

KEYS IN HAND

Active research laboratory
of the House



CIAC

Centro immigrazione
Asilo
Cooperazione
Internazionale
di Parma e provincia



KEYS IN HAND

INDEX

1 WHAT I NEED TO KNOW	4
2 WHAT I NEED TO HAVE	5
3 QUESTIONS I NEED TO ASK MYSELF BEFORE HOUSE SEARCHING	6
4 HOW TO SEARCH FOR A HOUSE	7
5 HOW DO I PRESENT MYSELF WHILE HOUSE SEARCHING	8
6 THE CONTRACT	9
7 TYPES OF CONTRACTS	10
8 SIGNING OF THE CONTRACT	11
10 THE HOUSE	13
11 CONDOMINIUM REGULATIONS AND EXPENSES	14
12 RULES AND GOOD CONDUCT	15
GLOSSARY	21

1_WHAT I NEED TO DO



THE INITIAL ECONOMIC SITUATION

Before starting the search for a house, we need to know what monthly expenses we could face putting into consideration: Fixed cost (Rent) and Variable cost (Utilities, Condominium expenses, Personal expenses).

FOR EXAMPLE:

I make a 1000 € monthly. I have a wife and 3 children who are financially dependent on me. To survive, I need at least 400 € monthly. Therefore, I am left with 600 € of which 400 € for rent and the remaining 200 € for various expenses. **Your house search should be 400 € monthly as rent.**

THE WORKING SITUATION

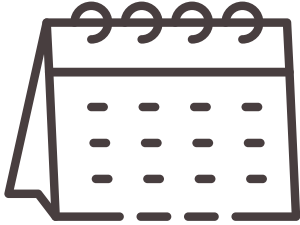
The landlord wants to be assured you will pay rent. For this reason, it is best you have a working contract, better still if the contract is indefinite.

If you have an uncertain work contract, it is better you decide to share an apartment with persons who have stable working contract.



THE GUARANTEES

The landlord may ask for other guarantees in addition to the contract: for example, a Friend, Relative or Employer could guarantee for you.



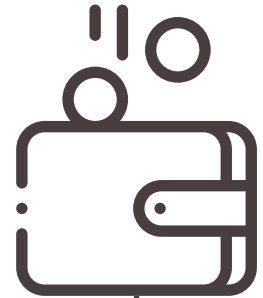
TIME

Between 2 to 6 months

SAVINGS

House leasing is expensive, you need to consider:

- Deposit (Maximum 3 months' Rent)
- First month rent.
- Agency fee
- Registration expenses and Stamps
- Utility activation



DETERMINATION

Never get tired of house searching, the houses offered for rent are few, and there are many of you looking. At this point let add also the preconception towards foreigners.

CLEAR IDEAS

You must demonstrate that you know what you want and communicate it correctly.



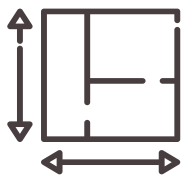
3_QUESTIONS I NEED TO ASK MYSELF BEFORE HOUSE SEARCHING



If I want to live alone,
live with my family or
with other persons?



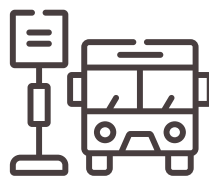
How much can I
spend as rent?



How many rooms
should the house
have?



How far can the
house be from my
place of work?



What services should I have nearby?
School? Public Bus? Supermarket?

4_HOW TO SEARCH FOR A HOUSE

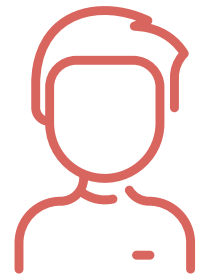
ESTATE (HOUSING) AGENTS

Before going to an estate agent, it is necessary to have read the announcements and offers displayed in newspaper advertisements. You go to the estate agent with precise information. *“In regard to the announcement placed on certain newspaper, I would like to know etc”*. In case of negative outcome, you can tell the estate agent what you are searching for and if they have any other house that is close to your requirement.



