# Housing Eligibility Request

## User's Manual

## Summery

1.	Request Search	. 2
2.	New Request	. 3
3.	Self made appointment	13

#### 1. Request Search

Using the link "Request Search" placed in the top navigation bar, it is possible to rearch for a request utilizing the filters in the following template:

sing eligibility request	earch requests	Guide 🗸	
Protocol			
Code BS			Residence permit number
Search requests			
Request list n° Requests: 0	ī		
Powered by Geek Logica	a S.r.l.   v1.0.0		In order to visualize the website effectively, the use of the following browsers is recommended: Internet Explorer 9+ - Google Chrome - Mozilla Firefox - Safari

#### Figure 1-1

#### Choosing from the parameters

- Protocol (protocol number assigned by the system)
- BS code
- Residency permit number

It is possible to search for a request saved in the system.

#### 2. New Request

The first step is choosing what kind of request you would like to submit:

ing eligibility request search requests Guide 🗸	
New request	
Housing Eligibility Request	of Comune 1 •
Procedure dealt with by the Immigration Desk	
FAMILY REUNIFICATION     Charged to the foreign citizen	identification of request BS:
<ul> <li>REGULARIZATION OF GAINFUL EMPLOYMENT (Legalization of undeclared work)</li> <li>Charged to the employer</li> </ul>	identification of request BS:
<ul> <li>RESIDENCY PERMIT FOR EMPLOYMENT (domestic, subordinate, seasonal, art.27, conversion study to work) Charged to the employer</li> </ul>	identification of request BS:
Procedure dealt with by Police Headquarters	
EC RESIDENCY PERMIT FOR LONG TERM RESIDENTS Charged to the foreign citizen	Residency permit n°:
RESIDENCY PERMIT FOR FAMILY REASONS (Reunification) Charged to the foreign citizen	Residency permit n°:
Security code	
Write the letters you see in the image:	VRSC
	Continue
Powered by Geek Logica S.r.l.   v1.0.0 In order to v	isualize the website effectively, the use of the following browsers is recommended:



- Family reunification: the BS identification number of the citizen is optional
- Regularization for gainful employment: it is mandatory that the BS number of the citizen is entered
- Residency permit for employment: it is mandatory that the BS number of the citizen is entered
- EC Residency permit for long term residents: it is mandatory to enter the residency permit number
- Residency permit for family reasons: it is mandatory to enter the residency permit number

To enter the request, before clicking on "Continue", type the letter code that can be seen in the image, as in the example shown WTWRSC.

Fill in you	ır request	form						
Spaces marke	d with * are obli	gatory						
Request for housing	eligibility certificate De	claration in lieu of affidavit	Attachment					
Aware of the legal	F leg sanctions in the event of	REQUEST FOR H islative degree 286/98 false statements and fals	OUSING ELI 8 and subsequent re documents and the	<b>GIBIL</b> t amendr	ITY ments ent loss of any benefits	obtained, pursuant to		
art. 75 and 76 of Pr Charged to the fore The undersigned	esidential Decree 445 of 2 eign citizen	8/12/2000			,			
* surname			* name					
surname		name						
* born in	* born in		* province/country			* the		
place of birth		province/country	of birth		date of birth (dd/mm/yyyy)			
* gender	* citizenship		* social securi	ity numbe	r			
• M	citizenship		social securi	ity number				
telephone		cell.			* e-mail			
telephone numbe	er	cell phone numb	er		e-mail address			
* resident in		* street				* street number		
city of residence		address				street number		
* acting as:	t ©Employer ©Guest (	Dother						

Figure 2-2

Summarized in the template below is the information that must be entered regarding the applicant submitting the request:

Range	Description
Surname	Last name of the applicant
Name	First name of the applicant
Place of birth	Place of birth
Country	Country or state of birth
Date	Date of birth (dd/mm/yyyy)
M F	Sex (Male or Female)
Citizenship	Citizenship
Telephone/s	Telephone (in numbers)
Cell.	Mobile phone (in numbers)
Social security number	Social security number of the applicant
Residing in	Town/city of residence
Address	Home address
Street number	Street number
e-mail	e-mail address
Acting as	Title of the applicant

