

# Housing Request Form

## Applicant Information

Last Name	First Name	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Nationality	Date of Birth (dd/mm/yyyy)	Place of Birth	
Street and Number	City	Country	Zip Code
Email	Telephone		

## Housing Preferences - Shared Apartments (prices in EUROS/€\*)

I prefer to stay in a:  TWIN Room or  SINGLE Room (NON-SMOKING ONLY)

Duration	TWIN Room	SINGLE Room
1 week (6 nights)	€ 300.00	€ 400.00
2 weeks (13 nights)	€ 380.00	€ 520.00
3 weeks (20 nights)	€ 450.00	€ 620.00
4 weeks (27 nights)	€ 500.00	€ 700.00
6 weeks (41 nights)	€ 750.00	€ 1,050.00
8 weeks (55 nights)	€ 1,000.00	€ 1,400.00
12 weeks (83 nights)	€ 1,500.00	€ 2,100.00
Additional Day (per day)	€ 60.00	€ 80.00

\*Electricity/gas/water/heating costs: April to October € 16.00 a week / November to March € 26.00 a week.

## Duration

from \_\_\_\_\_ to \_\_\_\_\_, for \_\_\_\_\_ WEEKS and \_\_\_\_\_ DAYS TOTAL \_\_\_\_\_ EUROS  
(dd/mm/yy) \*Check-in on Sunday (dd/mm/yy) \*Check-out on Saturday

## Other Information

Do you suffer from any illness, allergies, dietary problems?

NO  YES (Please describe) \_\_\_\_\_

Can you live with pets? (dog, cat, bird, etc.)

NO  YES (Please describe) \_\_\_\_\_

Do you have any other special request? Please describe.

## Payment (Wire Transfer)

### INTERNATIONAL STUDENTS

Bank Name: SUMITOMO MITSUI BANKING CORPORATION  
Branch Name: Azabu Branch  
SWIFT Code/BIC: **SMBCJPJT**  
Beneficiary Name: **ACCADEMIA RIACI TOKYO OFFICE**  
Beneficiary Account Number: **270-107029**  
Beneficiary Address: 5-15-20-702 Minamiazabu Minato-ku Tokyo 106-0047 JAPAN

### ITALIAN STUDENTS

Bank Name: POSTE ITALIANE SPA  
SWIFT/BIC: BPIITRXXX  
IBAN Code: IT26 W076 0102 8000 0008 4496 884  
Beneficiary Name: ACCADEMIA RIACI  
Account Number: 000084496884  
Account Holder Address: Via de' Conti 4, 50123 Firenze ITALIA

## Housing General Conditions

1. **Housing check-in date is on Sunday while check-out is on Saturday.** Check-in and check-out on any other day are on additional charge as written on the list. If the additional days' rate exceeds the additional week rate the cheaper will apply.
2. The deadline for housing request is 30 days before the entrance, or at the same time of application.
3. In order to place a reservation for 8 weeks or more, **you need to pay a deposit fee equivalent to a 4-week fee.** This deposit fee is non-refundable, and the last 4-week' s rent is taken from the deposit.
4. In order to receive a **declaration of lodging** (for visa purpose), applicants must pay for a minimum of 12 weeks. After the declaration has been issued, applicants cannot cancel their reservation.
5. The address of your accommodation will be indicated 7 days before your arrival. We need to be informed at least 7 days in advance of your arrival time. Please note that the address of the accommodation may change before the course start date.
6. If you would like to cancel your reservation, you must notify the school at least 90 days before the course start date. The amount of refund will be 70% of the paid fee (after deducting 22% of the tax, as well as bank commissions). After issuing the declaration of lodging for VISA purpose, you cannot cancel the reservation.
7. The school shared apartments are all located in Florence, around 15~20min by bus to the city center. Each apartment may consist of 2 or 3 bedrooms (for use of up to 4 or 6 persons respectively) with 1 shared kitchen and 1 shared bathroom. Students cannot choose where to be placed at.
8. The roommates are decided based on gender. Students cannot choose their roommates or flatmates depending on their personal preferences, except for the cases that the school considers justified.
9. If you request a single room, you may use a separate room with one bed, but still, share kitchen and bathroom with the other flatmates.
10. Each resident has to clean rooms, kitchen, and bathroom. Commodities such as soap, detergent, toilet paper, etc. must be purchased by residents. The kitchen is equipped with utensils. There are no face-towels or hand-towels. Bath-towels and bed sheets are replaced regularly.
11. Only some apartment has a WIFI connection, but its availability and the cost depend on the apartment and cannot be chosen by the student. The apartment telephone must not be used except for emergency, or explicit agreement with the landlord.
12. Air-conditioning for cooling is not common in Florence. If you would like accommodation with air conditioning, please inquire.
13. As for the heating system in winter, according to the Italian law on energy saving, heating is available for 8 hours/day from November to March (at max.20°). Most buildings have central heating system. If you modify the central control of the heating system without permission, there may be a legal consequence to the guarantor.
14. Students are to keep the keys of the accommodation in good care. If they lose the keys, it may be needed to change the entire door of the building, and the school is not responsible for such cost. The landowner reserves right to debit such fee to the student.
15. Individual bedrooms do not have keys or even if there is, in most cases, it closes only from inside. Please keep important belongings inside a locked suitcase.
16. Only students who reserved the rooms can be allowed inside the apartment. It is not allowed to invite friends to eat together or hold parties. Such parties can be reported to the police by neighbors, and the landlord may charge you for any damage.
17. According to Italian anti-terrorism law, any landlord needs to notify the local police all the people hosting in their properties. Any failure to do that will be punished severely by state law. Therefore, you are not allowed to invite friends or family to stay in your flat overnight without permission of the landlord in advance. Otherwise, the landlord may refuse your continued stay in the room, and the school cannot help the student.
18. It is prohibited by the law to make loud noise after midnight. It may be reported by the neighbors and be fined. Also, the landlord may refuse continued stay in the accommodation on such ground.
19. The students staying at shared flat must follow the rules of usage of the flat. Any failure to follow accommodation rules constitutes a ground for being expelled. In such a case, the school is not responsible for compensating for the rent already paid.
20. Mediating any disagreement between roommates or flatmates is not the school's competency. Problems with the landowner, however, are to be resolved through the school.

**I have read and agree to the Housing General Conditions.**

Signature

Date