

LdM Housing Request Form

Please print this form, fill it out and send it back to us by e-mail.

LdM offers a free service to help students find accommodations for all campuses. 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(M/D/Y): _____ Passport Number: _____
Passport issued by _____ Passport Date of Issue: _____
City/State of birth: _____ Country of birth: _____
Permanent home address: _____
City/State: _____ Country: _____
Postal code: _____ Email: _____
Phone: _____ Mobile Phone: _____

Housing Request Options:

Check (✓) the desired Type of Accommodations for the appropriate term:

Campus (check one): Florence Tuscania Rome Three Cities Program

Term Request: FLORENCE INTERSESSION Spring Fall JUNE JULY

Room Request: Shared Room Single Room (Please notes below for specific campus)

- Florence January Intersession & Three cities – Single room is not offered
- Rome / Tuscania - Single room is upon an special request and according with the school availability. In the exceptional case of a single occupancy request and assignment, the cost for single room entails an extra cost.

Please specify below the reason why it is so important for you to have a single room **(I am willing to accept a double room, at the double room cost, if my single room request cannot be met.)**

Please state any request concerning roommates or any other particular needs. All requests must be made on this form. (Students could be placed with other students from their home institution unless specifically requested otherwise).

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

If enrolling in the semester-long certificate program, please indicate which one?

LdM-CAMNES Certificate in Archaeology and Ancient Studies

PRIVACY POLICY

LdM is registered to hold your personal data under the Italian data protection law. This information will be used for administrative purposes and will not be given to any third party. I authorize the use of my personal information by Lorenzo de' Medici, in accordance with Italian Law D.Lgs. 196/03 on privacy

Student's Signature: _____ Date: _____

Personal Profile Form

Please print this form, fill it out and send it back to us by e-mail.

NOTE: The LdM Housing Office will consider the preferences/requests 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/requests will be accommodated. Please be advised that the Cancellation Policy will apply in the case of all cancellations, regardless of any reason.

Student's full name: _____

Age _____ Gender: _____

Allergies (if any) AND/ OR Other health problems that need to be taken into consideration:

Do you have any special conditions or needs that you would like the housing coordinator to be aware of?
(anxiety disorder, depression, learning disability, eating disorder, physical limitation; religious belief, etc.)

Please select the box which most closely describes you and/or your living habits:

I would describe myself as:

- Extroverted
- Somewhere in between
- Introverted

Sleeping habits:

- Early riser everyday
- Late riser everyday
- Early to bed during week and late to bed on weekends

When studying, relaxing or sleeping in the apartment, do you prefer to maintain:

- Relative quiet
- Some noise, music or activity
- Constant noise and activity

I watch TV:

- Everyday
- A few times a week, I have a few shows I follow
- Very rarely

I read:

- All the time, recreationally as well as for class
- For class and sometimes recreationally
- I don't like reading

I play sports:

- Regularly
- Sometimes
- Never

When do you clean dishes?

- Right after I cook
- The next morning or evening
- When I need to use the dish/cooking utensil

How often do you like to clean (vacuum, sweep, clean the bathroom)?

- Once a week
- Once every couple of weeks

- Once a month or less

How many times per week you do plan to cook at home while in Italy?

- I will prepare most meals at home (5-7 days per week)
- About half at home and half out (3-4 days each)
- I prefer to eat out and will rarely cook at home

When getting ready, I usually take:

- 15 minutes or less
- 15 minutes to hour
- More than an hour

I like to go to places:

- I enjoy walking every day
- I enjoy walking occasionally
- I don't like walking

My ideal night out with friends is:

- Dancing
- Going out to dinner
- Cooking a meal at home and/or watching a movie

I like to go out at night with friends:

- All the week
- Weekends only
- I usually do not go out at night

I am comfortable sharing my living space with people of differing backgrounds and perspectives (e.g.- religious beliefs, political affiliations, sexual orientation).

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

Please Specify: _____

My budget while abroad is:

- Unlimited
- Flexible
- Limited

Do you plan to travel a lot when you are studying in Italy?

