



REAL ESTATE  
AND FACILITIES  
SERVICE

RULES AND REGULATIONS  
EUI RESIDENCES  
Academic year 2018-2019

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## Chapter I

### INTRODUCTION

#### *A. Purpose and definitions*

These Rules and Regulations govern the conduct of tenants at the EUI Residences. This document must be signed by tenants for acceptance when signing the lease contract.

The EUI reserves the right to modify these Rules, notifying any changes to tenants by email.

Should any conflict arise between these Rules and Regulations and the provisions contained in the rental contract, the latter shall prevail.

#### *B. Privacy policy*

By signing the rental contract, the tenant grants authorization for his/her personal details to be included in the EUI's electronic database; such data shall be processed and treated in compliance with President's Decision n. 40 of 27 August 2013 regarding Data protection at the EUI (<https://www.eui.eu/About/DataProtectionOfficer/DataProtection>).

For specific information related to the Flats please refer to the following document:

<http://www.eui.eu/FlatsDataProtection>

#### *C. EUI Flats Housing Office*

The Housing Office is located at the Badia Fiesolana (office BF 147). The office working hours are from 9 am to 1 pm and from 2 pm to 5 pm (Monday to Friday), but the office is open to the public Monday to Friday from **2.00 pm to 4.00 pm** or by appointment.

(During the Registration period only, newcomers are welcome from 9 am to 5 pm)

The EUI Flats Housing Office is responsible for welcoming all tenants and handling all administrative procedures required for check-in and check-out.

**Please note: Check-in and check-out are not possible on weekends, on EUI closure days, and/or before 9 am and after 5 pm.**

#### *D. Emergencies*

Concerning safety and security matters, security personnel are present in the control room at the Badia Fiesolana 24/7 and can be reached on the internal extension **2999**, via the external number

**055 4685-999** or by email to [eui.control.room@eui.eu](mailto:eui.control.room@eui.eu). They are responsible for contacting relevant technical assistance or EUI staff for any action that is deemed necessary.

## Chapter II

### ALLOCATION OF FLATS

#### ARTICLE 1

##### *- Admission criteria and duration of lease agreement*

It is possible to rent a EUI Flat only with a valid EUI affiliation and only for transitory periods. All EUI Community members are eligible candidates for a shared apartment or a single apartment until the end of their EUI affiliation and no longer than that.

##### A) Allocation Procedure

People looking for an EUI Flat accommodation starting from the beginning of the Academic year (late August/beginning of September) must follow the Allocation Procedure ([eui.eu/EuiFlatsApplication](http://eui.eu/EuiFlatsApplication)).

All applications are then processed and allocations are finalized by the Housing User Group drawing up a main list and a reserve list, **according to the following criteria:**

PAB Flats (in rank order):

- 1. Length of contract**
2. EUI Status
3. Year of registration in the Doctoral programme
4. Lower grant
5. Dependent family members
6. Accessibility to the local market

PDM Flats (in rank order):

- 1. Lower grant**
2. Dependent family members
3. EUI Status
4. Year of Registration in the Doctoral programme
5. Accessibility to the local market

Being placed under the Disability and Specific Educational Needs Policy (approved and registered by the Office of the Dean of Graduate Studies) entitles EUI members to get upmost priority when applying for an EUI Flat.

Application is possible for 12 or 18 months for all EUI members having a valid EUI affiliation. All contracts may be renewed for a period not exceeding 18 months (see below).

Please note: Researchers and Trainees are invited to apply for the maximum available length of the lease contract according to their status, as in case they are not admitted to the following year or to the following term, by losing their EUI affiliation they also lose their eligibility for the EUI flats, so no penalty charges will be applied for withdrawal (except 12 € as early closure fee).

**For PDM only:** the maximum stay cannot exceed 12 months, tenants must re-apply each year for allocation.

## B) Requests Outside the Allocation Term

People asking for an EUI flat during the year are invited to contact the EUI Flats Housing Office ([eui.flats@eui.eu](mailto:eui.flats@eui.eu)): flats will be granted according to availability.

### Short-term stay:

- the minimum length of stay is 1 month.
- From 1 to 3 months tenants are requested to pay in advance the total cost of the entire period of stay (sanitization and registration fee included) as well as the 200 € standard deposit, to be returned within 60 days after the check-out.

## C) Contract Renewal

The lease contract is temporary in nature and can be stipulated for a period not exceeding 18 months. The lease may be renewed, for a period not exceeding 18 months, upon request of the tenant. It is the responsibility of the tenant to inform the EUI Flats Housing Office of his/her intention to renew the lease contract and confirm the validity of his/her EUI affiliation 3 months prior to the expiration date of the lease agreement.

