

SPRING 2021 HOUSING REQUEST FORM

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

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

Campus	<input type="radio"/>	Florence	<input type="radio"/>	Tuscania	<input type="radio"/>	Two Italies
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HOUSING PROFILE

We are very much looking forward to creating a good living situation while you are here. To help us create the best living situations possible, it is really important to be as accurate as you can about yourself and your expectations for your living situation. Please note that, while we try to match your expectations as close as possible, it may not be possible to accommodate all requests. Please be advised that the Cancellation Policy/Withdrawal Policy will apply in the case of all cancellations, regardless of the reason.

Please answer the following questions:

1) How important is tidiness and cleanliness in your living environment?

- extremely important
- very important
- important
- not very important

2) My living environment is:

- very lively
- lively
- quiet
- very quiet

3) When do you normally go to sleep?

- very late (after 2 a.m.)
- moderately late (1 a.m. - 2 a.m.)
- moderately early (11 p.m. - 1 a.m.)
- early (10 p.m. - 11 p.m.)

4) How often does my ideal apartment mate go out at night?

- Almost every night
- Often. I can have some dinners out during the week and I go to clubs on the weekend
- Sometimes. I like to go out for a dinner or to a club, but I will spend most of the nights at home.
- Rarely. I prefer not go out at night and I enjoy a meal at home

5) My budget while abroad is:

- is very flexible
- moderately flexible
- not very flexible
- not flexible

6) Living abroad presents the opportunity of meeting people from diverse backgrounds. What kind of similarities would you prefer?

7) Please state any special request concerning apartment mates or any other particular needs. All requests must be made on this form, and we will take into consideration your requests and accommodate them when possible. Please note however that, at times, it may not be possible to accommodate these requests.

APARTMENT-MATES: _____

8) Are you member of any student or service organizations at your home institution? If so, please specify (e.g. sport team, service organizations, volunteer or charity organizations, etc...):

9) Please provide information about any medical issues (e.g. allergies, physical limitations) or psychological issues which may affect your housing while abroad.

10) Please briefly 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 APPLICATION & CONTRACT FORM

Through relationships it has built in the community, the Lorenzo de' Medici Institute (herein LdM) offers a service to help its students obtain and remain in housing during their individual study program(s). If a student chooses to live in LdM-sponsored housing, LdM Housing Coordination arranges housing assignments, acts as an intermediary between students and landlords / property management companies, and provides other forms of support to student residents. Due to the nature of the service, it is essential that students recognize the roles/responsibilities of each involved party and certify that they understand the demands of living in LdM-sponsored housing. This LdM Housing Application and Contract Form codifies all relevant Apartment Policies, Regulations, and Rules. The mandates herein are valid for the entire duration of the rental period and apply to all students occupying LdM-sponsored apartments.

POLICIES AND REGULATIONS

A. Contract and Payments

1. Students must maintain course enrollment as agreed upon with LdM and actively attend courses in order to remain living in LdM housing.
2. The rental period begins upon the Housing Check-In date and ends at 12:00pm on the Housing Check-Out date.
 - a. Students may move in to LdM Housing only on the designated Housing Check-In date and must vacate the housing by 12:00pm on the Housing Check-Out date.
 - b. The rental contract may not be presumptively or tacitly extended.
3. A security deposit is required for each housing reservation. The security deposit will be fully refunded after the program if the stipulations in Policy/Regulation(s) C. 2., 3., & 4. are met.
4. The housing rent balance is due no later than 30 days prior to the Housing Check-In date, unless an alternate arrangement has been made and confirmed via writing with LdM.
 - a. LdM reserves the right to refuse housing to any student who has not paid the balance by the deadline.
5. LdM has arranged to pay the apartment landlords / property management companies directly for:
 - a. Rent
 - b. Gas, water, and electricity
 - i. The amount is based on average consumption of the utilities.
6. Each student of the apartment shall be assigned a key. Becoming separated from the assigned key is a serious and costly matter, which impacts the safety and security of all students residing in the apartment.
 - a. If any student becomes separated from their key due to loss, theft, prohibited lending, etc. for any length of time, due to potential ramifications of the situation, the locks on the apartment door need to be changed as soon as possible by appropriate LdM approved personnel. Immediate notification enables LdM to support the apartment residents in the best and safest way(s) possible, given the circumstances and nuances of each situation. Therefore, once an individual recognizes that an assigned key is no longer in their possession, they must contact LdM without delay.
 - i. Notes about contacting LdM upon separation from key: "Without delay" indicates that students should immediately contact LdM to note that their key(s) are no longer in their possession.
 - ii. Refer to Rule(s) C. D. E. & F below for full conduct information regarding keys.
 - b. The individual student who became separated from the key shall be responsible for the cost of replacing the apartment's keys and the locks.

B. Housing Assignments

1. LdM Housing Coordination must review and approve any changes to the original housing assignment.
 - a. Students are not permitted to change housing locations, apartment mates, or to stay in another LdM Housing accommodation without written permission from LdM.
2. LdM Housing Coordination reserves the right to alter housing assignments before the Housing Check-In Date and/or during the entirety of the rental period.

3. After the Housing Check-In Date, LdM Housing Coordination will only make changes to housing assignments in serious circumstances, such as those that impact the health or wellbeing of a student resident.

C. Apartment Inspections, Entry Rights, Damages, and Fees

1. Pre-Inspections

- a. Apartments are inspected by LdM personnel prior to the Housing Check-In date.
 - i. Students must report any pre-existing damages or grievances on the LdM Damage Form by the deadline expressed on the form. The form will be provided upon check-in.
 - ii. Any items not listed on the LdM Damage Form will be assumed in satisfactory condition.