- Yes, I plan to travel all over Europe
- Somewhat, I plan to travel mostly within Italy
- Not much, studying abroad is my travel

Please, select the personal habits of your *ideal* roommate:

- | | |
|---------------------------|---|
| Activity: | <input type="checkbox"/> High energy |
| | <input type="checkbox"/> Flexible |
| | <input type="checkbox"/> Quiet |
| Hours: | <input type="checkbox"/> Early riser |
| | <input type="checkbox"/> Flexible |
| | <input type="checkbox"/> Night owl |
| Likes to go out at night: | <input type="checkbox"/> Often |
| | <input type="checkbox"/> Sometimes |
| | <input type="checkbox"/> Rarely |
| Wants to Travel: | <input type="checkbox"/> All of Europe |
| | <input type="checkbox"/> Throughout Italy |
| | <input type="checkbox"/> Day trips |

If there is something else you want us to know about yourself, please write it down in few lines.

Housing Waiver Form

I have read and fully agree with, accept and will abide by the conditions, rules, regulations and cancellation policy listed in the description for LdM Housing under this link: <http://www.ldminstitute.com/en/landing/housing/>.

I also understand that:

- **The LdM Housing Office does not guarantee that it can accommodate any/every request stated in this Housing Request Form and/or Personal Profile. I understand that the Cancellation Policy stated herein will apply if I cancel my housing request for any reason.**
- **I will enter my apartment ONLY at the check-in date and leave the assigned apartment no later than 12:00 noon on check-out day.**
- **I must leave the assigned apartment in good condition.**
- **In case damages to the apartment are found, excessive use of the utilities and/or the apartment has not been properly cleaned, the cost will be withheld from the deposit.**
- **LdM reserves the right to expel from the assigned apartment any student whose behavior does not conform with civilized standards of behavior.**
- **LdM reserves the right to withhold the transcript / Certificate of Academic Performance of students who have any type of Housing outstanding debts.**
- **I agree to abide by the regulations of Lorenzo de' Medici.**
- **By signing below, I certify that the answers I provided in the Personal Profile form and LdM application are true to the best of my knowledge and belief.**

I appoint the Lorenzo de' Medici Institute 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.

Student's Signature: _____ Date: _____

Student Housing

Information & Application Forms

LDM Housing Rules

Please print this form, fill it out and send it back to us by e-mail.