## D) Extra days Calculation

- For contracts expiring from the 1st to the 6th of the month (e.g. from 1 September 20xx to 5 October 20xx ), the tenant shall pay the extra days calculated as a proportion of the monthly rent he/she has been paying for the flat, based on the contract;

- For contracts expiring from the 7th to the 14th of the month (e.g. from 1 September 20xx to 12 October 20xx), the tenant shall pay half of the monthly rent.
- For contracts expiring from the 15th to the 29th of the month, (e.g. from 1 September 20xx to 20 October 20xx) the tenant shall pay the entire monthly rent.

## E) Withdrawal

The Tenant is entitled to withdraw from the lease contract only in case of serious proven reasons. In any other case, prior termination of the contract will not be allowed.

Serious proven reasons include **personal health problems, family problems, end of validity of EUI affiliation** and, as a transitory provision confirmed also for the AA 2018-2019, any other academic-related activity (such as missions, stages, traineeships and exchange programs), duly approved by the Entrance Board of the EUI.

## ARTICLE 2

- Administrative Procedures for booking the flat and signing the Contract

### A) Documents to be provided

Upon reception of the booking confirmation, all tenants are required to submit the following information/documentation:

- a) Notification of the exact date and time of their arrival in Florence.
- b) Copy of a valid identity document, partners or relatives included
- c) Valid Visa for non-EU citizens, partners or relatives included;
- d) Permanent residence address in the country of origin, partners or relatives included;
- e) Copy of the bank transfer requested for booking the accommodation, which includes:
  - Fixed amount of €60 to cover the final sanitization.
  - Fixed amount requested for the registration of the lease contract (€6).
  - Deposit amount requested according to the General Pricing List ([www.eui.eu/EUIFlatsprices](http://www.eui.eu/EUIFlatsprices)). This deposit will be retained by the EUI in case the

potential tenant cancels after confirming the booking: after the signing of the contract the deposit will be considered as security deposit;

- f) Scanned copy of the last page of these Rules and Regulation duly signed.
- g) Copy of the Italian tax code, called “**codice fiscale**”, which each tenant shall collect from the Italian Internal Revenue offices upon arrival in Florence. (Address: **Agenzia delle Entrate** - Via Santa Caterina d’Alessandria no.23, 50129 Firenze., Opening hours: Monday to Friday 8.40 am to 12.40 pm, on Tuesdays, Wednesdays and Thursdays open also from 2.20 to 3.40 pm). This Codice Fiscale must be submitted **to the EUI Flats Housing Office within 3 days from the date of the signing of the rental contract.**

#### B) *Cessione di fabbricato*

The “**Cessione di fabbricato**” is the notification to local authorities of a flat allocation: according to the Italian law, it is imperative to submit it to the Italian Authorities within **48 hours (without exception)** from the moment a tenant takes possession of a flat. This notification must include the personal details of all non-European tenants, and their eventual partners or relatives.

Should the EUI Flats Housing Office not be in a position to officially notify the Italian Authorities of the “Cessione di fabbricato” due to the fact that the tenant has failed to provide the personal data of even only one of the persons, the tenant shall be liable for a €20 fine, as established by Italian law.

Should the EUI Flats Housing Office be unable to complete the rental contract registration process because the tenant has not submitted even one of the required items, the tenant shall be liable for a penalty to cover further registration costs, the amount of which cannot be calculated in advance. The penalty shall be calculated by the Italian Internal Revenue Office, in addition to the rental contract registration fee.

### ARTICLE 3

#### *Check-in*

When checking-in, the tenant shall sign the following documents in acceptance:

- a) Rental contract, including these Rules and Regulations which are an integral part of the contract;

- b) For PAB only: the Keys & Inventory list of the furniture in the flat. Within 15 days from check-in, the tenant should return to the EUI Flats Housing Office the Keys & Inventory list reporting any discrepancy or missing items, both in his/her personal room and in the common areas in the flat. Any notifications submitted by the tenant after the deadline shall not be considered.
- c) The tenant is responsible for the safekeeping of his/her copy of the signed rental contract.

#### ARTICLE 4

##### *Changing flat/room*

The tenant rents a specific flat, which is specified in his/her rental contract.