PRIVATE

Through passing of words from person to persons, reading the free Ads of Boom, Aladdin ... etc or reading on public bulletin boards like the universities, hospitals, supermarkets etc.



INTERNET

Agency site, Facebook page <search house for lease in Parma> <House and Apartment for lease in Parma>

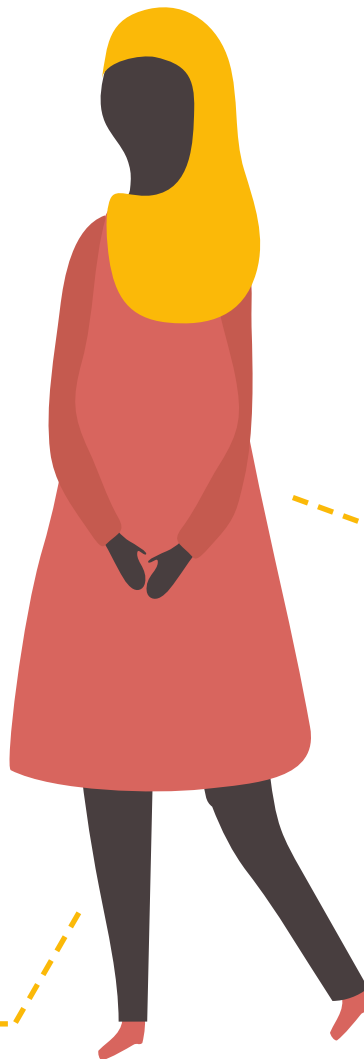
5_HOW DO I PRESENT MYSELF WHILE HOUSE SEARCHING

GIVE A POSITIVE IMPRESSION.

Be punctual at given appointment. Show up well dressed. Inspire trust and demonstrate reliability. For example: Pay attention when themes like house cleaning and relationship with neighbours are being discussed.

SHOW THAT YOU KNOW WHAT YOU WANT.

Explain what type of house you are looking for, the zone you are interest in, how many rooms and how much you can afford to pay as rent.



ALSO, WHAT YOU EXPECT TO GET

A regular house contract in line with the law. Ask for a copy of the house and the boiler certificate.

If the house has condominium expenses, ask how much is being paid. How and when payment is required to be paid.

GIVE GUARANTEES

(If possible)

Explain that you have persons that can stand as a guarantor for you.



Contract is a written agreement between the landlord and its tenant. It outlines THE RIGHT and OBLIGATIONS:

- Leasing contract duration
- Monthly Fee
- Obligation to inform the landlord, in situation whereby you intend leaving the house before your house contract expires.
- Obligations towards house maintenance expenses
- Obligations towards giving back the house.

ATTENTION !

Ordinary maintenance expenses (cleaning of the boiler, painting the walls, sanitary replacement, glass replacement, condominium expenses) **are meant for the Tenant.**

Extraordinary maintenance expenses (Boiler replacement, bringing systems up to standard, repairs of broken tubes) **are meant for the Landlord.**



WHOEVER BREAKS PAYS



ATTENTION !

The leasing contract must be registered at **the Revenue Agency** and a copy be given to the tenant.

7_TYPES OF CONTRACTS



FREE CONTRACT

DURATION	4 YEARS + ANOTHER 4 YEARS AUTOMATIC RENEWAL
FEE	FREE AGREEMENT BETWEEN LANDLORD AND TENANT
FEE UPDATE	ONLY ISTAT INCREASES FOR CONTRACT WITHOUT FLAT RATE
CANCELLATION	TENANTS: BY REGISTERED LETTER ON THE BASIS OF WHAT IS WRITTEN IN THE CONTRACT LANDLORD: BY REGISTERED LETTER AT LEAST 6 MONTHS BEFORE THE EXPIRATION OF THE CONTRACT



CONTRACT WITH AGREED FEE

DURATION	3 YEARS + ANOTHER 3 YEARS AUTOMATIC RENEWAL
FEE	FIXED WITHIN THE RANGES DEFINED BY THE MUNICIPALITIES WITH A HIGH POPULATION DENSITY AND TRADE UNION ORGANIZATIONS
FEE UPDATE	ONLY ISTAT INCREASES FOR CONTRACT WITHOUT FLAT RATE
CANCELLATION	TENANT: IN ANY MOMENT, WITH A REGISTERED LETTER TO THE LANDLORD ON THE BASIS OF WHAT IS WRITTEN IN THE CONTRACT LANDLORD: AT LEAST 6 MONTHS BEFORE THE EXPIRATION OF THE CONTRACT



