

# ACCOMODATION SUITABILITY REQUEST

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## INFORMATION SHEET

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### WHEN IT IS REQUIRED

- TO ENSURE THE SUITABILITY OF THE HOUSING ACCORDANCE WITH REGIONAL AND NATIONAL LAWS TO GUARANTEE THE SECURITY AND HEALTH SAFETY OF THE OCCUPANTS.
- FOR THE PURPOSE OF OBTAINING SECURITY CLEARANCE FOR A FAMILY REUNIFICATION OR FOR RESIDENCE PERMIT REQUEST (FAMILY COHESION OR LONG-TERM RESIDENCE PERMIT), RESIDENCE CONTRACT, SELF-EMPLOYMENT, TEMPORARY JOB AND FLOWS DECREE (DECRETO FLUSSI)
- THE ACCOMMODATION SUITABILITY REQUEST IS NOT REQUIRED FOR REUNIFICATION WITH A MINOR UNDER 14 YEARS.

### WHO CAN APPLY FOR THE REQUEST

THE OWNER OF THE HOUSE, THE TENANT, OR THE HOLDER OF A LOAN FOR USE, THE HOST OF THE ACCOMODATION, THE HOLDER OF VALID FREE USE OF THE ACCOMODATION (COMODATARIO), THE USUFRUCTUARY, THE OWNER OF THE BARE PROPERTY, PERSON OFFICIALY RESIDENT OF THE ACCOMODATION, PERSON DOMICILED IN THE ACCOMODATION.

### HOW TO SUBMIT YOUR REQUEST

IT'S REQUIRED THAT YOU SUBMIT THE FORMS PREPARED BY THE MUNICIPAL ADMINISTRATION AVAILABLE ON THE WEBSITE, COMPLETED WITH THE DOCUMENTATION REQUIRED SIGNED BY THE PERSON CONCERNED AND SEND IT TO:

- UFFICIO SERVIZI SOCIALI E CASA DEL COMUNE, PIAZZA DELLA REPUBBLICA 1 – SIGNA
- OR BY CERTIFIED ELECTRONIC MAIL (PEC - POSTA ELETTRONICA CERTIFICATA) TO:

[comune.signa@postacert.toscana.it](mailto:comune.signa@postacert.toscana.it)

#### REQUIRED DOCUMENTS:

- COPY OF VALID IDENTIFICATION CARD OF THE APPLICANT AND THE INDIVIDUALS INVOLVED IN THE PROCESS;
- COPY A VALID RESIDENCE PERMIT (*FOR FOREIGN CITIZENS*), IF EXPIRED ALSO COPY OF RENEWAL OF RESIDENCE PERMIT;
- STATUTORY DECLARATION OF THE ACCOMODATION'S OWNER (ALLEGATO 1 - *DICHIARAZIONE DEL PROPRIETARIO FORM*) WITH COPY OF THE OWNER'S VALID IDENTIFICATION CARD – DELIVERED DIRECTLY BY THE LATTER OR BY WRITTEN PROXY
- 2 TAX STAMPS OF € 16,00 (MARCHE DA BOLLO) – THE FIRST ONE FOR THE PRESENTATION OF THE REQUEST, THE SECOND ONE FOR THE VALIDATION OF THE CERTIFICATE;
- COPY OF ACCOMODATION'S PLANIMETRY;
- COPY OF THE DEED OF SALE OR COPY OF THE LEASE, OR DECLARATION OF THE OWNER OF THE USE OF THE ACCOMODATION, OR ANY OTHER DOCUMENT THAT CERTIFIES THE USE OF THE ACCOMODATION – WITH REGISTRATION AND RENEWAL AT THE AGENZIA DELLE ENTRATE
- UPDATED CADASTRAL VIEW (ISSUED WITHIN THE LAST 6 MONTHS)
- DECLARATION OF HOSPITALITY (*ONLY IF THE PERSON CONCERNED IS A GUEST OF THE ACCOMODATION*);

PAY ATTENTION: ALL ATTACHED DOCUMENTATION MUST BE CLEAR AND READABLE, PHOTOS ARE NOT ALLOWED

### DELIVERY SCHEDULE AND WITHDRAWAL OF THE DOCUMENT

- THE DOCUMENTATION WILL BE ISSUED WITHIN 90 DAYS OF THE REQUEST SUBMISSION.
- THE PERSON CONCERNED MAY SHOW UP ONLY AFTER BEING CONTACTED BY THE OFFICE "SERVIZI SOCIALI E CASA", FOR THE WITHDRAWAL OF THE DOCUMENTATION
- THE DOCUMENT CAN ONLY BE COLLECTED BY APPLICANT OR AN AUTHORIZED PERSON WITH A WRITTEN AUTHORIZATION AND A COPY OF BOTH APPLICANT'S AND THE AUTHORIZED PERSON'S VALID ID

THE DOCUMENT WILL BE VALID FOR 12 MONTHS FROM DATE OF THE ISSUE