

HOUSING REQUEST FORM

Please print, sign and send this form back to LdM by email or as directed. (Handwritten signature required.)

LdM offers a free service to help students find accommodations for all campus locations. Students generally live in shared bedrooms in apartments with other students.

Student's full name _____ Gender _____

Current university/college _____

Country of citizenship _____

Date of birth (MM/DD/YY) _____ Passport issued by _____

Passport number _____ Passport date of issue _____

City/state of birth _____ Country of birth _____

Permanent home address _____

City/state _____ Country _____

Postal code _____ Phone _____

Email and mobile phone (which will be reachable during the trip to Italy) _____

LdM HOUSING REQUEST OPTIONS

Mark **x** the desired type of apartment for the appropriate term(s). Please note:

- There is no option of a single room for students participating in the Three Cities Program.
- In Rome or Tuscania, a single room is a special request and is granted only according to availability.

In the exceptional case of a single room assignment, an extra cost applies.

Year:					
Campus:	<input type="radio"/> Florence	<input type="radio"/> Rome	<input type="radio"/> Tuscania		<input type="radio"/> Three Cities
Term:	<input type="radio"/> Fall	<input type="radio"/> Intersession	<input type="radio"/> Spring	<input type="radio"/> Summer I	<input type="radio"/> Summer II
Room:	<input type="radio"/> Shared Room		<input type="radio"/> Single Room		

Please specify below the reason why it is important for you to have a single room, **understanding that you agree to accept a double room (at the double room cost) if the single room request cannot be met.**

Are you applying for a Summer Workshop or Archaeology Field School? Please specify:

LdM HOUSING PERSONAL PROFILE

The LdM Housing Office will consider the preferences communicated on the Personal Profile and will make every effort to find the most compatible placement. However, the LdM Housing Office cannot guarantee that all preferences or requests can be accommodated. Please be advised that the Cancellation Policy/Withdrawal Policy will apply in the case of all cancellations, regardless of reason.

Please select what mostly describes you and/or your living habits:

Personality:	<input type="radio"/> Extroverted	<input type="radio"/> Introverted	<input type="radio"/> Flexible
Sleeping habits:	<input type="radio"/> Early riser everyday	<input type="radio"/> Late riser	<input type="radio"/> Early to bed during the week and late to bed on weekends
My living environment is:	<input type="radio"/> Relatively quiet	<input type="radio"/> Filled with constant noise	<input type="radio"/> Filled with some noise, music, or activity
I exercise or play sports:	<input type="radio"/> Regularly (daily)	<input type="radio"/> Sometimes (weekly)	<input type="radio"/> Never
I clean dishes:	<input type="radio"/> Right after I cook	<input type="radio"/> The next morning or evening	<input type="radio"/> When I need to use the dishes/cooking utensils
I clean (e.g., sweep, vacuum, clean the bathroom, etc.):	<input type="radio"/> Once a week	<input type="radio"/> Once every couple of weeks	<input type="radio"/> Once a month or less
I cook meals at home:	<input type="radio"/> Every day	<input type="radio"/> 2-3 times a week	<input type="radio"/> Rarely, I prefer to eat out
When getting ready, I usually take:	<input type="radio"/> 15 minutes or less	<input type="radio"/> 15 minutes to an hour	<input type="radio"/> More than an hour
I enjoy walking:	<input type="radio"/> A lot	<input type="radio"/> Sometimes	<input type="radio"/> Not at all
Night life:	<input type="radio"/> Going out to dinner	<input type="radio"/> Cooking a meal at home and/or watching a movie	<input type="radio"/> Going to a club
I like to go out with friends:	<input type="radio"/> Almost every night	<input type="radio"/> Weekends only	<input type="radio"/> I usually do not go out at night
If a roommate was frustrated or angry with me, I would want him/her to:	<input type="radio"/> Tell me and speak to me about the issue or concern right away	<input type="radio"/> Tell me, but give me space and time before talking about the issue or concern	<input type="radio"/> Wait to see if the feelings subside
When I am upset, I:	<input type="radio"/> Need to discuss my feelings right away	<input type="radio"/> Need time and space to process my feelings before talking	<input type="radio"/> Do not like to discuss my feelings with others
I would consider my study abroad budget:	<input type="radio"/> Unlimited	<input type="radio"/> Flexible	<input type="radio"/> Limited
Frequency of travel:	<input type="radio"/> Frequently (3-4 times per month)	<input type="radio"/> Occasionally (1-2 times per month)	<input type="radio"/> Rarely (Less than once per month)
Preferred travel destinations:	<input type="radio"/> Throughout Europe	<input type="radio"/> Throughout Italy	<input type="radio"/> Day trips