2. During Session Inspections and Apartment Entries

- a. With or without advance notice, LdM personnel may choose to complete subsequent housing inspections throughout the term in order to determine if students are upholding the LdM Rules of Conduct and the LdM Housing Policies, Regulations, and Rules.
 - i. Upon any violation of the LdM Housing Rules, the LdM Rules of Conduct and/or the LdM Academic Regulations, the LdM Dean of Students or another authorized LdM administrator may impose sanctions that impact the validity of this Housing Contractual Application.
 - ii. LdM reserves the right to evict students without refund from LdM Housing due to a student breaking an LdM Housing Policy/Regulation/Rule, an LdM Rule of Conduct, or an LdM Academic Policy.
- b. With advance notice, the landlord/property management company may enter the apartment to verify that the terms of the contract are being respected, for general maintenance, and/or to show the apartment to potential buyers/renters.
- c. In emergency situations, the landlord, property management company, or LdM personnel may enter the apartment without prior notification.

3. Post Check-Out Inspections

- a. After the Housing Check-Out date, apartments will be inspected by LdM personnel and the landlord /property management company. Students will be required to pay an additional fee or forfeit their housing deposit if:
 - i. Damages are found due to student inattentiveness.
 - ii. Special cleaning is required.
 - iii. The students used above the average consumption of gas, water, and/or electricity.

4. Additional Notes Regarding Costs, Damages and Fees:

- a. Students are responsible for the cost of ordinary maintenance such as changing light bulbs, broken keys, broken windows, and unclogging drains.
- b. Students are held individually responsible for damages or violations in their assigned room.
- c. Students are held collectively responsible for damages or violations that occur in the shared common areas of their apartment.
- d. If any guest of a student resident damages the apartment or violates an LdM rule, the individual student who invited the guest to the apartment is held responsible for the guest's actions. This applies whether or not the guest was visiting during permitted hours.
 - i. Refer to Rule K. below for further information regarding types of damages.
 - ii. If the guest is an LdM student, they may also be held responsible for any damages.
- e. Upon departure, the apartment must be left clean, orderly, and free of personal property.
 - i. Neither LdM nor the landlord will be responsible for personal property left by students in the apartment.

5. If a student has outstanding housing debts including but not limited to apartment damage or excessive utility usage fees, LdM will withhold the student's security deposit, transcript, or Certificate of Academic Performance until the account is settled.

RULES

1. Guests are not permitted in LdM housing from 12:00am – 7:00am.
 - a. By law, LdM must report housing assignments to the Italian Police/Carabinieri.
 - b. Without notice, the Italian Police/Carabinieri may perform checks at individual housing locations to determine if there is one or more non-reported persons staying in an apartment.
 - c. In accordance with Italian law, if an overnight guest is found in an LdM-sponsored apartment, local authorities may have the right to impose fines.
 2. During the permitted visiting hours (7:01am – 11:59pm), while in the apartment guests must be chaperoned at all times by the student who extended the invitation to the visitor.
 3. At no time should keys be given/lent out to non-residents of the apartment.
 4. Unauthorized duplication or purchase of keys is not permitted.
 5. Students should not write the apartment address on any part of the key/keychain.
 6. If for any reason a student is separated from their assigned apartment key (loss, theft, lent out against the rules), once realized, the separation must be reported to LdM without delay.
 - a. Please see Policy A.6 for more information.
 7. Subletting or lending the leased premises is expressly forbidden.
 8. Smoking and open flames are not allowed in any LdM-sponsored apartment or apartment building.
 9. The apartment itself, building entrance, and stairs are to be kept in a clean, orderly, and safe condition.
 10. Bicycles are not allowed in the apartment building.
 11. Students are not permitted to alter any part of the apartment without express written condition from LdM and the landlord / property management company. This involves:
 - a. Hanging or installing any item on the apartment walls using any method, including “non-damaging” methods such as Command Strips, tape, or pushpins.
 - b. Moving or removing any equipment, furniture, or decorative feature of an apartment.
- Note: If a student is found to have broken this rule, they may be subject to fees.*
12. Pets are not permitted.
 13. Students must respect their neighbors and avoid disturbing them in any way. This includes refraining from hosting parties, making loud noises, moving/adding furniture, and/or wearing heavy-soled shoes such as boots and heels while in the apartment.
 14. When entering/exiting the apartment, students must “double lock” (deadbolt) the apartment door.
 15. Windows must be closed before leaving the apartment.

LdM HOUSING STUDENT CERTIFICATION

BY SIGNING BELOW:

- Certify that the answers I provided in the LdM Housing Request Form and Personal Profile are true to the best of my knowledge.
- Understand that LdM Housing Coordination does not guarantee it can accommodate any/every request stated in the Housing Request Form and/or Personal Profile.
- Acknowledge and agree to abide by the LdM Housing (Apartment) Policies, Regulations, and Rules.
- Understand LdM reserves the right to evict students from apartments based on the violation of LdM Housing (Apartment) Rules, the LdM Rules of Conduct, and/or the LdM Academic Regulations.
- Understand that breaking an LdM Housing (Apartment) Rule is an offense against the LdM Rules of Conduct.
- Understand that I am liable for the full housing cost (deposit and rent) if I am evicted.
- Confirm my understanding of the information contained in the Housing Booklet, including the housing descriptions, LdM Housing Cancellation Policy, and the Withdrawal Policy.
- Accept that in the case I cancel, withdraw, or voluntarily vacate LdM Housing that I may incur a financial penalty as described in the Cancellation and Withdrawal Policies.
- Understand that LdM reserves the right to amend the LdM Housing Policies, Regulations, and Rules as deemed appropriate.
- 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 LdM Housing Application and Contract 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 _____

Student's Full Name _____ Date _____