

RETURN COMPLETED FORM BY EMAIL TO

Lorenzo de' Medici - Housing Coordinators' Office E-mail: housing@lorenzodemedici.it
Via Faenza, 43, 50123 Florence, Italy Tel. +39 055 28 73 60 / +39 055 28 72 03 Fax + 39 055 23 98 920

LdM offers a free service to help students find accommodations for all campuses. Students generally live in shared bedrooms in apartments with other students. Students are not obliged to choose housing through LdM if they wish to find their own accommodations instead.

IMPORTANT HOUSING DATES

Session	Housing Request Deadline	Rental Period
Fall Semester	June 15	August 31- December 17, 2011
Spring Semester	November 15	January 25- May 12, 2012
Academic Year (Fall and Spring Semesters)	June 15	August 31- December 17, 2011 & January 25- May 12, 2012

LDM HOUSING REQUEST INSTRUCTIONS

The following are required for LdM to begin to process the initial housing request:

- Housing Request Form – completed and signed
- Proof of Payment of Housing Security Deposit **Euro 250** and Tuition Deposit at the time of application
- Two Copies of your passport (photo page)

The following are required by 30 days before the student arrival date:

- Two Copies of your visa (on your passport)
- Detailed travel Itinerary
- Proof of completed Housing Payment

PERSONAL INFORMATION

Last Name _____ First Name _____ Female
 Male

Current University/College _____ Country of Citizenship _____

Date of Birth (dd/mm/yy) _____ Passport Number _____

Passport issued by _____ Passport Date of Issue _____

City/State of Birth _____ Country of Birth _____

Permanent Address _____

City _____ Country _____

Postal Code _____ E-mail _____

Phone _____ Mobile phone _____

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 signature  _____ Date _____

HOUSING OPTIONS & COSTS 2011-2012

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

FLORENCE		
SHARED APARTMENT	Price per Semester	
Shared room	€2.250	<input type="radio"/>
Single room	€2.650	<input type="radio"/>
TUSCANIA		
Shared room	€1.700	<input type="radio"/>
Single room	€2.000	<input type="radio"/>
ROME		
Shared room	€2.550	<input type="radio"/>
Single room	By special request only	<input type="radio"/>

RESERVATION PROCEDURE

1. The student must return all of the required documentation to the Housing Department (see first page of this form)
2. LdM will confirm receipt of the Housing Security Deposit payment (by e-mail), and will then proceed to arrange housing for the student.
3. About a week before the beginning of the term, the Housing Office will provide the student with (via e-mail):
 - a. type and address of the apartment, specifying room-mates and apartment-mates
 - b. information regarding Housing Check-in

HOUSING POLICIES

1. To facilitate housing requests, it is recommended to apply as soon as possible.
2. The standard apartment bedrooms are double (2 single beds in the same room): single rooms are limited, therefore it is advisable to reserve single rooms well in advance.
3. If a student's room request cannot be honored due to space limitations, LdM will assign an accommodation according to availability.
4. The rent period begins on Housing Check-in Day and ends on Housing Check-out Day, as per the Rental Period on the first page of this form.
5. All apartments are NON-SMOKING.
6. Academic year students must pay the rent for both semesters; they only need to pay their housing deposit once. Housing is provided for the Fall and Spring semesters. It is not provided during the winter break between the Fall and Spring semesters.
7. Students interested in other housing options (residence, host family, or hostel) should contact the LdM Housing Office for additional housing costs.

GENERAL HOUSING INFORMATION

Apartments are furnished and equipped with bed linens, towels, basic pots and pans, kitchen utensils, washing machine and TV. All apartments are provided with Internet service. They are not provided with a phone or air conditioning.

Apartments in Italy, especially in the historic centers, are all situated in antique buildings and therefore no apartment is alike. Although we try to maintain a standard for our apartments, some are nicer than others and some are closer than others to the institute.

The student shared apartments usually house 2-8 people. LdM does not have co-ed apartments. They are not all located in the same building, but within walking or public transportation distance from the school facilities.

