

# *Housing Eligibility Request*

## **User's Manual**

### **Summery**

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## 1. Request Search

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

Housing eligibility request search requests Guide ▾

Protocol

Code BS

Residence permit number

Search requests

### Request list

n° Requests: 0

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**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:

Housing eligibility request search requests Guide ▾

### New request

Housing Eligibility Request of

#### Procedure dealt with by the Immigration Desk

- FAMILY REUNIFICATION**  
Charged to the foreign citizen  
identification of request BS:
- REGULARIZATION OF GAINFUL EMPLOYMENT (Legalization of undeclared work)**  
Charged to the employer  
identification of request BS:
- RESIDENCY PERMIT FOR EMPLOYMENT (domestic, subordinate, seasonal, art.27, conversion study to work)**  
Charged to the employer  
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

WTWRSC

Write the letters you see in the image:

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Figure 2-1

- 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.

Housing eligibility 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

**REQUEST FOR HOUSING ELIGIBILITY**  
legislative degree 286/98 and subsequent amendments

**Aware of the legal sanctions in the event of false statements and false documents and the consequent loss of any benefits obtained, pursuant to art. 75 and 76 of Presidential Decree 445 of 28/12/2000**

**Charged to the foreign citizen**  
The undersigned

\* surname    \* name

\* born in    \* province/country    \* the

\* gender  M  F   \* citizenship    \* social security number

telephone    cell.    \* e-mail

\* resident in    \* street    \* street number

\* acting as:  
 Owner    Tennent    Employer    Guest    other

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**Figure 2-2**

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

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

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## Fill in your request form

Spaces marked with \* are obligatory

[Request for housing eligibility certificate](#) **Declaration in lieu of affidavit** [Attachment](#)

### DECLARATION IN LIEU OF AFFIDAVIT

Art. 46 e 47 D.P.R 20 Dicembre 2000, n. 445

**Compilation at the expense of the property owner or Driver**  
The undersigned

\* surname  \* name

\* born in  \* province/country  \* the

\* gender  M  F \* citizenship  \* social security number

telephone  \* e-mail

\* resident in  \* street  \* street number

**Aware of the legal sanctions in the event of false statements and false documents and the consequent loss of any benefits obtained, pursuant to art. 75 and 76 of Presidential Decree 445 of 28/12/2000, under his/her own responsibility**  
**DECLARES**

• to be:  
 Owner  Tenant under the contract

\* street  \* n.

building  stair  \* floor  \* apartment number

Identified at the land registry  Particle/s  Subalternate/s

• that the layout of the property, attached to this request, corresponds to the current condition of the premises;  
• that the property is currently occupied by n.  persons who's generalities are the following:

**LIST OF ALL OCCUPANTS OF THE PROPERTY**

[add occupant](#) [Remove last occupant](#)

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In order to visualize the website effectively, the use of the following browsers is recommended:  
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Figure 2-3

The information regarding this page is described as follows:

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

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

<b>Range</b>	<b>Description</b>
<b>Surname</b>	Last name of the occupant
<b>Name</b>	First name of the occupant
<b>M F</b>	Sex ( <b>M</b> ale o <b>F</b> emale)
<b>Place of birth</b>	City of birth
<b>Country</b>	Country of birth
<b>Date of birth</b>	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:

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

Housing eligibility 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

the following documents must be presented at the relevant desk of the city council:

1. Copy of the applicant's ID document (identity card or passport)
2. Copy of the property owner's ID document
3. A copy of the ID, of the residency permit / residency card of the applicant (if the permit has expired the renewal request is also required)
4.
  - 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   
*(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**

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Figure 2-4

## FAMILY REUNIFICATION (ATTACHMENT B)

[Housing eligibility 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**

**FAMILY REUNIFICATION**  
art.29 of LEGISLATIVE DECREE 286/98 and subsequent amendments

For:

**I**

\* surname       \* name

\* born in       \* country       \* the

\* gender  M  F      \* citizenship       Kinship

**II**

\* surname       \* name

\* born in       \* country       \* the

\* gender  M  F      \* citizenship       Kinship

**III**

\* surname       \* name

\* born in       \* country       \* the

\* gender  M  F      \* citizenship       Kinship

the following documents must be presented at the relevant desk of the city council:

1. Copy of the applicant's ID document (identity card or passport)
2. Copy of the property owner's ID document
3. A copy of the ID, of the residency permit / residency card of the applicant (if the permit has expired the renewal request is also required)
4.
  - 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  *(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 u0060 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.