SECURITY DEPOSIT

Upon signing the contract, to guarantee the integrity of the property. The tenant pays the landlord a sum called deposit which cannot exceed three months' rent. The deposit is returned upon completion of the contract with the application of legal interest. The landlord must return the deposit when the property is released and can withhold all or part of the deposit if the property has suffered damage attributable to the tenant or the condominium expenses have not been paid.

ATTENTION: *it is very important to sign a release report*

CONTRACT REGISTRATION

Within 30 days of the stipulation, the rental contract must be registered with the revenue (tax) office. Each year the registration must be renewed only for contract without flat rate. The registration fees are split equally between the landlord and the tenant. The stamps are to be paid by the tenant.



CONTRACT CANCELLATION

Usually, the rent must be paid in advance to the owner every month. If the tenant does not pay within 20 days of the deadline and the unpaid amount exceeds one month's rent, the landlord can request the eviction procedure for non-payment.

9_ATTENTION!

! If the contract **is not registered**,
• **it is not valid** to prove that you have suitable accommodation for the purpose of renewing your stay permit.

! It is **illegal** to request an **off-the-books payment** (Payment in Black).

! Always ask the landlord or condominium administrator for the **rent payment receipt**. The receipt must indicate the name of the person paying, the name of the person receiving the money, the exact amount of the sum paid, the reason for the payment, the date and the signature of the person receiving the money.



! **Keep any payment receipt**, any ticket, even handwritten. Photocopies of any checks or wire transfers. They can be important evidence if you have to file a lawsuit against the landlord.

! In case of **sale of the rented house**, the new owner is obliged to continue the contract until it expires.



It is forbidden **to sublet the house** unless it is foreseen in the contract and in any case, it is necessary to ask the landlord's permission.



If you **host a person** for a period in your apartment, you have the obligation to notify the home office headquarters (Police).



It is possible **to leave the house by giving advance notice** as stipulated in the contract (3 or 6 months). If you leave the house without notice, you are required to pay the rent for the due time.



If the rent is **not paid regularly** after 20 days of delay, penalties for delay will be applied. Including the cancellation of the contract.



In situation **of non-payment of rent** or expiration of the house contract, the landlord can initiate eviction.

11_CONDOMINIUM REGULATIONS AND EXPENSES



Condominiums with more than 8 residential units have an administrator. Who is responsible for checking that the tenants comply with the condominium regulations.

CONDOMINIUM REGULATIONS



Establishes times when it is not possible to make noise in the common condominium areas.



Establishes a ban on noise pollution and cooking smells.



Establishes rules for the use and enjoyment of the common condominium spaces.



ORDINARY AND EXTRAORDINARY EXPENSES

ORDINARY EXPENSES

- Boiler maintenance
- Repairing minor faulty things

EXTRAORDINARY EXPENSES

- Structural interventions

ATTENTION!

Any intervention that produces an improvement in the apartment, must be authorized by the landlord. It is not possible to carry out structural interventions (Breaking down of walls).



12 RULES AND GOOD CONDUCT



RULES FOR A GOOD COEXISTENCE IN A CONDOMINIUM



The condominium regulation defines **the rights and obligations of each inhabitant of the building**. Below are some basic rules of good neighbourliness generally present in the condominium regulations and which in any case should be respected to maintain peaceful coexistence.