Housing services include:

- Semester rent, with fixed check-in and check-out dates as specified above.
- Repairs not caused by students' negligence or carelessness.
- Utilities (water, gas, electricity), provided the consumption bills are equal or lower than the average cost as determined by the Italian authorities. Any costs above the average consumption bills will be charged to the students sharing the same apartment.
- Internet

Housing services do not include:

- Meals.
- Repairs for damage caused by student's negligence and carelessness
- Extra cleaning: if the apartment is not clean at Check-out, students will be responsible for an additional cleaning charge. The total cost will be determined by the landlord and the LdM Housing Office, and will be deducted from the students' housing deposit.

PERSONAL PROFILE

Circle the number which most closely describes you and/or your living habits:

I am extroverted	3	2	1	I am introverted
I read a great deal	3	2	1	I don't read very much
I practice sports	3	2	1	I don't practice sports
I watch TV a great deal	3	2	1	I hardly ever watch TV
I love classical music	3	2	1	I dislike classical music
I like walking	3	2	1	I dislike walking
I have a lot of friends	3	2	1	I have one close friend
I care about my appearance	3	2	1	I don't care about my appearance
I go to bed late	3	2	1	I go to bed early
I like cooking	3	2	1	I don't like cooking
I am tidy	3	2	1	I am untidy
I smoke*	3	2	1	I don't smoke*

*All LdM apartments are NON-SMOKING.

Tell us about your personality, living habits, & anything else that will help us house you with the right people & in the right place!

Roommate Request(s): _____

Allergies (if any): _____

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? (e.g. anxiety disorder, depression, learning disability, eating disorder, physical limitation, religious belief, etc.)

Do you have any particular needs/requests? Please write them here. The Housing Department will let you know if the request can be met. Requests regarding Housing must be made on this form. _____

LdM is not responsible for personality conflicts among students sharing the same apartment.

PAYMENT REGULATIONS

1. The housing rent balance is due no later than 30 days before the student arrival date.
2. Utilities (gas, electricity, water) are included in the cost, up to € 60 per month per person. Any costs above €60 will be charged to student residents.
3. Students are responsible for paying for damages to the accommodations caused by student negligence.
4. Security Deposit - For all options a security deposit of € 250 is due upon application. The security deposit will be refunded net of fees within 45 days after the academic term if the apartment is left clean and in acceptable condition, if there are no damages caused by the student's negligence, and if the utilities do not exceed the stipulated cost. Any extra charges will be deducted from the security deposit.

CANCELLATION POLICY

Any student who decides to withdraw before the start of the program is responsible for asking the Housing Office for the Official Cancellation Form, and emailing it to the Housing Office. The date that this form is received will be the date from which the cancellation policy is applied.

If an official cancellation notice is received by LdM:

-45 days or MORE before the check-in date, the housing deposit will be refunded.

-44-31 days before the check-in date, the student will lose the housing deposit

-30-11 days before the check-in date, the student is liable for the housing deposit **plus** the first month's housing rent.

-10-0 days before the check-in date, no refund will be given for any reason whatsoever in case the student decides to cancel, change or vacate the assigned apartment.

The student will be fully liable for the total housing cost and housing deposit if no official notice of the student's cancellation is received by LdM before check-in date.

The housing deposit and housing rent are not kept by LdM but retained by the landlord to partially cover the loss of the occupant. Students will receive the refund (if applicable) minus the cost of any transfer fees.

PAYMENT METHOD

Choose one of the following methods, always specifying payment in Euro, Student Name, and "Housing Deposit" / "Housing Rent" as reason for payment :

- Secure on-line credit card payment (VISA, MASTERCARD, AMERICAN EXPRESS, JCB) at:

<http://pay.ldminstitute.com>

All credit card transactions are subject to a **2% convenience fee** at the time of payment.

Home-stays may not be paid with credit card.

