's inventory”, a copy of the Housing Service Regulation and a copy of the following additional Dispositions.
5. All documents have to be legible and registered to the sleeping accommodation's assignee.
6. All the assignees are held to communicate promptly and in writing any variation in their residence, phone number, bank account, etc., previously communicated.

APPLICATION FORMS

USING/INTRODUCTION OF DEVICES/FORNITURE DIFFERENT FROM THOSE EQUIPPED (comma 4, art. 9 RSA)

1. The authorization for the use and the introduction of devices and furniture different from those equipped can be released with an apposite request made by the assignee through a specific form.

PERMANENCE EXTENSION REQUEST FOR SUMMERTIME (comma 4, Art. 2 RSA)

1. The ESU – ARDSU allows to extend for summertime the allocation for the sleeping accommodation for those who would ask for it with a written and motivated request within the 31st of March, or the next following festive day.
2. The instruction by which ESU – ARDSU proceed to extend the allocation for the sleeping accommodation is the following:
 - Within the month of March, ESU – ARDSU publishes a notice indicating the terms for the permanence extension request and for the payment due;
 - Students who are interested in are held to present the permanence extension request with the specific form within the terms above mentioned;
 - With the expiration date for presenting the request the ESU – ARDSU publishes the assignees' list;
 - Successively the list publication made by the ESU – ARDSU, the assignees have to provide to the payment due.

MAINTENANCE REQUEST (comma 5, are. 8 RSA)

1. Urgent maintenance requests have to be presented directly to the Public Relation Office (URP), at the ESU – ARDSU centre of Verona, Via dell'Artigliere, 9, just in open time (from 9.00 to 13.00) and in festive days. The request form "urgent maintenance" has to be filled up directly at the above mentioned office.
Exclusively in case of damages that may cause dangerous situation or any risks for facilities and assignees, verified in the period when the ESU – ARDSU offices are closed, the assignee has to signal the damage with the maximum urgent to the first available phone-number. In case of signals indicated as "urgent and in an emergency", that in a second moment won't be identified such as above, all the expenses will be charged to the assignee.
2. Ordinary maintenance requests have to be sent to the Public Relation Office e-mail address, , urp@esu.vr.it, or, in alternative, deposited in the mail box situated in each residence.
3. The assignees are held to fill up the satisfaction form, for the services set up from the ESU – ARDSU, remaining anonymous, depositing it in the apposite mail box situated in each residence or delivering it directly to the Public Relation Office, Via dell'Artigliere n. 9.
4. The assignees can submit any claiming, signaling or suggestions addressed to improve all the services using the apposite forms and either leaving it in the mail box or delivering it to the Public Relation Office.

SLEEPING ACCOMODATION RELEASE (Art. 7)

1. The assignee has to release the sleeping accommodation within 10.00 o'clock of the last day indicated in the acceptance form. The sleeping accommodation and common rooms must be clean and empty of personal belongings in order to allow the entrance of other assignees.
2. In case of anticipated release of the sleeping accommodation, the assignee is held to give a communication with 15 days in advance.
3. Booking the final inspection is compulsory and it has to be done 15 days in advance before the sleeping accommodation release, either for those who want to leave it earlier or for those who will respect the ordinary terms.
4. At the moment of the sleeping accommodation release, all the keys have to be delivered at the porter's lodge or to the ESU – ARDSU personal, in a closed envelope indicating name, surname of the assignee, residence and room's number.

BEHAVIOURAL RULES

1. The assignees are always held to behave towards the ESU – ARDSU with correctness and in a way that doesn't weight on ESU – ARDSU activities. Eventual communications or complaining have to be reported only to the housing office's responsible.
2. The ESU – ARDSU employees have the right to accede to the assignees' rooms with the exclusive reasons of cleaning, activities of maintenance and supervising. The access, besides cases of objective urgent, is effectuated by at least two persons, in the presence of the assignee and after a previous communication.

FRUITION OF COMMON SPACES (Art. 9 RSA)

1. The assignees and his guests, besides respecting the current regulation, are held to observe the ordinary rules of good neighbourhood, tolerance, avoiding every reason of molesting and bothering others.
2. The assignees, besides respecting the RSA regulation and the current dispositions, are held, where required, to respect the tenants' regulation.
3. The assignees are held to respect cleaning turns of common spaces. Not respecting this rule involves a charge for the expenses sustained by ESU – ARDSU according to the RSA regulation. Eventual non-fulfilments and cleaning service's expenses, not directly referable to one or more assignees, will be charged to all the assignees.
4. The assignee is also held to sustain expenses for extraordinary services due to damages brought directly or indirectly related to common spaces, and to participate jointly to the expenses when the responsible is not identified.
5. It's severely forbidden to put cumbersome material in common spaces, aisles, balconies, backyard and courtyard, or any kind of trash (eg. cigarette butt), as such as putting on window sills objects that may be dangerous for passers-by safety.
6. The assignees are held to make use of common spaces according to the following instructions:
 - KITCHENS: the access and use of kitchens is always allowed but from 11:00 p.m. to 6:30 a.m with the condition that it wouldn't determine bothering and noises.

- STUDYING ROOMS: the access to studying rooms is allowed in any hours during day and night time unless it wouldn't cause any bothering.
- 7. Inside the residences is allowed to park bicycles, cars and scooters exclusively in the proper areas. The eventual non-fulfillment of the current disposition involves the removal of it, charging the price and any eventual other expense to the owner of it.
- 8. It's forbidden to introduce in the residence and to use any object extraneous to the same improperly or inadequate according to its function (eg. Shopping trolley).
- 9. Inside every room, without exceptions, it's forbidden to smoke, as the art.51, comma 1, law 3/2003. The rule-breakers will be sanctioned according to the dispositions of the comma 5 mentioned above.
- 10. It's forbidden to effectuate any modifications or adaptations to the rooms (eg. paint or moving furniture). It's furthermore forbidden any bill-posting of posters or similar things with modality that may cause damages to furnishings and locals (eg. tape, nails, points)

PROHIBITIONS

It's severely forbidden:

- to reproduce or to make copies of the keys for the access to the building, the apartment and/or the room, in case of loss of the keys, the assignee will have to go to the Housing Office to ask for another copy .
- to lend the keys to anybody, including room-mate and/or building-mate;
- to receive in the accommodation extraneous people visiting in the time slot between 11:00 p.m. and 8:00 a.m.;
- to stay/stop on balconies or to interact between balconies and windows bringing bother from 11:00 p.m. to 8:00 a.m.;
- to lean out, to seat, to climb or jump over balconies and windows, and to stay and gather in too many people on balconies;

TRASH DISPOSAL

1. Garbage has to be treated and disposed according to municipal dispositions.

HYGIENIC SERVICES

1. The cleaning of hygienic services has to be done by every single assignee.
2. It's severely forbidden to throw in the toilet-duct materials that may block the pipes.
3. The assignees are held to preserve in a good hygienic/sanitary shape sinks, showers, bidet, toilets and kitchen sinks.

INSTRUCTIONS FOR THE USE OF FACILITIES AND SERVICES

The assignee is held to follow carefully the indications given by ESU – ARDSU employees regarding the use of facilities (oven, stove, microwave, refrigerator, telephone) and services (laundry, wireless net) offered in residences managed by ESU – ARDSU.