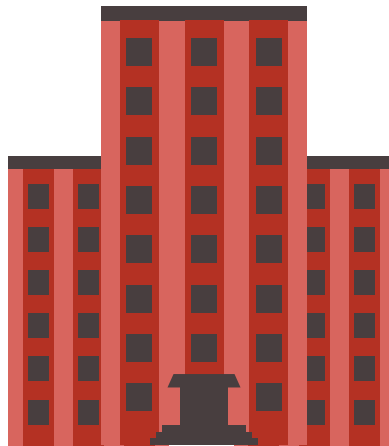
NOISES AND RUMBLES

It is forbidden to disturb the neighbours with loud noises. Using noisy appliances. Keep stereos, TVs and radios loud. In any case making loud audible noises that disturbs neighbours at any time, specifically during the following resting **hours: 22:00 - 09:00 then 14:00 - 16:00**



GARBAGE THROWING

It is always forbidden to throw rubbish or objects from the windows and balconies.



OCCUPATION OF COMMON AREAS

It is forbidden to occupy or block up common areas (Stairways, Common terraces, Gardens) with bicycles, children's strollers, objects...etc.



HANGING OF OBJECTS

It is forbidden to hang laundry or anything else inside the balconies and windows facing the street, unless the condominium regulation allows it. It is forbidden to hang dripping laundry. It is permitted to do so within one's own balconies or windows opening onto the internal condominium courtyards.

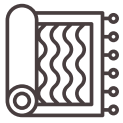


WATER FROM THE WINDOWS

It is forbidden to throw water from the windows and balconies. You cannot let water drip from plants and vases hanging from your window and terraces.



RULES FOR A GOOD COEXISTENCE IN A CONDOMINIUM



DUSTING OF CARPETS, CLOTHS AND DOORMATS

The dusting of carpets, cloths and doormats cannot be done inside the stairwell, the common areas of the condominium and windows facing the street. It can be allowed in certain hours defined by the condominium regulation.



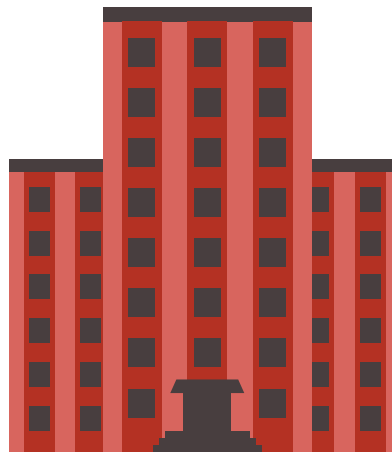
CHILD CONTROL AND SECURITY

Parents are required to supervise their children, so that they do not cause damage or disturb the neighbours with noises or games, especially in the hours dedicated to rest.



MATERIALS THAT ARE HAZARDOUS OR HARMFUL TO HEALTH

It is forbidden to use the premises or the house as a deposit for dangerous materials.



MATERIAL OBJECTS IN THE DRAINS

It is forbidden to throw down the drains (toilets, kitchens. Etc) any material that could obstruct the drainpipes (nappies, sanitary towels, cotton, sponges, fats or oils)



LIGHTS IN COMMON AREAS

It is forbidden to leave light bulbs on in cellars and other places.



GOOD NEIGHBOUR RULES

All condominiums are required to observe and enforce the rules of good neighbourliness with mutual respect and tolerance, avoiding any reason for harassment and disturbance to others which could damage the decorum of the building.



WAYS YOU CAN SAVE ENERGY



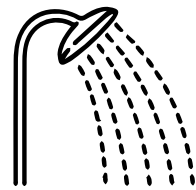
A few gestures are enough to save cost on your gas, electricity and water bills. In doing so, you are helping yourself and the environment.



HOW TO SAVE ON WATER BILL



CHECK THAT THE FAUCETS (TAP) ARE TIGHTLY CLOSED AND FIX ANY THAT ARE DRIPPING.



YOU PREFER THE SHOWER TO THE BATH.



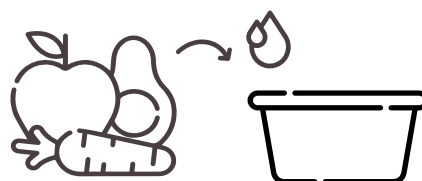
TURN OFF THE TAP WHILE BRUSHING YOUR TEETH OR SHAVING.



TAKE QUICK SHOWERS.



