

ADDITIONAL DISPOSITIONS TO THE HOUSING SERVICE REGULATION

The assignees of the sleeping accommodations managed by the ESU 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 for "BENEFICIARY ELIGIBLE" students, made by ESU of Verona, 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 of Verona, "no-requisites" assignees have to provide for the first rental instalment payment, amount equal to 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 assignation of the scholarship or other forms of assistance provided by their home countries or by the Italian Government;
 - b) A document certifying the home-town residence, accurately translated if presented by foreign students. As alternative, a self-certification is accepted;
 - 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 €) 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 present 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 current 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, possible 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 by a provided request made by the assignee.

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

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

MAINTENANCE REQUEST (comma 5, are. 8 RSA)

1. Urgent maintenance requests need to be presented directly to the Technical Office, at the ESU of Verona, Via dell' Artigliere, 9, just in open time (from 9.00 to 13.00) and in festive days.
2. Exclusively in case of damages that may cause dangerous situations or any risks for facilities and assignees, verified in the period when ESU of Verona 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 would not be identified such as above, all the expenses will be charged to the assignee who requested the intervention.
3. Ordinary maintenance requests need to be sent to the "Ufficio Economato" e-mail address, or, in alternative, deposited in the mail box situated in each residence.
4. The assignees, remaining anonymous, are held to fill up the satisfaction form for the services set up from the ESU of Verona, and deposit it in the apposite mail box situated in each residence.
5. The assignees can submit any claiming, signaling or suggestions aimed to improve the service by the filling up of apposite forms and leaving them in the mail box situated in each residence.

SLEEPING ACCOMODATION RELEASE (Art. 7)

1. Assignees have to check out within 9.00 o'clock on the day indicated for their own allocation. The sleeping accommodation and common rooms must be clean and empty of personal and in belongings in order to allow the entrance for other assignees.
2. In case of anticipated release of the sleeping accommodation, the assignee is held to give a communication 15 days in advance.

BEHAVIOURAL RULES

1. Assignees are always held to behave towards the ESU of Verona with correctness and in a way that does not weight on ESU of Verona activities unnecessarily. ESU of Verona employees have the right to accede to the assignees' rooms with the exclusive reasons of cleaning, maintenance activities and supervising. The access, except cases of objective urgent, is effectuated by two people at least, in the presence of the assignee and after a previous communication.

FRUITION OF COMMON SPACES (Art. 9 RSA)

1. The assignee and his guests, besides respecting the current regulation, are held to observe the ordinary rules of good neighborhood, respect and tolerance, avoiding every reason of molesting and bothering others.
2. Assignees, besides respecting the RSA regulation and the current dispositions, are held, where required, to respect the condominium regulations.

3. Assignees are held to respect the cleaning turns of common spaces. The lack of abidance for this rule entails a charge for the expenses sustained by ESU of Verona according to the RSA regulation. Possible non-fulfillments 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 is 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. 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. till 6:30 a.m. with the condition that it would not determine bothering and noises.
 - STUDYING ROOMS: the access to studying rooms is allowed in any hours during day and night time unless it would not cause any bothering.
7. Inside the residences is allowed to park bicycles, cars and scooters exclusively in the proper areas. The possible non-fulfillment of the current disposition involves the removal of it, charging the price and any eventual other expense to its owner. It is expressly forbidden to park bicycles on balconies.
8. It is forbidden to introduce 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 is 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 is forbidden to effectuate any modifications or adaptations to the rooms (eg. paint or moving furniture). It is furthermore forbidden any bill-posting of posters or similar things with modality that may cause damages to furnishings and locals (eg. tape, nails, points). The lack of abidance for this rule entails a charge for possible successive expenses.
11. The guest needs to pay himself for possible light-bulbs which need to be replaced during the year.

PROHIBITIONS

It is 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 Technical Office to ask for another copy . The Responsible of the Office will give a new copy of the keys charging the due amount for their return.
- to lend the keys to anybody, including room-mates and/or building-mates;
- 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 delivered to the provided placer, according to own cleaning turns, daily or in compliance with the separate collection of rubbish days and disposed according to municipal dispositions.

HYGIENIC SERVICES

1. The cleaning of hygienic services has to be done by every single assignee.
2. It is 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 ask information and follow carefully the indications given by ESU of Verona employees regarding the use of facilities (oven, cookers, stove, microwave, refrigerator, telephone) and services (laundry, wireless net) offered in residences managed by ESU of Verona.

The assignee is also held to do recurrent cleaning to his own room, to the hygienic services and to the internal spaces in the allocation.

SANCTIONS FOR MISSED CLEANING

For missed cleaning of the apartment, room and/or common places the amount for the neaten will be charged by an external firm.

For a partial missed cleaning of the apartment, room and/or common places the amount that will be charged comes to 30,00 €.

For Acceptance

NAME IN CAPITAL LETTERS _____

Date _____

Sign _____