- Bank cashier's check or international money order payable to Lorenzo de' Medici s.r.l. to be sent to:

Istituto Lorenzo de' Medici

Attn: Housing Coordinators' Office

Via Faenza, 43

50123 Firenze - Italia

- Bank transfer to the following bank account (please provide the LdM Housing Office a copy of the bank receipt as proof of payment):

Name: Lorenzo de' Medici

Account #: 85450

Bank: Cassa di Risparmio di Firenze – Sede

Address: Via Bufalini, Firenze – ITALY

ABI code: 06160

CAB code: 02800

SWIFT code: CRFI IT 3F

IBAN code: IT70U0616002800000085450C00

All bank charges shall be paid by the student.

HOUSING RULES

1. The rental period begins on Check-In Day and ends at 12:30 p.m. on Check-Out Day and may not be presumptively or tacitly extended. Failure to move out within the prescribed period will result in a Euro 150 per day fine, plus any potential losses of revenue caused by the delay of departure.
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.
4. Rent and utilities are paid through the Institute Lorenzo de' Medici (LdM) to the apartment Landlords. The sum paid is based on average consumption of the utilities (water, gas, electricity). Tenants 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. Tenants will be responsible for ordinary maintenance (light bulbs, broken keys, windows, clogged drains, etc.). Tenants 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. Tenants 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. Should anyone other than the Tenants be found in the apartment, the Landlord and/or LdM Housing Coordination reserves the right to evict the Tenants. In accordance with Italian law, if an overnight guest is found in the apartment the local authorities have the right to impose heavy fines as well as evict all Tenants.
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 tenants or purchasers, and for general maintenance.
9. The Tenants agree to keep the apartment, building entrance and stairs in an orderly, safe and sanitary condition. It is strictly forbidden to disturb neighbors in any way; to make loud noise after 11:00 pm; to hold parties; to move or add furniture; to bring bikes etc. into the apartment building; to put anything up on walls (with nails, tape, pushpins etc.); and to keep pets.
10. All apartments are NON-SMOKING.
11. 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.
12. 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.
13. 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).
14. Any tenant who provides apartment access to non-tenants 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 with civilized standards of behavior.
15. Students will be notified in advance of Check-in and Check-out procedure, location, and dates (including apartment inspection, key return, etc.).
16. It is necessary to double lock (deadbolt) the apartment door when you are in and out of your apartment because in Italy the door does not lock automatically. Always close and lock the windows before leaving the apartment.
17. The rights of the use of keys are extended ONLY to tenants 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 tenant shall be separated from the keys to the apartment for any reason (loss, theft, lent out, etc.), then the tenant alone shall be responsible for the cost of replacement keys and the locks. In Italy these replacements are costly.
18. Students should not write their home address on any part of their keys or keychain.
19. Upon violation of the conditions described in the LdM Rules of Conduct and Academic Regulations, students will be sanctioned in accordance with the enforcement of those Rules and Regulations.
20. No transcripts will be released for students with outstanding debts for excessive use of utilities, apartment damages, or other charges as mentioned above.
21. The Housing Rules and Personal Data Form must be filled in and duly signed. These forms, along with a copy of the Tenant's passport and visa, must be sent to the LdM Housing Coordination office before the student's arrival. These documents are necessary for registration with local authorities.
22. LdM reserves the right to evict Tenants from apartments based on any violations of these Housing Rules.
23. Signing below means 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.

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.

I understand that:

- the accommodation assignment will be communicated to me about a week before my arrival;
- I will enter my apartment ONLY at the Check-in date, and I must leave the assigned apartment no later than 12:30 pm on Check-out day;
- In case of damages to the apartment, excessive use of the utilities and/or the apartment left in an unclean, or otherwise unacceptable condition, 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;

I HAVE READ, UNDERSTOOD, AND WILL ABIDE BY ALL OF THE LORENZO DE' MEDICI POLICIES,
RULES, AND REGULATIONS ON THIS FORM.

Student signature  _____ **Date** _____

Print Student Name _____