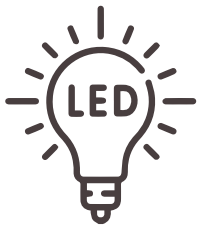
CHECK THE METER AND GIVE METER READING REGULARLY.



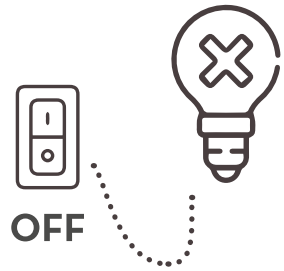
WASH FRUITS AND VEGETABLES BY PLACING THEM IN A BOWL.



HOW TO SAVE ON ELECTRIC BILL



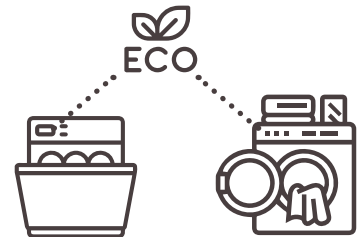
USE ENERGY SAVING LED BULBS.



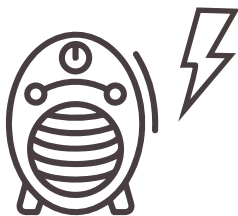
ALWAYS TURN OFF THE LIGHTS WHEN YOU LEAVE A ROOM AND ONLY LIGHT UP WHEN NECESSARY.



TURN OFF APPLIANCES YOU ARE NOT USING. UNPLUG FROM THE SOCKET.



UTILIZZA I PROGRAMMI ECO E FAI ANDARE LA LAVATRICE E LA LAVASTOVIGLIE A PIENO CARICO



BE CAREFUL: ELECTRIC HEATERS CONSUME A LOT.



UNPLUG FROM THE SOCKET. USE THE ECO PROGRAMS AND RUN YOUR WASHING MACHINE AND DISHWASHER WITH FULL LOADS. BUY APPLIANCES OF CLASS A+++.



HOW TO SAVE ON GAS BILL



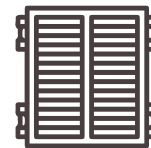
SET THE TEMPERATURE IN YOUR HOUSE TO NO MORE THAN 18-19 DEGREES.



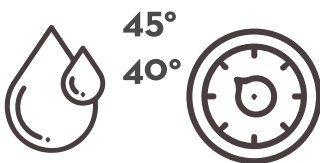
MAINTAIN A CONSTANT TEMPERATURE WHEN THE HEATER IS ON.



WHEN COOKING, COVER THE POT WITH THEIR LIDS(COVER). COOKING WILL BE FASTER.



KEEP THE WINDOWS CLOSED. CLOSE THE SHUTTER OR BLINDS AT NIGHT.



REGULATE THE SANITARY WATER TEMPERATURE BETWEEN 40 AND 45 DEGREES.



REMEMBER TO SERVICE AND DO MAINTENANCE ON YOUR BOILER REGULARLY. ONCE A YEAR

GLOSSARY

CLEAR WORDS

TENANT: is the person who receives the house for rent

FEE/CANON: is the sum owed to the owner each month for the rent of the House

AGREED: it is a type of contract that lasts 3+2 years and the rent it is not free

LESSEE: is the person who rents a house.

DEPOSIT: these are months' rent given in advance, it means that the money remains with the owner until the conclusion of the contract and then it will be returned if no damage has been done.

RIGHT OF PRE-EMPTION: it is the tenant's right to make a proposed purchase of the house, if for sale, and that its proposal is considered by the owner, before the others.

CANCELLATION: is the communication with which the contract is terminated rent and can be made by the tenant and the lessee

TENANT: whoever lives in the rented house

TENANT: Person who rents a house

LESSOR: person who rents out a house

Late payment: it is the delay in the payment of the rent

OWNER: who owns the house

EVICTION: is a proceeding before the judge by which the landlord asks the tenant to leave the house because he hasn't paid the rent or because the contract has expired.

SUBLET: the rent by the tenant to another person which is not in the contract between tenant and owns of the house

TACIT RENEWAL: Contracts can be renewed upon expiry, for the time stipulated in the contract. Tacit equals automatic.



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