



European
University
Institute

REAL ESTATE
AND FACILITIES
SERVICE

RULES AND REGULATIONS
EUI RESIDENCES
Academic year 2019-2020

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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. 10 of 18 February 2019 regarding Data protection at the EUI (<https://www.eui.eu/About/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 443). The office working hours are from 9 am 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: Arrivals, check-ins and check-outs 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. 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.

Please note: *due to the transitory nature of the rental contract, administrative staff members are eligible for renting an EUI flat only if holding a temporary (not permanent) working contract.*

A) Allocation Procedure

People looking for EUI Flat accommodation starting from the beginning of the Academic year (late August/beginning of September) must follow the Allocation Procedure (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, 24 or 36 months for all EUI members having a valid ACADEMIC EUI affiliation (Researchers, Professors, Fellows, Visiting Fellows, Research Associates, Trainees...), whereas EUI members having a valid ADMINISTRATIVE EUI affiliation can only apply for 12 or 18 months. (1)

(1) The Italian legislation allows for a specific type of transitory contract up to a maximum of 36 months reserved to academics (Professors, Researchers, Research Associates, Trainees, Fellows...): upon expiration of this contract, another contract of the same type can be signed as long as the academic affiliation is still valid. Administrative Staff can only go for the standard type of transitory contract up to a maximum of 18 months, with the possibility of signing a new contract (for a length of maximum 18 months) after the expiration of the first one as long as the working contract with the EUI remains temporary and not permanent.

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 early closure admin 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): flats will be granted according to availability.

Short-term stay:

- The minimum length of stay is 1 month. In this case tenants are requested to pay in advance the total cost of the entire period of stay (sanitization and registration fee included) and the 200€ standard deposit, to be returned within 60 days after check-out.
- From 2 to 3 months tenants are requested to pay in advance the booking confirmation, which includes the sanitization and registration admin fee and the 200 € standard deposit, to be returned within 60 days after check-out.

C) Contract Length/Renewal

The lease contract is temporary in nature and can be stipulated for a period not exceeding 36 months for Academics and 18 months for Administrative Staff. The lease may be renewed with a new contract for a period not exceeding 36 months for Academics and 18 months for (temporary) Administrative Staff, 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. Failure to provide relevant communication will result in the living unit being considered available and consequently offered to newcomers with no possibility for the tenant to complain.

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 2019-2020, any other academic-related activity (such as missions, stages, traineeships and exchange programs), duly approved by the Entrance Board of the EUI (please refer to Art. 12 of the Lease agreement). In case the withdrawal request is accepted, tenants are required to pay in advance the cost of the early closure admin fee and the rental adjustment (if any).



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 (to fix check-in time);
- 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;
 - The amount requested for the registration of the lease contract;
 - Deposit amount requested according to the General Pricing List (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 €320 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

Check-in is obligatory and the tenant shall comply with the following procedure:

1. Proper communication to the EUI Flats Housing officer of the ultimate date and time of arrival. Please note: arrivals/check-ins are not possible on weekends, on EUI closure days and/or before 9 am and after 5 pm.
2. Obligation for the tenant to pass by the Housing Office to collect the keys of the flat and to sign the following documents in acceptance:
 - Rental contract (the tenant is responsible for the keeping of his/her copy of the signed rental contract);
 - EUI Flats Rules and Regulations, which are an integral part of the contract (if not signed in advance);
3. Obligation for the tenant to go through a joint inspection of the flat/room that will take place at the Residency with dedicated staff. On this occasion the tenant shall sign the Keys & Inventory list of the furniture in the flat, 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 signature of the list shall not be considered.
4. Shall the tenant fail to notify a change in his/her arrival on time and to respect the scheduled check-in appointment, he/she will be charged a fee of 50 €. In addition to that



any discrepancy or missing items in the flat inventory list notified by a tenant who did not respect the check-in procedure previously agreed shall not be taken into consideration.

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 admin charge to cover early contract termination;
2. pay the admin 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) Obligation to properly communicate to the EUI Flats Housing Officer the ultimate date and time of departure. **Please note: check-outs are not possible on weekends, on EUI closure days and/or before 9 am and after 5 pm.** Flats must be left by 12.00 pm on the final day of the contract.
- b) The check-out procedure 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 dedicated 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.



- d) Shouldn't this joint inspection be possible, or should the tenant fail to respect the scheduled check-out time, he/she will be charged the cost of 50,00 € and the flat shall be examined by the dedicated 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.

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 or by sending an email message to 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 labelled personal items that do not fit inside the flat (max. 0,5 m3 p/room). Items shall be boxed and labels shall clearly indicate the name of the tenant, the flat number and the expiration date of the lease contract.
Items left on other shelves than those assigned or where not allowed (e.g. on the floor) will be removed without prior notice in order to allow the periodical weekly cleaning. For larger items or items exceeding the max volume granted to each room/flat, tenants shall refer to the EUI storage service
[\(<https://www.eui.eu/ServicesAndAdmin/LogisticsService/MaintenanceUnit/StorageService>\)](https://www.eui.eu/ServicesAndAdmin/LogisticsService/MaintenanceUnit/StorageService)
- e) Please note: The EUI is not responsible for any damage or loss to the tenants' property. In addition to the above, all items left behind in the storage room after the expiration of the rental contract will be removed and disposed of without further notice.
- 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 €1 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;
- g) Daily cleaning of external grounds.

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 them 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 in all circumstances (e.g. new flatmate arrival).



- c) Switch off inside and outside lights, close all water taps, turn off kitchen burners and air conditioning every time they leave the flat. Tenants 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 letterbox.
- 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 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 to 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 (safety provision);
- 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 EUI flats 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 and must refer to what is mentioned in Art. 2 of the present Regulations (Administrative Procedures and Registration), sending all the required documentation for their partner.

B) Other Guests

Guests are welcome for occasional visits and short periods of stay, 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. In case of a shared apartment, guests' visits shall be prior agreed with one's flatmate(s).

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

- *EUI Flats tenants Representative*

The election shall take place in December. The elected person will hold the position for one year, from the 1st of January to the 31st of December.

A) Mandate:

- The elected person will be an official member of the Housing User Group. The Housing User Group regularly meets 4 times per year (in April for the Allocation procedure) and if required, on demand;
- The elected person shall analyze, discuss, advise and assist the EUI Flats Housing Office in the review of the EUI Flats Rules and Regulations;
- The elected person shall assist in any logistic/legal/social or other issues affecting EUI members in their access/use of the EUI Flats.

B) Eligibility:

- EUI Members having a valid EUI affiliation, which means a valid Academic or Administrative contract with the EUI, for the entire duration of the mandate;
- (Preferably) EUI Tenants holding a lease contract covering the whole year of the mandate

ARTICLE 10

- *Miscellaneous*

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

ARTICLE 11

- *Signature and Acknowledgement*

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



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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