1. The LdM Housing Rules are valid for the entire duration that students' occupy LdM apartments. The rental period begins on housing check in and ends at 12:00 p.m. on housing check out and may not be presumptively or tacitly extended. It is mandatory to respect all check in dates and check out dates.
2. A Security Deposit must be paid for each Housing Reservation.
3. The housing rent balance is due no later than 30 days before the student arrival date. If payment is not received by the deadline, LdM reserves the right to refuse housing to students.
4. Rent and utilities are paid to the apartment Landlords. The sum paid is based on average consumption of the utilities (water, gas, electricity). Students will be charged for excessive use of utilities.
5. The apartments are already pre-inspected before the students' arrival by the housing office. Any preexisting damages or complaints must be reported in writing (on the LdM Damage Form) to LdM Housing Coordination within 48 hours after receipt of the keys for semester students and within 24 hours for Summer/January Intersession students. Any items not listed on the form will be assumed to be in satisfactory condition. Any damage to the apartment, furnishings, electrical appliances, etc., must be reported immediately, in writing, to the Housing Coordination office.
6. Students will be responsible for the payment of the ordinary maintenance (light bulbs, broken keys, windows, clogged drains, etc.). Students will be 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 will be responsible for damage repair costs as well as any consequences deriving from such damage. Costs must be paid immediately. The Landlord will be responsible for extraordinary maintenance.
7. Subletting or lending of the leased premises is expressly forbidden. Only the undersigned lessee and assigned apartment-mates are permitted to occupy the apartment. Overnight guests are not allowed for safety reasons and according to Italian law. Should it be determined that there were overnight guests in the apartment, the Landlord and/or LdM Housing Coordination reserves the right to evict the Student and the Dean of Students reserves the right to impose sanctions. In accordance with the Italian law, if an overnight guest is found in the apartment, depending on the size of the apartment and the length of the stay, the local authorities have the right to impose heavy fines.
8. The Landlord has 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 students or purchasers, and for general maintenance.
9. The Students agree to keep the apartment, building entrance and stairs in an orderly, safe and sanitary condition. The students agree not to bring bikes into the apartment's building, not to put anything up on walls (with nails, tape, pushpins etc.) and not to keep pets.
10. It is strictly forbidden to disturb neighbors in any way; to wear heels, boots or other heavy-soled shoes or to make loud noise after 11:00 pm; to hold parties; to move or add furniture;
11. All apartments are NON-SMOKING.
12. Apartments shall be kept clean for the entire period of stay. All apartments will be inspected after the students' departure by the Housing Coordinators and Landlords. Housing inspections may take place at any other time deemed necessary by the school, with advance notice. For semester programs, some randomly chosen apartments will be inspected in the middle of the term. Any special cleaning required will be charged to the students.
13. At departure, the apartment must be left clean, orderly, and free of personal belongings. Neither LdM nor the Landlord will be responsible for belongings left in the apartment after the Check-out date.
14. The Housing Coordination office reserves the right to change housing assignments before arrival or during the rental period (in the latter case only for reasons such as health or other conditions seriously affecting the general welfare of the apartment's residents). Students are not permitted to change housing assignment or roommates, or to stay in another LdM housing accommodation without receiving written permission from LdM. Such permission will be considered only for situations involving extreme circumstances.
15. Any student who provides apartment access to non-students is held responsible for their actions, including any violations of these housing rules and their repercussions. LdM reserves the right to expel from the assigned apartment any student whose behavior does not conform to civilized standards of behavior.
16. It is necessary to double lock (deadbolt) the apartment door when you enter and exit your apartment because in Italy the door does not lock automatically. Always close and lock the windows before leaving the apartment.
17. The unauthorized duplication or purchase of housing accommodation keys is not permitted.
18. The rights of the use of keys are extended ONLY to students of the apartment. At NO time should keys be lent out to non-residents. 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 keys to the apartment 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. In Italy these replacements are costly.
19. Students should not write their home address on any part of their keys or keychain.
20. Upon violation of the conditions described in the LdM Housing Rules and LdM Family Rules, Rules of Conduct and Academic Regulations, students will be sanctioned in accordance with the enforcement of those Rules and Regulations.
21. No transcripts will be released for students with outstanding debts for excessive use of utilities, apartment damages, or other charges as mentioned above.
22. You need to be a current, active student in your courses in order to remain in Lorenzo de' Medici housing.
23. LdM reserves the right to evict Students from apartments based on any violations of these Housing Rules the LdM Rules of Conduct and or the Academic Regulations.
24. The LdM Housing Rules may be amended as LdM deems appropriate.
25. Signing below means also acceptance of the Housing Cancellation Policy, and that the student is willing to pay the designated penalty in accordance with the cancellation policy in case of a cancellation.

The signing of this document indicates acknowledgment and understanding of the LdM Housing Rules, and agreement to abide by stated LdM Housing Coordination policies, procedures, and regulations.

Student's full name: _____

Student's Signature: _____ Date: _____

INDEPENDENT HOUSING FORM

FLORENCE INTERSESSION SPRING FALL JUNE JULY

Please print this form, fill it out and send it back to us by e-mail only if you **intend** on finding housing outside of LdM services

I, the undersigned : _____

Program: _____

a participant in the LDM (term) _____ program in (City) _____, having chosen housing not through LDM, declare to have made my own housing arrangements. I am aware that this choice automatically releases LDM from any responsibility concerning any aspect related to my housing, including placement, disputes, and/or any other issues. I understand that any problems regarding my housing accommodation will be dealt with exclusively by me.

I understand and agree to pay all unpaid housing debts. LDM shall be held not responsible for any refunds, claims, bills or disputes between the student and the housing option chosen.
In agreement with the Italian Student Visa requirements, LDM is required to take action for any student behavior deemed irresponsible.

Student's Signature: _____ Date: _____