FIII IN YOUR	reques	<b>ST TOR</b> obligato	<b>m</b> ory						
Request for housing eligi	bility certificate	Declaratio	n in lieu of affidavit	Attachment					
Compilation at the owner		DECL	ARATION IN Art. 46 e 47 D.P.R 20 I	LIEU OF	<b>AFFIDAV</b> 0, n. 445	/IT			
The undersigned	ense of the prop	berty owner	or Driver						
* surname				* name					
possessore.cognome				possesso	e.nome				
* born in	scita		* province/country	DiNascita		* the	oro dataDiNas	cita	
possessore.cittabilita	+ ··· · ·		possessore.provincial	+ · ·		possess	ore.uatabilitas	icita	
* gender © M	* citizenship	cittadinanza	ttadiaaaaa		* social security number				
F	possessore	creatinanza		possessore.coolceriscale					
telephone				* e-mail					
possessore.teleiono	possessore.teleforio			camplegerample.com					
* resident in	iResiden:	street	viaDiResidenza					* street number	
Aware of the legal sanctions in the event of false statements and fals art. 75 and 76 of Presidential Decree 445 of 28/12/2000, under his/her • to be: ©Owner @Tenent under the contract			atements and false do 000, under his/her owr DECL	cuments and a responsabilit ARES	the conseque y	nt loss of a	any benefits o	btained, pursuant to * n.	
address								street number	
building		stair		* floor			* apartme	ent number	
possessore.allo	ggio.palazzina	posses	sore.alloggio.scala	posses	sore.alloggio.p	piano	possess	sore.alloggio.interno	
Identified at the	land registry		Particle/s			Subalter	nate/s		
possessore.allo	possessore.alloggio.foglioCatasto possessore.allog			io.particella		posse	ssore.alloggio.	subalterno	
• that the layout of t	he property, atta	ched to this re	equest, corresponds to t	he current con	dition of the p	remises;			
• that the property i	s currently <b>occup</b>	ied by n. 0	persons who's ger	neralities are th	e following:				
			LIST OF ALL OCCUPAN	NTS OF THE PR	OPERTY				

Figure 2-3

The information regarding this page is described as follows:

Range	Description
Surname	Last name of owner or title holder
Name	First name of owner or title holder
M F	Sex (Male or Female)
Place of birth	Place of birth
Country of birth	Country/State of birth
Date of birth	Date of birth (dd/mm/yyyy)
Citizenship	Citizenship
Telephone/s	Telephone (in numbers )
e-mail	e-mail address
Social security number	Social security number of owner or title holder
Residing in	City
Address	Address of residence

Street number	Street number
Title	Title of the owner
street	Address of the property
n	Street number of the property
Building	Building number of the property
Stair	Stair of the property
Floor	Floor
Apartment number	Apartment number
Identification at the land registry	Land registry document
Particle/s	Particle number
Subalternate/s	subalternate

It is also possible to define the number of occupants; clicking on "Add occupant" a template will appear in which the additional occupant's information can be entered.

Range	Description
Surname	Last name of the occupant
Name	First name of the occupant
MF	Sex (Male o Female)
Place of birth	City of birth
Country	Country of birth
Date of birth	Date of birth (dd/mm/yyyy)

By clicking on "Remove last occupant" the last occupant entered will be deleted.

Depending on the type of request you intend to submit you will have to fill in the relevant attachment:

ng eligi	bility request search requests Guide -
	Fill in your request form
	Spaces marked with * are obligatory
	Request for housing eligibility certificate Declaration in lieu of affidavit Attachment
	EC RESIDENCY PERMIT for LONG TERM RESIDENTS
	article 9 of Legislative Decree 286 of 25/07/1998 and subsequent amendments
	1. Copy of the applicant's ID document (identity card or passport)
	<ol> <li>Copy of the property owner's ID document</li> <li>A copy of the ID, of the residency permit / residency card of the applicant (if the permit has expired the renewal request i salso required)</li> <li>A</li> </ol>
	Deeds or inheritance documents of the property
	[or]
	Land registry certificate with the names of the property owners, issued within 30 days prior to the application (only in the event that the leaseholder is also the owner of the property)
	[or]
	Contact of tipoContratto     (in the event the leaseholder is not the owner of the property)
	5.
	Floorplan in scale no less than 1:100 of the current state of the of the accommodation, stamped and signed in original by a qualified technician, in which are indicated the intended use of each room, the relative usable areas as well as the total net usable area of the property. The plan must also be indicated on the data relating to the property, the location and identification.
	[or]
	Land registry Map of the area of housing, purchased in the original, to be requested at: Inland Revenue - Viale Antonio Ciamarra, 139 (Cinecittà east) entrance to the public from Via Rizzieri n u00b0 188 from Monday to Friday from 8:00 am to 12:30 pm (last day of the month closing time will be at 11:00 am) - Tel 06.72.40.26.03
	The layout of the accommodation can be requested by the owner or his representative by proxy armed with a copy of the identity document of the owner.
	Save
	Powered by Geek Logica S.r.l.   v1.1.2 In order to visualize the website effectively, the use of the following browsers is recommended:

## EC RESIDENCY PERMIT for LONG TERM RESIDENTS (Attachment A)

Figure 2-4

## FAMILY REUNIFICATION (ATTACHMENT B)

Pequet for housing al	aibility cartificate Dadi	wation in lieu of affidavit	Attachment		
nequest for froming en	gionity certainance Deci		Autoriment		
F	art.29	of LEGISLATIVE DECREE.2	UNIFICA 86/98 and subse	ION equent ame	endments
* surname			* name		
beneficiari(0).cog	gnome		beneficia	ri(0).nome	
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2 * surname surname			* name name		
* born in		* country			* the
place of birth		country of birth			date of birth (dd/mm/yyyy)
* gender	* citizenship			Kinship	
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place of birth		country of birth			date of birth (dd/mm/yyyy)
* gender	* citizenship			Kinship	
© M	citizenship			Indicate	: kinship
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Figure 2-5

In this template you will have to enter the information regarding the persons that will be living in the property:

Range	Description
Surname	Last name
Name	First name
MF	Sex (Male or Female)
Born in	City of birth
Country	Country of birth
Date	Date of birth (dd/mm/yyyy)
Citizenship	Citizenship
Kinship	Indicate Kinship

aces marked	with " are oblig	atory			
equest for housing eli	gibility certificate Decla	ration in lieu of affidavit	Attachment		
or:	RESIDENCY I	PERMIT for FAN	<b>ILY REASC</b> 5/98 and subdeque	DNS (r ent amen	reunification)
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* born in		* country			* the
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* gender	* citizenship		к	inship	
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2 * surname beneficiari[1].cog	nome		* name beneficiari[1	1].nome	
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* gender	* citizenship		к	inship	
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beneficiari[2].citta	aDiNascita	beneficiari[2].nazio	neDiNascita		beneficiari[2].dataDiNascita
* gender	* citizenship		к	inship	
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he following document 1. Copy of the appl 2. Copy of the project 3. A copy of the ID, 4. Copy of the ID, 4. Copy of the ID, 4. Copy of the ID, 6. Lond registry: any in the went 5. Copy of the event 5. Copy of the event 6. Copy of t	Is must be presented at the carefy Gocument identity or yooner's 10 document. of the residency permit / re events of the present of the pre- centificate with the names of the documents of the pre- terestudier is not the owner of the events of the intended use of events of the intended use of a not be the owner of the cated the intended use of events of the intended use of the the data relating to the pre- terestudier is not the owner. The owner of the cated the intended use of events of the intended use of the the data relating to the pre- terestudier is not the intended use of the intended use	relevant desk of the city co y card or passport) sidency card of the applica coperty the property owners, issue mer of the property the property owners, issue the property owners, issue de room, the relative cash and room, the relative cash of comments and in the original, party, the location and id party, the location and i	oundl: et (if the permit ha ed within 30 days p excommodation, ble ancar as well as entification. to be requested at to be the public work of the 72.462.003 d by the owne	s expired t stamped a the total r m Via Rizzi <b>er or h</b> i	the renewal request to also required) explication we signed in original by a qualified technician, is et usable area of the property. The plan must a eri n. 188 from Monday to Friday from 8:00 am is representative by proxy armee

## **RESIDENCY PERMIT for FAMILY REASONS (Attachment B)**

Figure 2-6

In this template you will have to enter the information regarding the persons that will be living in the property:

Range	Description
Surname	Last name
Name	First name
M F	Sex ( <b>M</b> ale or <b>F</b> emale)
Born in	City of birth
Country	Country of birth
Date	Date of birth (dd/mm/yyyy)
Citizenship	Citizenship
Kinship	Indicate Kinship