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In order to visualize the website effectively, the use of the following browsers is recommended:  
[Internet Explorer 9+](#) - [Google Chrome](#) - [Mozilla Firefox](#) - [Safari](#)

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

## RESIDENCY PERMIT for FAMILY REASONS (Attachment B)

Housing eligibility 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**

### RESIDENCY PERMIT for FAMILY REASONS (reunification)

art.30 of Legislative decree.286/98 and subsequent amendments

For:

**1**

\* surname  \* name

\* born in  \* country  \* the

\* gender  M  F \* citizenship  Kinship

**2**

\* surname  \* name

\* born in  \* country  \* the

\* gender  M  F \* citizenship  Kinship

**3**

\* surname  \* name

\* born in  \* country  \* the

\* gender  M  F \* citizenship  Kinship

the following documents must be presented at the relevant desk of the city council:

1. Copy of the applicant's ID document (identity card or passport)
2. Copy of the property owner's ID document
3. A copy of the ID, of the residency permit / residency card of the applicant (if the permit has expired the renewal request is also required)
4.
  - 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  (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. 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.

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In order to visualize the website effectively, the use of the following browsers is recommended:  
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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 (Male or Female)
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)

Housing eligibility 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

**RESIDENCY PERMIT FOR EMPLOYMENT (domestic, subordinate, seasonal, art.27, conversion study to work)**  
art. 22 of Legislative decree 286 of 25/07/1998 and subsequent amendments

For (Details of foreign citizen):

<b>* surname</b>	<b>* name</b>	
<input type="text" value="beneficiario.cognome"/>	<input type="text" value="beneficiario.nome"/>	
<b>* born in</b>	<b>* country</b>	<b>* the</b>
<input type="text" value="beneficiario.cittaDINascita"/>	<input type="text" value="beneficiario.nazioneDINascita"/>	<input type="text" value="26/06/2014"/>
<b>* gender</b>	<b>* citizenship</b>	
<input type="radio"/> M <input checked="" type="radio"/> F	<input type="text" value="beneficiario.cittadinanza"/>	

the following documents must be presented at the relevant desk of the city council:

1. Copy of the applicant's ID document (identity card or passport)
2. Copy of the property owner's ID document
3. A copy of the ID, of the residency permit / residency card of the applicant (if the permit has expired the renewal request is also required)
4.
  - 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   
(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

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Figure 2-7

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

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

## RESIDENCY PERMIT for REGULAR EMPLOYMENT(Attachment D)

Housing eligibility 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

#### REGULARIZATION OF GAINFUL EMPLOYMENT (Legalization of undeclared work)

(Legislation 102 of 3 August 2009)

For (Details of foreign citizen):

**\* surname**

**\* name**

**\* born in**

**\* country**

**\* the**

**\* gender**

M

F

**\* citizenship**

the following documents must be presented at the relevant desk of the city council:

1. Copy of the applicant's ID document (identity card or passport)
2. Copy of the property owner's ID document
3. A copy of the ID, of the residency permit / residency card of the applicant (if the permit has expired the renewal request is also required)
4.
  - 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   
*(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 Rizzleri n u00b0188 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

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In order to visualize the website effectively, the use of the following browsers is recommended:  
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Figure 2-8

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

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

By clicking on “Save” the system will record the request.

Housing eligibility request   search requests   Guide ▾

## Details required

Request saved

**Protocol:** RIABS/2015/1/1

<b>motivation for request</b>	RGULARIZATION OF EMPLOYMENT	<b>Aquisition date</b>	05/06/2014
<b>Surname of applicant</b>	richiedente.cognome	<b>Name of applicant</b>	richiedente.nome
<b>City of birth of applicant</b>	richiedente.cittaDINascita	<b>Province of birth of applicant</b>	richiedente.provinciaDINascita
<b>Date of birth of applicant</b>	21/06/2014	<b>Citizenship of applicant</b>	richiedente.cittadinanza
<b>Social security number of applicant</b>	richiedente.codiceFiscale		

[Print request](#)   [Make an appointment](#)   [Print receipt](#)

### City council details

<b>Office</b>	Sportello rilascio attestazione idoneità alloggiativa presso U.R.P. (Ufficio relazioni con il pubblico)
<b>Location</b>	Via Luigi Petroselli 50 - Piano Terra
<b>Telephone</b>	
<b>E-mail</b>	
<b>Opening hours</b>	Lunedì-mercoledì-venerdì: 8.30-12.00 Martedì-giovedì: 8.30-12.00 e 14.00-16.00
<b>Additional documents</b>	

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**Figure 2-9**

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.