Please select the characteristics of your ideal roommate:

Personality:	<input type="radio"/> Extroverted	<input type="radio"/> Introverted	<input type="radio"/> Flexible
Sleeping habits:	<input type="radio"/> Early riser everyday	<input type="radio"/> Late riser	<input type="radio"/> Early to bed during the week and late to bed on weekends
Night life:	<input type="radio"/> Going out to dinner	<input type="radio"/> Cooking a meal at home and/or watching a movie	<input type="radio"/> Going to a club
Frequency of travel:	<input type="radio"/> Frequently (3-4 times per month)	<input type="radio"/> Occasionally (1-2 times per month)	<input type="radio"/> Rarely (Less than once per month)
Preferred travel destinations:	<input type="radio"/> Throughout Europe	<input type="radio"/> Throughout Italy	<input type="radio"/> Day trips

I am comfortable sharing my living space with people of differing backgrounds and perspectives:

- Yes, I am open to all.
- No. I appreciate diversity, but would prefer to live with those more similar to me.

Please specify:

Do you have any friends or acquaintances who will be at LdM or that will stay in your study abroad city around the time that you will attend LdM?

- Yes
- No

Please state any special request concerning roommates or any other particular needs. All requests must be made on this form. Your request(s) will be taken into consideration and accommodated when possible. However, please note that requests are not guaranteed and that you may also be assigned at LdM's discretion.

Direct roommate:

Apartment-mates:

Please list any allergies or other medical information (i.e., anxiety, depression, eating disorder, physical disability, etc.) that may be relevant to the housing placement process.

Please provide any additional information regarding your personality, your expectations, your preferences, your background, or any other information that you think could be helpful or relevant to the housing placement process.

LdM HOUSING POLICIES AND RULES

The LdM Housing Policies and Rules stated herein are valid for the entire duration of the rental period and apply to all students occupying LdM student apartments.

LdM Housing Policies

1. The rental period begins on Housing Check-In and ends at 12:00p.m. on Housing Check-Out and may not be presumptively or tacitly extended.
2. A security deposit is required for each housing reservation. If there is no damage to the apartment and its contents caused by student's irresponsibility or negligence, or excessive use of utilities, the security deposit will be fully refunded.
3. The housing rent balance is due no later than 30 days before the Housing Check-In date, unless an alternate, written arrangement has been approved by LdM. If payment is not received by the deadline, LdM reserves the right to refuse housing to the student.
4. Rent and utilities are paid by LdM to the apartment landlords or property management company. The sum paid is based on average consumption of the utilities (water, gas, electricity). Students will be charged for excessive use of utilities.
5. LdM Housing Coordination reserves the right to change housing assignments before Housing Check-In and/or during the rental period. (In the latter case, changes are made only for reasons such as health or other conditions seriously affecting the general welfare of the apartment residents.) LdM Housing Coordination must review and approve any changes to roommate and/or housing assignments, and will do so only in situations involving extreme circumstances.
6. LdM Staff pre-inspects all apartments prior to the Housing Check-In date. Subsequent housing inspections may take place at any other time deemed necessary by LdM Staff, without notice.
7. The landlord or property management company have the right of entry to the apartment with prior notice (except in an emergency) to verify that the terms of the contract are respected, to show it to future tenants or purchasers and for general maintenance. LdM Staff has the right of entry to the apartment without prior notice to verify that the terms of the contract are respected.
8. All apartments will be inspected after the students' departure by LdM Housing Coordination and landlords or property management company. The cost for damage to the apartment and its contents caused by student's irresponsibility or negligence and/or any special cleaning required will be charged to the students. (Neither LdM nor the landlord or property management company will be responsible for personal property left by students in the apartment after the housing check out date.)
9. LdM will withhold the transcript or Certificate of Academic Performance of students with outstanding debts for excessive use of utilities, apartment damages, or other charges referenced above.
10. Upon any violation/s of the LdM Housing Rules, LdM Rules of Conduct, and/or LdM Academic Regulations, the LdM Dean of Students may apply sanctions in accordance with the enforcement of those Rules and Regulations. LdM also reserves the right to evict students from apartments based on any such violation/s. In the case of eviction, the student is liable for the full housing cost (deposit and rent).
NOTE: In accordance with the Italian law, if a guest is found in an LdM apartment from 12.00am to 7.00am, depending on the size of the apartment and the length of the stay, local authorities have the right to impose fines.

