

RETURN COMPLETED FORM BY E-MAIL 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 are not obliged to choose housing through LdM if they wish to find their own accommodations instead.

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 150** and Tuition Deposit at the time of application
- Two Copies of your passport (photo page)

The following are required before the student arrival date:

- Two Copies of your visa (on your passport)
- Detailed travel Itinerary

All fields are mandatory.

PERSONAL INFORMATION

Last Name _____	First Name _____	<input type="radio"/> Female
		<input type="radio"/> Male
Date of Birth (dd/mm/yy) _____	Country of Citizenship _____	
First Language _____	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 _____	

EMERGENCY CONTACT

Name _____	Relationship _____
Phone / Mobile _____	E-mail _____

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 POLICIES

1. All apartments and rooms in home stays are NON-SMOKING.
2. For a short stay (e.g. a week) LdM recommends that students reserve a room at a local hotel. We will provide a hotel list upon request.
3. The standard period for a shared apartment is one month, if available we can book apartments for 2 or 3 weeks.
4. For those who want more privacy and independence, LdM can provide furnished small apartments for one or two people (this type of accommodation is generally more expensive than shared apartments; prices are available on request).
5. If students are travelling with a companion and would like a double room, prices are available on request.
6. To facilitate housing requests, it is recommended to apply as soon as possible.
7. LdM reserves the right to change the assigned accommodation at any time prior to the student's arrival.

Check the desired Type of Accommodations and the LdM Location where you will be studying:

HOME STAY		
Single Room	Price	Location
With Breakfast	from € 27 to € 30 per day	<input type="radio"/> Florence <input type="radio"/> Tuscania <input type="radio"/> Rome
Half Board	from € 37 to € 40 per day	<input type="radio"/> Florence <input type="radio"/> Tuscania <input type="radio"/> Rome
SHARED APARTMENT		
Single Room	from € 400 to € 700 per month	<input type="radio"/> Florence <input type="radio"/> Tuscania <input type="radio"/> Rome
Single Room for stays less than 1 month	from € 25 to € 27 per day	<input type="radio"/> Florence <input type="radio"/> Tuscania <input type="radio"/> Rome

Second Choice (in case your first choice is not available) _____

RESERVATION PROCEDURE

1. The student must e-mail all of the required documentation to the Housing Department (see list on 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 Check-in date, LdM will provide the student with (via e-mail):
 - a. type and address of the accommodations.
 - b. information about Housing Check-in.

INDICATE DATES

Check-in _____ Check-out _____
Day Month Year Day Month Year

We suggest beginning the rent period on the day before the class starting date and ending the day after the last day of class.

PAYMENT REGULATIONS

1. Within two days of your arrival in Florence you need to pay the rent fee directly to your landlord in cash.
2. Utilities (gas, electricity, water) are included in the cost.
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 €150 is due upon application. The security deposit may not be used as part of the month's rent. The deposit will be fully refunded by LdM on the last day of classes, provided that all the housing rules and regulations have been met and that the apartment/room is in good condition, and provided that there are no damages caused by student negligence. Any extra charges will be deducted from the security deposit.

PAYMENT METHOD

Housing Deposit

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

- Secure on-line 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.

- 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: IT70U061600280000085450C00

All bank charges shall be paid by the student.

Housing Rent

To be paid directly to your landlord in cash within two days of arrival.

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

Indicate any allergies or special diet:

Tell us a little about your personality, your living habits, anything particular about you that will help us house you with the right people and in the right place!

CANCELLATION POLICY

If an official cancellation notice is received by LdM:

- 31 days or MORE before the check-in date, the housing deposit will be refunded.
- 30-0 days before the check-in date, the student will lose the housing deposit
- After arrival, if for any reason a student decides to leave her/his accommodations before the end of the pre-agreed rental period, she/he must give the owner and LdM 2 (two) weeks notice; otherwise the housing deposit will not be refunded.

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 the check-in date.


The housing deposit is not kept by LdM but retained by the landlord to partially cover the loss of the occupant. Students will receive the refund minus the cost of any transfer fees.

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:

- I will enter my apartment ONLY at the Check-in date, and I must leave the assigned apartment no later than 12:00 noon on Check-out day;
- In case of damages to the apartment, 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 _____