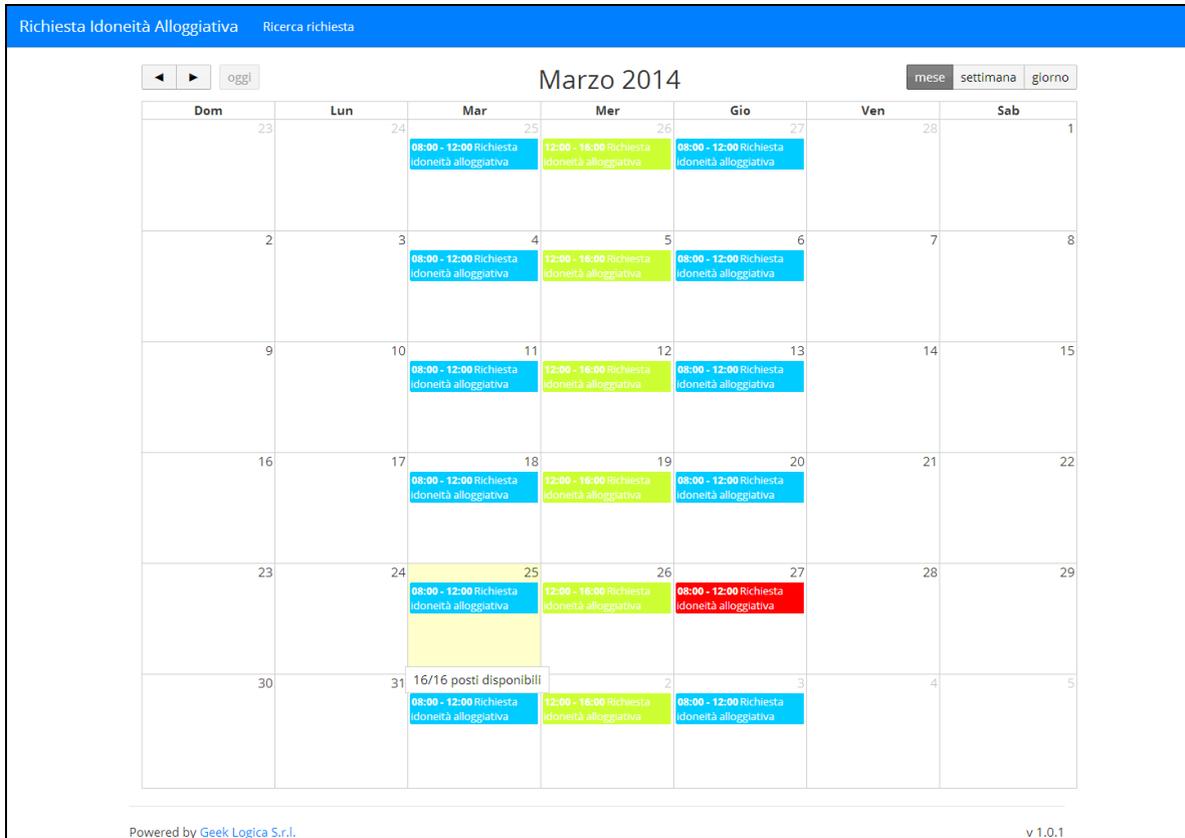


Figure 3-1

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

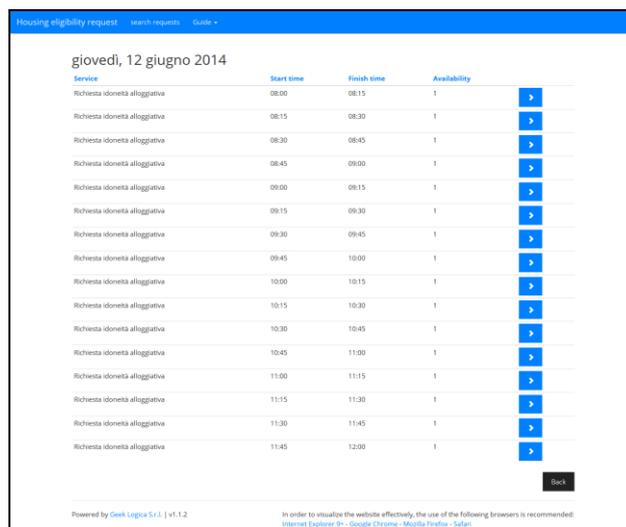


Figure 3-2

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

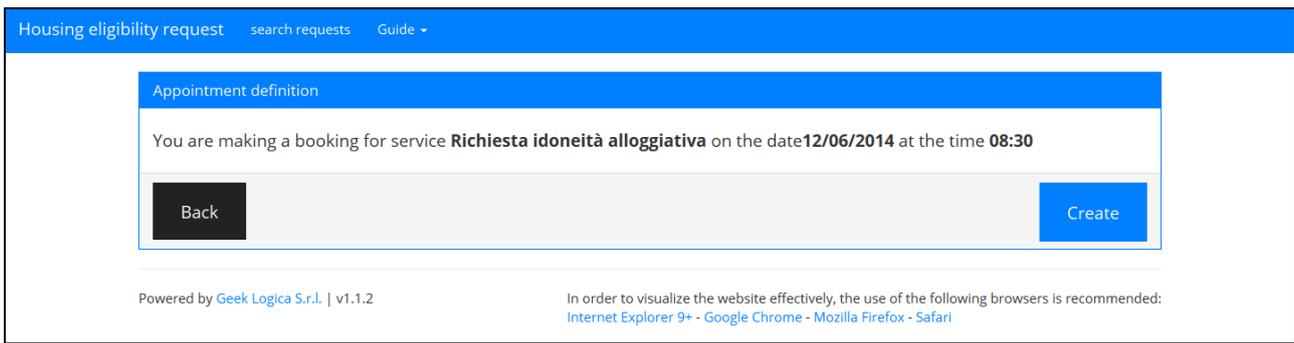