LdM Housing Rules

1. Students must maintain full-time enrollment at LdM and actively attend courses to remain in LdM housing.
2. Students may move in to LdM housing only on the designated Housing Check-In date and must vacate housing by 12:00 PM on the Check-Out date.
3. Students are not permitted to change housing assignment or roommates, or to stay in another LdM housing accommodation without receiving written permission from LdM.
4. Students must report any pre-existing damages or complaints in writing (on the LdM Damage Form) to LdM Housing Coordination by the deadline stated on the form. Any items not listed on the form will be assumed to be in satisfactory condition.
5. Students are responsible for the cost of ordinary maintenance (light bulbs, broken keys, windows, clogged drains, etc.). Students are held individually responsible for damages or violations in their assigned room and collectively responsible for damages or violations that occur in the shared common areas of their apartment. Students are responsible for the cost of ordinary maintenance (light bulbs, broken keys, windows, clogged drains, etc.). Students are held individually responsible for damages or violations in their assigned room and collectively responsible for damages or violations that occur in the shared common areas of their apartment. Students are also entirely responsible for any damages or violations of any equipment installed in the apartment. It is strictly forbidden to add or move furniture.
6. Students agree to keep the apartment, building entrance, and stairs in a clean, orderly, and safe condition. Note the following:
 - a) Bicycles are not permitted in the apartment building;
 - b) Hanging/installation of anything on apartment walls (with nails, tape, pushpins, etc.) is not permitted;
 - c) Pets are not permitted;
 - d) At departure, the apartment must be left clean, orderly, and free of personal property.
7. All LdM apartments are NON-SMOKING. Therefore, smoking and open flames are not allowed in any LdM apartment/apartment building.
8. Students MUST respect neighbors and avoid disturbing them in any way. Students must refrain from making loud noise, hosting parties, and/or wearing heels, boots or other heavy-soled shoes in the apartment.
9. Students are STRICTLY PROHIBITED from the following:
 - a) Subletting or lending of the leased premises is expressly forbidden. Only the undersigned lessee and assigned apartment mates are permitted to occupy the apartment;
 - b) Allowing guests from 12.00am to 7.00am (for safety reasons and according to Italian law);
 - c) Providing apartment access to non-students. Anyone doing so is responsible for the non-student's actions, including any violations of the LdM Housing Rules and their repercussions.
10. Students are responsible for the appropriate use of their designated apartment keys and should note the following:
 - a) Students should not write their home address on any part of their keys or keychain;
 - b) At NO time should keys be lent out to non-residents;
 - c) Lost keys are a serious matter and not only impact the safety of the resident who lost the key, but also the safety and security of roommates. Therefore, if the student shall be separated from the apartment keys for any reason (loss, theft, lent out, etc.), it must be reported to LdM immediately. The student alone shall be responsible for the cost of replacement keys and the locks, which is costly in Italy;
 - d) It is necessary to double lock (deadbolt) the apartment door when entering/exiting the apartment, as doors do not lock automatically. Always close and lock the windows before leaving the apartment;
 - e) Unauthorized duplication or purchase of keys is not permitted.

LdM HOUSING STUDENT CERTIFICATION

By signing below:

- I certify that the answers I provided in the LdM Housing Request Form and Personal Profile are true to the best of my knowledge and belief.
- I understand that LdM Housing Coordination does not guarantee it can accommodate any/every request stated in the Housing Request Form and/or Personal Profile.
- I acknowledge the LdM Housing Policies, agree to abide by the LdM Housing Rules. Furthermore, I understand LdM reserves the right to evict students from apartments based on the violation of LdM Housing Rules, LdM Rules of Conduct, and/or LdM Academic Regulations, and that, in the case of eviction, the student is liable for the full housing cost (deposit and rent).
- I confirm my understanding of the LdM housing description and information contained in the Housing Booklet, including the LdM Housing Cancellation Policy and Withdrawal Policy. Furthermore, I accept that the Cancellation Policy and Withdrawal Policy (and any associated financial penalty) will apply in the case I cancel, withdraw, or voluntarily vacate LdM Housing.
- In case damages to the apartment are found, excessive use of the utilities and/or the apartment has not been properly cleaned, I understand the cost will be withheld from the deposit.
- I understand that LdM reserves the right to amend the LdM Housing Policies and LdM Housing Rules as deemed appropriate.
- I appoint Lorenzo de' Medici to forward, in my name and on my behalf, my payment of the housing rent and expenses as established and chosen in this application form.

LdM PRIVACY POLICY

LdM is registered to hold your personal data under the European Reg (UE) 2016/679-and Italian privacy law (our privacy policy is available on our official web site). This information will be used for administrative purposes.

I hereby agree to comply with the above regulations and I authorize the use of my personal information by Lorenzo de' Medici, in accordance with Reg. (UE) 2016/679 General Data Protection Regulation and Italian law on privacy.

Student signature _____ Date _____

*** This form must be printed and physically signed; no electronic signatures accepted. ***

Print student name _____ Date _____