In case the tenant requires to change the flat within the EUI Residences, or the room within the flat during the period covered by the rental contract, he/she shall submit an official request to the EUI Flats Housing Office who will react according to availability. Once the tenant is granted permission to change flat or rooms, he/she shall:

1. pay the fixed 12.00€charge to cover early contract termination;
2. pay the 6.00€fee for registering the new contract.
3. pay the 60.00€of final compulsory sanitization
4. pay the deposit adjustment (if any)

#### ARTICLE 5

##### *Check-out*

When checking-out, the tenant shall comply with the following procedure:

- a) Flats must be left by 12.00 pm on the final day of the contract.
- b) The check-out can be carried out only once the flat or room have been completely emptied and cleaned up and the tenant has removed all his/her belongings from the Common Storage Room. The EUI Flats Housing Office will plan for and organize an inspection of the flat, to be carried out by its staff together with the tenant, in order to assess the condition of the flat.
- c) Once the inspection is completed, the tenant shall return the flat keys and sign the flat check-out form listing and describing any discrepancies. Shouldn't this joint



inspection be possible, the flat shall be examined by the EUI Flats Housing Office staff, but the absent tenant will have no rights to challenge the result of the inspection.

Any damage, missing items, or extraordinary cleaning intervention shall be deducted from the tenant's deposit.

The tenant should be aware that the compulsory final sanitization is not a final cleaning, which remains the tenant's responsibility. In case an extra cleaning is needed, it will be charged to the tenant.

Should a tenant not leave a flat when the rental contract expires, he/she shall be charged for all expenses incurred in lock replacement for the front door of the flat, as well as for the operations required to remove his/her personal belongings from the flat, and any other expense – including indirect expenses – incurred due to the tenant's refusal to leave the flat.

Former tenants get their deposit back within 60 days after the end of their rental contract and only after having properly filled in the Bank Details Form (please mention clearly in which bank account the deposit must be refunded). To get information about the deposit, please contact the Accounting Service: [Contabilita@EUI.eu](mailto:Contabilita@EUI.eu).

## Chapter III

### RULES GOVERNING THE USE OF THE FLATS

#### ARTICLE 6

##### - *Maintenance and Facilities*

##### A) Maintenance and Support Requests

In its Residences the EUI is responsible for the following:

- a) Extraordinary repairs and maintenance of the property and common areas;
- b) Cleaning of common areas;
- c) Internet access (available only after the tenant has registered with his/her Service/Department)
  - For PAB: to access the service, tenants must follow the procedure described at the following link: <http://www.eui.eu/EUIflatsInternetAccess>

- For PDM: to access the service, tenants must follow the procedure described at the following link: <http://www.eui.eu/PDM-Internet>
- d) Heating and (independent) air conditioning (please refer to the EUI heating and Cooling Policy for operating hours and additional information).

Any request for maintenance intervention in the flat can be made by opening a ticket to the EUI Helpdesk either by accessing the portal at [helpdesk.eui.eu](http://helpdesk.eui.eu) or by sending an email message to [eui.helpdesk@eui.eu](mailto:eui.helpdesk@eui.eu). Within 5 working days from the submitted request, technicians are authorized to access the flat (not before 10 am or after 4 pm) without needing to give prior notice to tenants. Should the repair operation be more complex or invasive, the tenant shall be notified in advance by the Technical Unit. The presence of the tenant is not necessary while maintenance operations are being carried out.

Ordinary maintenance is the responsibility of the tenant, such as:

- a) replacement of light bulbs, except where this requires the use of ladders;
- b) cleaning and clearing the drains of bathrooms and kitchen if they are obstructed;
- c) purchasing and applying specific products against insects, mosquitoes or ants, should such an intervention be needed in the flat;
- d) request and pay copies of the flat's keys in case of loss.

As envisaged by the Italian legislation in force, ordinary maintenance concerns all repairs that become necessary as a consequence of the normal use of the flat.

## B) Facilities

Flats are complete with furnishings and fittings (as described in the Inventory List)

**N.B: All flats are assigned to tenants without pillows, bed linen, bathroom or kitchen towels, iron and ironing board. Tenants are required to provide these accessories themselves.**

The following facilities are available to all tenants:

- a) Free parking area
- b) PAB ONLY: common storage area to keep items during the rental period. (Please note: The EUI is not responsible for any damage or loss to the tenants' property);

- c) Playroom for children (with the supervision of adults and under their responsibility). Users are kindly requested to keep the room clean and tidy;
- d) BBQ area. Users are kindly requested keep the area clean and tidy
- e) PAB: Laundry service with washing machines and dryers taking € tokens; detergents and fabric softeners are provided by the EUI;
- f) PDM: laundry service with free use of washing machines and driers. Tenants must provide their own detergents and fabric softeners;