## **REGULARIZATION FOR GAINFUL EMPLOYMENT (Attachment C)**

Request for housing el	telle little and the state of D				
	igibility certificate D	eclaration in lieu of affidavit	Attachment		
RESIDEN	CY PERMIT FO	R EMPLOYMENT ( conversion s	domestic, tudy to wo	subordinate, season ork)	al, art.27,
For(Details of foreign	citizen):	of Legislative decree 286 of 25	70771998 and subs	sequent amendments	
* surname			* name		
beneficiario.cognoi	me		beneficiario.	nome	
* born in		* country		* the	
beneficiario.cittaDi	Nascita	beneficiario.nazionel	DiNascita	26/06/2014	
* gender	* citizenship				
©М	beneficiario.citta	dinanza			
F					
<ul> <li>3. A copy of the ID,</li> <li>4.</li> <li>Deeds or inherita</li> <li>[or]</li> </ul>	of the residency permit eritance documents of th	/ residency card of the applicar ne property	it (if the permit has	expired the renewal request i salso re	quired)
Land registry (only in the even	certificate with the name t that the leaseholder is also th	es of the property owners, issue ne owner of the property)	ed within 30 days p	rior to the application	
[or]					
Contact of (in the event t)	tipoContratto	r of the property)			
5.					
<ul> <li>Floorplan in s which are ind be indicated</li> </ul>	cale no less than 1:100 c licated the intended use on the data relating to th	of the current state of the of the of each room, the relative usab re property, the location and ide	accommodation, s le areas as well as t entification.	stamped and signed in original by a qu the total net usable area of the proper	alified technician, in ty. The plan must also
[or]					
<ul> <li>Land registry Inland Reven am to 12:30 p</li> </ul>	Map of the area of hous ue - Viale Antonio Ciama om (last day of the month	ing, purchased in the original, to rra, 139 (Cinecittà east) entranc n closing time will be at 11:00 ar	o be requested at: e to the public fron n) - Tel 06.72.40.26	n Via Rizzieri n u00b0 188 from Monda i.03	y to Friday from 8:00
The layout of t with a copy of	he accommodati the identity docu	ion can be requested ument of the owner.	by the owne	er or his representative by	r proxy armed
The layout of t with a copy of	he accommodati the identity docu	ion can be requested ument of the owner.	by the owne	er or his representative by	r proxy arm Sa

#### Figure 2-7

## In this template you must enter the information regarding the foreign citizen:

Range	Description
Surname	Last name
Name	First name
M F	Sex (Male or Female)
Born in	City of birth
Country	Country of birth
Date	Date of birth (dd/mm/yyyy)
Citizenship	Citizenship

#### **RESIDENCY PERMIT for REGULAR EMPLOYMENT(Attachment D)**

Request for housi	ing eligibility certificate	Declaration in lieu of affidavit	Attachment	
REGUL	ARIZATION OF	GAINFUL EMPLO (Legislation 10	YMENT (Legali 2 of 3 August 2009)	zation of undeclared work)
For(Details of for	eign citizen):			
* surname			* name	
beneficiario.co	ognome		beneficiario.nome	2
* born in		* country		* the
beneficiario.ci	ttaDiNascita	beneficiario.nazion	DiNascita	beneficiario.dataDiNascita
* gender	* citizenship			
© M ⊛ F	beneficiario.cit	tadinanza		
the following doo	uments must be presented	at the relevant desk of the city of	ouncil:	
4. © Deeds o [or] © Land reg	r inheritance documents of i	the property nes of the property owners, issu	red within 30 days prior to	b the application
(only in the	e event that the leaseholder is also	the owner of the property)		
Contact (in the e)	of tipoContratto	er of the property)		
	n in scale no less than 1:100	of the current state of the of th e of each room, the relative usai the property, the location and ic	e accommodation, stamp ole areas as well as the to lentification.	ed and signed in original by a qualified technician, in tal net usable area of the property. The plan must also
5. © Floorpla which ar be indica	ated on the data relating to t			
5. Floorpla which ar be indica [or]	ated on the data relating to t			
5. Floorpla which ar be indica [or] Land reg Inland R art to 12	gistry Map of the area of hou evenue - Viale Antonio Ciam 2:30 pm (last day of the mon	ising, purchased in the original, arra, 139 (Cinecittà east) entran th closing time will be at 11:00 a	to be requested at: ce to the public from Via l im) - Tel 06.72.40.26.03	Rizzieri n u00b0 188 from Monday to Friday from 8:00

Figure 2-8

In this template you must enter the information regarding the foreign citizen:

Range	Description
Surname	Last name
Name	First name
M F	Sex (Male or Female)
Born in	City of birth
Country	Country of birth
Date	Date of birth (dd/mm/yyyy)
Citizenship	Citizenship

By clicking on "Save" the system will record the request.

