

# Housing Request Form

## Applicant Information

Last Name

First Name

Male

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)

(2023)

Duration	TWIN Room	SINGLE Room
1 week (6 nights)	€ 300.00	€ 400.00
2 weeks (13 nights)	€ 380.00	€ 540.00
3 weeks (20 nights)	€ 450.00	€ 690.00
4 weeks (27 nights)	€ 500.00	€ 800.00
6 weeks (41 nights)	€ 750.00	€ 1,200.00
8 weeks (55 nights)	€ 1,000.00	€ 1,600.00
12 weeks (83 nights)	€ 1,500.00	€ 2,400.00
Additional Day ( per day )	€ 60.00	€ 80.00

\* Housing utility costs (gas/water/electricity/heating): 2023: € 22.00 per week  
\* Wi-Fi costs: € 5.00 per week

IMPORTANT! Non-resident students must pay directly to the landlord the "Florence Tourist Tax" (€ 38.50).

## 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: BPIITRRXXX  
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



**Accademia Riacy**

Via dei Conti, 4 - 50123 Firenze, Italia  
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## HOUSING RULES AND REGULATIONS

1. Housing check-in day is on Sunday, while checkout is on Saturday. Check-in and check-out on any other day are on additional charge.
2. Housing request deadline is 30 days before the course starts. We suggest students apply for housing at the same time as the course application.
3. Once the student arrives in Italy, NO REFUND will be made for any reason whatsoever in the event of a student deciding to cancel change or vacate an assigned apartment.
4. The accommodation address will be indicated 7 days before the registered check-in date (the address of the accommodation may change. Please check the latest information).
5. To cancel a reservation, the applicant must notify the school at least 90 days before the registered check-in date. The amount of refund will be 70% of the paid fee (after deducting 22% of the tax, as well as bank commissions).
6. The shared apartments provided by the school are located in Florence, around 20-30min by bus/bicycle to the city center. Each apartment may consist of 2 or 3 bedrooms with a shared kitchen, and a shared bathroom. Students cannot choose where to be placed.
7. Students cannot choose their roommates or flatmates depending on their personal preferences, except for the cases that the school considers justified.
8. If a student requests a single room (available at an extra charge), he/she will be provided of a separate room with one bed, but still will share the kitchen and the bathroom with the other flatmates.
9. All residents need 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.
10. Only some apartment has a WIFI connection, but its availability and the cost depend on each apartment which cannot be chosen by the student. The apartment telephone must not be used except for emergency, or explicit agreement with the landlord.
11. Air conditioning (for cooling) is not common in Florence. If you would like accommodation with air conditioning, please inquire.
12. As for the heating in winter, according to the Italian law on energy saving, the heating system is available for 8 hours a day during November to March. Most buildings have a central heating system. If you modify the central control of the heating system without permission, there may be a legal consequence to the guarantor.
13. Students are to keep the accommodation keys in good care. If they lose the keys, it may be needed to change the entire door lock of the building, and the school is not responsible for such cost. The landlord reserves right to debit such fee to the student.
14. Some 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.
15. Only students who reserved the rooms can be allowed inside the apartment. It is not allowed to invite friends or relatives to eat together or hold parties. Such parties can be reported to the police by neighbors, and the landlord may charge those responsible for any damage.
16. 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, students are not allowed to invite friends or relatives without prior permission of the landlord.
17. 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.
18. The students staying in the shared apartments must follow the accommodation rules. Noncompliance with these rules may be grounds for being expelled from the accommodation. The school is not responsible for compensating for the paid rent in such a case.
19. Mediating any disagreement between roommates or flatmates is not the school's competency. Problems with the landlord, however, are to be resolved via school office.

**I have read and agree to the Accommodation General Conditions and request accommodation.**

Signature

Date