Figure 3-3

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

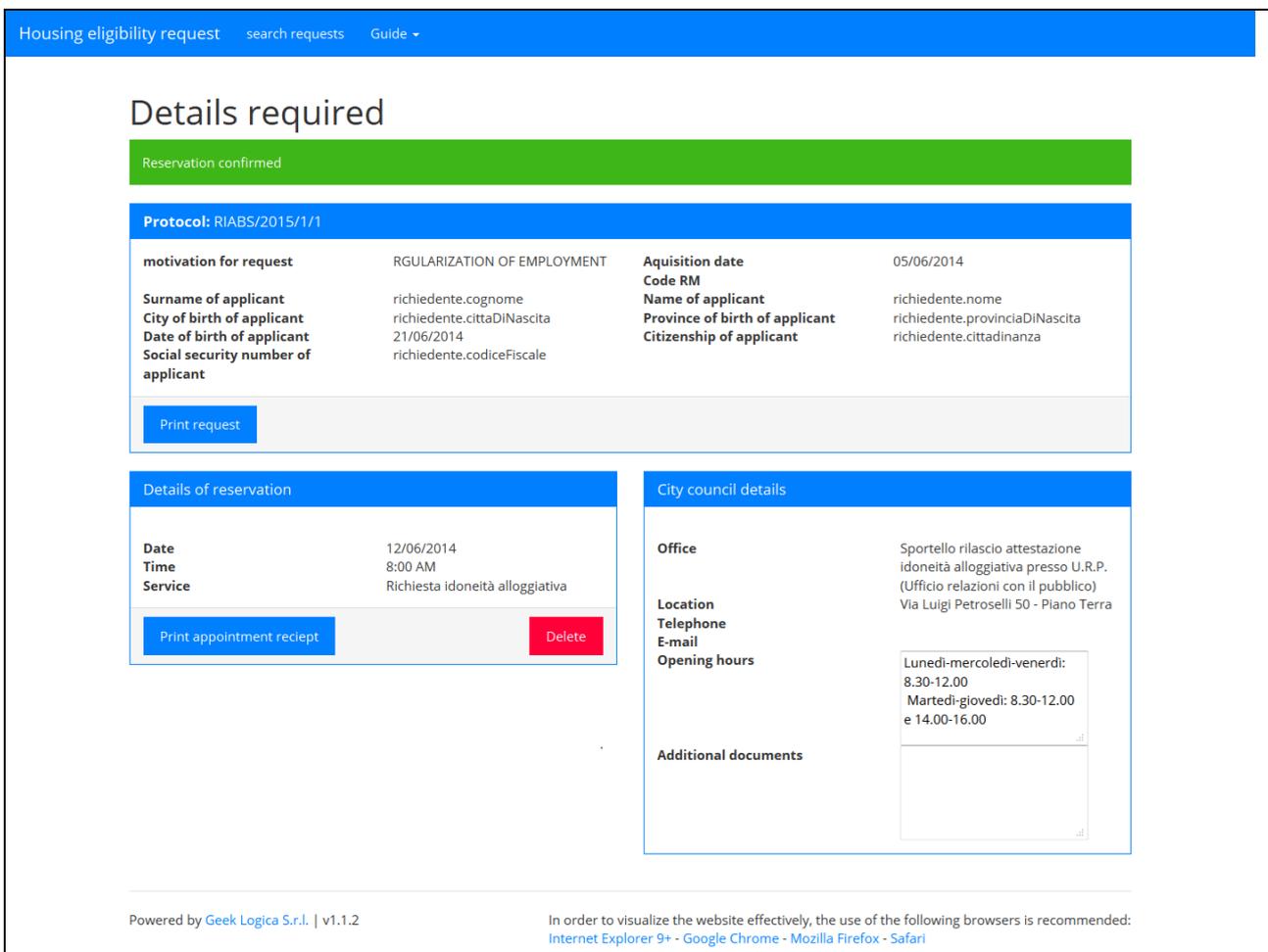


Figure 3-4

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 summary of all the details regarding the appointment you made.