ility request search request	s Guide +		
Details requir	ed		
Request saved			
Protocol: RIABS/2015/1/1			
motivation for request	RGULARIZATION OF EMPLOYMENT	Aquisition date	05/06/2014
Surname of applicant City of birth of applicant Date of birth of applicant Social security number of applicant	richiedente.cognome richiedente.cittaDiNascita 21/06/2014 richiedente.codiceFiscale	Name of applicant Province of birth of applicant Citizenship of applicant	richiedente.nome richiedente.provinciaDiNascita richiedente.cittadinanza
Print request Make an a	ppointment Print reciept		
Office Location Telephone E-mail Opening hours Additional documents	Sportello rilascio attestazione idoneità alloggiativa presso U.R.P. (Ufficio relazioni con il pubblico) Via Luigi Petroselli 50 - Piano Terra Lunedi-mercoledi-venerdi: 8.30-12.00 Martedi-giovedi: 8.30-12.00 e 14.00-16.00		
	. ih.		
Powered by Geek Logica S.r.l.   v1.	1.2 In order to v Internet Exp	isualize the website effectively, the use ( forer 9+ - Google Chrome - Mozilla Firefi	of the following browsers is recommenc ox - Səfəri



In the box marked "Protocol:" you will find all the information regarding the request.

By clicking on "Print request" you will receive a template in PDF format of the request.

By selecting "Print receipt" you will be able to print a receipt in PDF format of the request.

In the event that the city hall offices only receive by appointment, by selecting "Book appointment", you will be able to use the reservation procedure listed below.

## 3. Self made appointment

The following template indicates the availabilities for appointments for the month of March.



Figure 3-1

The days highlighted in red are not available while if you select one of the slots available you will be shown the following template:

Service	Start time	Finish time	Availability	
Richiesta idoneită alloggiativa	08:00	08:15	1	->
Richiesta idoneità alloggiativa	08:15	08:30	1	>
Richiesta idoneità alloggiativa	08:30	08:45	1	•
Richiesta idoneitä alloggiativa	08:45	09:00	1	
Richiesta idoneità alloggiativa	09:00	09:15	1	- > -
Richiesta idoneità alloggiativa	09:15	09:30	1	<b>.</b>
Richiesta idoneità alloggiativa	09:30	09:45	1	- <b>&gt;</b> -
Richiesta idoneità alloggiativa	09:45	10:00	1	
Richiesta idoneità alloggiativa	10:00	10:15	1	
Richiesta idoneità alloggiativa	10:15	10:30	1	
Richiesta idoneitä alloggiativa	10:30	10:45	1	
Richiesta idoneitä alloggiativa	10:45	11:00	1	- > -
Richiesta idoneità alloggiativa	11:00	11:15	1	<b>&gt;</b>
Richiesta idoneità alloggiativa	11:15	11:30	1	<b>.</b>
Richiesta idoneità alloggiativa	11:30	11:45	1	<b>.</b>
Richiesta idoneità alloggiativa	11:45	12:00	1	× .
				Back

Figure 3-2



By choosing the time slot you would prefer and clicking on ">" you will be able to see the following page:

eligibility request search requests Guide +	
Appointment definition	
You are making a booking for service <b>Ricl</b>	hiesta idoneità alloggiativa on the date12/06/2014 at the time 08:30
Back	Create
Powered by Geek Logica S.r.l.   v1.1.2	In order to visualize the website effectively, the use of the following browsers is recommended: Internet Explorer 9+ - Google Chrome - Mozilla Firefox - Safari

Figure 3-3

By clicking on "Create" you will confirm your appointment for the day and time you selected.

Reservation confirmed			
Protocol: RIABS/2015/1/1			
motivation for request Surname of applicant City of birth of applicant Date of birth of applicant Social security number of applicant	RGULARIZATION OF EMPLOYMENT richiedente.cognome richiedente.cittaDINascita 21/06/2014 richiedente.codiceFiscale	Aquisition date Code RM Name of applicant Province of birth of applicant Citizenship of applicant	05/06/2014 richiedente.nome richiedente.provinciaDiNascita richiedente.cittadinanza
Print request			
Details of reservation		City council details	
Date Time Service Print appointment reciept	12/06/2014 8:00 AM Richiesta idoneità alloggiativa Delete	Office Location Telephone E-mail Opening hours Additional documents	Sportello rilascio attestazione idoneità alloggiativa presso U.R.P. (Ufficio relazioni con il pubblico) Via Luigi Petroselli 50 - Piano Terra Lunedi-mercoledi-venerdi: 8.30-12.00 Marted:giovedi: 8.30-12.00 e 14.00-16.00

Figure 3-4

In the final template to appear there will be a box regarding your appointment marked "Appointment details". You also have the possibility by selecting "Print appointment receipt", to print a summery of all the details regarding the appointment you made.