

INSTRUCTIONS FOR DWELLING

Useful notes for foreign citizens asking for dwelling suitability

1. **ROOM:**
 - a) for 1 person, not less than sq. m **9**
 - b) for 2 persons, not less than sq. m **14**
2. **LIVING ROOM:** not less than sq. m **14**, if lacking kitchenette (and with separate kitchen not less than sq. m **9**) is also available as room for 2 persons.
3. Furthermore, it must measure the *total surface* of the house in order to meet the following classes:
 - a) sq. m **28** apt to 1 person;
 - b) sq. m **38** apt to 2 persons;
 - c) sq. m **42** apt to 3 persons;
 - d) sq. m **56** apt to 4 persons;
 - e) sq. m **56** + sq. m **10** apt to each further person, beyond the limit of 4 persons.
4. Other established conditions to respect are:
 - 4.1. The height of room, living room and kitchen must be not be less than m. 2,70 and m. 2,40 for bathroom, corridors and other service rooms (in particular cases of historical buildings the height can be less than that – this housing situation must be verified by the technical office).
 - 4.2. Any locals, rooms, living room, kitchen, etc. must be equipped with windows openable to the outside, and the window must have an adequate surface (equal to 1/8 of the floor's surface of the local); and in front of the window there must not stand a veranda obstructing or reducing the light and/or the natural ventilation of the locals.
 - 4.3. **LIVING ROOM:** containing kitchen or kitchenette, is not available to be used as a room with a bed. The surface must not be less than sq. m 14;
 - 4.4. **KITCHEN:** must not be less than sq. m 9 (it must not be available to be used as a room); a cooker must be equipped with a hood or ventilator to expel out of the roof the cooking vapours and effects of combustion; the kitchen must have ventilation holes in the wall for air exchange into the local (the same applies to kitchenette installed into living room);
 - 4.5. **BATHROOM:** must contain a bathtub or a shower, a water-closed, a washbasin and a bidet (this one is not prescribed into the house built before 1975);
 - 4.6. **HEATING SYSTEM:** (just concerning the Family Recollection of a component coming into the dwelling): the installation of an independent heating system in the house, with or without production of sanitary hot water, requires the presentation of the report released from a firm, qualified in conformity with D.M. n. 37/2008. That firm certifies the execution of the control intervention and eventual system's maintenance with the use and programme prescribed in their own technical manual of the specific appliance, in the light of law in force.
5. **DOCUMENTS TO ENCLOSE**
 - 5.1. Availability of the dwelling: title of property or other real right upon the house, registered rent contract, registered free loan, hospitality form written by the owner or who has the title (for colf and customized aid care).
 - 5.2. Cadastral plan of the house or cadastral data: sheet – parcel – subordinate.
 - 5.3. Self-certificate of the heating system's conformity to safety regulations UNI-CIG 7129.

- 5.4. Form of knowledge by the owner writing he/she knows that the renter asks the recollection of a familiar component coming into the house.
- 5.5. Form of the cooker's conformity to safety regulations UNI-CIG 7129.
- 5.6. Form of the electrical system's conformity to D.M. n. 37/2008.
- 5.7. Data of housing's certificate (only in the case to the Family Recollection of a component and the houses built from 1982): it is necessary to write the protocol number and the release date.
- 5.8. Original receipt of payment on postal account **13584305** of euro 50.00 (only for the Family Recollection of a component), intestate to *Comune di Venezia – Servizi vari Servizio tesoreria – causale 310224 295* with a note:
sopralluoghi tecnici (only in the case of the house built before 1982 and not object already of previous exam in course of validity (five years).
- 5.9. Instructions to be followed for **the technical control** at your house:
- a) The Housing Office will contact you about arranging a house call to suggest the available date for a technical visit in your dwelling;
 - b) all rooms must be accessible;
 - c) family name must be shown on the house door bell;
 - d) owner is not required to be present.

6. For instances at **Mestre and inland**

6. 1. **Deliverance at:** Protocollo Generale, via Spalti 28
Time table: from Monday to Friday, office hours: 9 – 13.
- 6.2. **Withdrawal at:** Ufficio Idoneità Alloggi
Time table: Monday and Wednesday, office hours: 10 – 12;
Tuesday, in office hours: 15 – 17.
- 6.3. **Release:** after 30 days for dwelling suitability (unless required additions);
after 60 days for Family Recollection with verified sanitary care in the dwelling (unless required additions).
- 6.4. **Lastly** you must wait for the telephone call for the withdrawal and bring the (registration tax)stamp 16,00 euros; it is necessary to show the protocol receipt and the eventual delegation to the withdrawal.

7. For instances in **Venice – historical centre and islands**

- 7.1. **Deliverance at:** Protocollo Generale, Ca' Farsetti Calle del Carbon 4165.
Time table: Monday, Tuesday, Thursday and Friday, office hours: 10 – 12;
- 7.2. **Withdrawal at:** Sportello Polifunzionale Ca' Farsetti San Marco 4137 30124 Venezia.
Time table: from Monday to Friday, office hours: 9 – 13;
Also on Thursday at 15 – 17;
office closed on every first Monday of the month.
- 7.3. **Lastly** you must wait for the telephone call for the withdrawal and bring the (registration tax)stamp 16,00 euros; it is necessary to show the protocol receipt and the eventual delegation to the withdrawal.