**The EUI will not be held responsible in any way for theft or damages to the tenants' personal belongings.**

## ARTICLE 7

### - *Tenants' obligations*

Tenants shall:

- a) Behave in an orderly manner, acting responsibly and respectfully towards other persons and in making use of premises and equipment entrusted to him/her by the EUI;
- b) Make proper use of appliances and furniture belonging to the EUI, avoiding any type of action that may cause damage or be in any way hazardous; tenants shall immediately report any instances of faulty appliances or other inefficiencies and keep the flat and its furniture in good condition and properly cleaned.
- c) Switch off inside and outside lights, close all water taps, turn off kitchen burners and air conditioning every time he/she leaves the flat. The tenant should also close the flats' shutters. The EUI further reserves the right to claim a minimum 100€ reimbursement for extra consumption.
- d) Put a label with their name on the letter box.
- e) Park scooters and bicycles in the allocated spaces. Scooters and bikes parked outside of these spaces shall be removed, EUI further reserves the right to claim reimbursement for any expense incurred and also to charge the tenant a sum of up to €50 as a fine:
- f) Acknowledge all EUI policy statements available at the following link:  
<http://www.eui.eu/REFSpolicies>

The common areas in the Residences can be allocated temporarily to one tenant – or group of tenants – for specific recreational, cultural or study activities, only with specific authorization and

in any case until not later than 10.30 pm. Tenants organizing the activities shall submit their request by sending a mail message to [REFS@eui.eu](mailto:REFS@eui.eu) at least 10 days in advance. If the request is granted, they shall be required to pay a deposit of €200 and accept full responsibility for any damage that may be caused by participants in the event: the deposit shall be refunded once it has been ascertained that no damage was caused.

Tenants shall not:

- a) Leave large objects or equipment in the common areas, so as to obstruct passage for others;
- b) Bring pets within the EUI Residencies;
- c) Make excessive noise and cause disturbance especially after 10.30 pm and before 8.00 am, when all forms of singing and loud noise are prohibited. During the rest of the day, playing of musical instruments, radios, televisions, stereos or any other external activities shall be kept to a volume level that does not cause disturbance to others;
- d) Throw or even leave temporarily any type of rubbish or waste outside the flat, or cause the obstruction of drains of basins, toilets, etc.;
- e) Move, disassemble, alter or in any way interfere with the furniture in the flat, without prior notification and authorization from the EUI Flats Housing Office (see relevant articles in the Lease agreement);
- f) Take the furniture out of the flat;
- g) Buy new furniture and ask for reimbursement;
- h) Carry out or commission from others repairs or other work by technicians that are not authorized by the EUI;
- i) Remove the label with the flat number from the set of keys received when checking-in
- j) Keep weapons, illegal drugs, explosives, flammable furniture, harmful or radioactive substances.

In the case of breach or infringement of any of the above obligations, the tenant shall be obliged to reimburse the EUI for any and all damage and expenses incurred as a result of his/her conduct and will not be entitled to the renewal of the lease agreement.

## ARTICLE 8

- *Guest registration*

## A) Partners

Partners' registration is mandatory, to be carried out according to the procedures described at the following link: <http://www.eui.eu/PartnerCard>

**Tenants are requested to inform the EUI Flats Housing Office as soon as the registration is completed.**

## B) Other Guests

Guests are welcome for no longer than 7 consecutive nights. For longer periods tenants must refer to what is mentioned in Art. 2 of the present Regulations (Administrative Procedures and Registration), sending all the required documentation for their guest.

The tenant shall be deemed liable for the behaviour and any damage caused by his/her guests, who shall be required to observe the provisions envisaged in these Rules and Regulations.

## ARTICLE 9

### - *Miscellaneous*

1. **EUI Shuttle Service Timetable:** <http://www.eui.eu/Shuttle>
2. **REFS and EUI Policy statements:** <http://www.eui.eu/REFSpolicies>

## ARTICLE 10

### - *Signature and Acknowledgement*

The tenant signing the flat rental contract shall be deemed to have accepted these Rules and Regulations.

I HEREBY RECEIVE AND ACCEPT A COPY OF THESE RULES AND REGULATIONS, INCLUDING THE INVENTORY, AS AN INTEGRAL PART OF THE RENTAL CONTRACT PERTAINING TO THE FLAT SPECIFIED BELOW.

Name and Surname of the Tenant

Date

SIGNATURE