

## INFORMAZIONI AL PROPRIETARIO

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Gentile Proprietario,

Dopo che avrà registrato il contratto presso l'Ufficio del Registro, le chiediamo cortesemente di inviare una copia della registrazione all'Ufficio Alloggi. Potrà inviarci il modulo tramite fax al numero **0434-307415**. La copia sarà archiviata nella pratica del suo inquilino.

Poiché la responsabilità della registrazione ricade anche sull'inquilino, intendiamo in questo modo assicurarci che tutti nostri clienti siano in regola con le prescrizioni di legge.

Grazie,

Ufficio Alloggi  
Base Usaf  
Aviano

## INSTRUCTIONS TO THE OWNER

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Dear Landlord,

After you registered the contract with the Registration Office, we kindly ask you to send a copy of the registration to the Housing Office. You can fax the registration to fax No. 0434-307415. The copy will be filed in your tenant's folder

Since both landlord and tenant are equally responsible for the registration, we want to make sure that all our customers duly comply with the law.

Thank you,  
Housing Office  
Usaf Air Base  
Aviano



# UTILITIES

**To start your gas/electric connections, collect the information below at the time the landlord signs the housing contract.**

**If gas and electricity contracts are still in the landlord's name, please have him/her complete page 2 of this form.**

## **ELECTRICITY** (ENEL)

**Client Number** (Numero Cliente): \_\_\_\_\_

Press the main menu button twice/it is a 9 digit number

**Meter Reading** (Lettura): \_\_\_\_\_

Press the main menu button 7 times (it will read *Lettura A3*)

Press one more time for the reading.

## **CITY GAS** (for heating, cooking and hot water)

**If there is a white tag attached to the meter, please remove and take it to Home Fuels.**

**If there is NOT a white tag, write down the serial number and the meter reading and go to Home Fuels.**

**Serial Number** (Matricola contatore): \_\_\_\_\_

(This can be found on the meter above the reading display)

**Meter Reading:** \_\_\_\_\_

(Please write down the black numbers only)



**Take this information to HOME FUELS/MWR (Ext. 632-5083), Bldg. 220 in Area 2 as soon as you have an approved housing contract!!**

Home Fuels processes utility contracts from **0730-1130** and **1330-1530 Mon thru Fri**. Be informed that it can take up to 7-10 business days for city gas connection and up to 5 business days for electricity connection.

**DELEGA**  
(Transfer of Contract Authorization)

Da compilarsi se il contratto gas/elettricità è ancora attivo a nome del locatore.

To be completed only if gas/electricity contract is still in the landlord's name.

**ELETTRICITÀ** (Electricity)

Il sottoscritto \_\_\_\_\_

Residente in \_\_\_\_\_

Autorizza la Base USAFE, 31SVS/SVF alla cessazione per voltura del contratto

ENEL in favore di \_\_\_\_\_

Matricola contatore \_\_\_\_\_ Lettura \_\_\_\_\_

FIRMA ..... Data .....

**GAS METANO** (City Gas)

Il sottoscritto \_\_\_\_\_,

Residente in \_\_\_\_\_

Autorizza la Base USAFE, 31SVS/SVF alla cessazione per voltura del contratto del

gas in favore di \_\_\_\_\_

Matricola contatore \_\_\_\_\_ Lettura \_\_\_\_\_

FIRMA ..... Data .....

**STATEMENT OF UNDERSTANDING  
PRIVATE RENTAL QUARTERS**

1. \_\_\_\_ I certify that I received, read and understood the Housing Relocation Brochure.
2. \_\_\_\_ I certify that I was briefed on securing Government Quarters/Private Rental Housing, computer listings, housing assistance, school bus routes, reimbursement of unauthorized realtor/agency fees, responsibility to request utilities connections and FMO/TMO deliveries immediately upon contract signature.
3. \_\_\_\_ I certify that I was briefed on the private rental contract, I read it and I am aware of my responsibilities, including:
  - ✓ Rent and due dates;
  - ✓ Possible rent increases;
  - ✓ Deposit and legal interest computation;
  - ✓ Registration and cancellation fees and procedures;
  - ✓ Heating systems: gas/fuel/LPG and authorized/unauthorized use of the MWR services.  
**Warning:** I understand I have to ensure that the heating oil tank contains at least ¼ tank of fuel before attempting to operate the heating/hot water system.
  - ✓ Payment of fixed/with balance payment condo fees, shared utilities;
  - ✓ Premises Condition Inventory;
  - ✓ Payment of utility bills and penalties for non-payment;
  - ✓ Repairs: how to request them and what to do if not done;
  - ✓ Contract termination requires a 30-day or 6-month advance written notice;
  - ✓ Clearing procedures.
4. \_\_\_\_ I certify that I was briefed on my entitlements:
  - ✓ TLA payment requirement: responsible to aggressively look for quarters, document search and reasons for turn-down.
  - ✓ TLA will be terminated if not complying with policies and procedures.
  - ✓ TLA extension requests must be approved in advance with justifications;
  - ✓ OHA/Utility Allowances and ceilings;
  - ✓ Moving-In Housing (MIHA) and MIHA Redecoration Allowances are allowed for only one set of economy quarters during the tour unless a government funded move is approved.
  - ✓ MIHA Redecoration is only authorized for one member if joint spouse or sharer.
  - ✓ A NON-Government funded move will be at my own expense and will not entitle me to any payment of MIHA/TLA.
5. \_\_\_\_ I certify that I understand I may not apply for a Government-funded move at a later date due to financial hardship or any hardship caused because I took a place:
  - ✓ With rent over my ceiling;
  - ✓ That does not qualify for tax free gas or use of tax free gas coupons;
  - ✓ That is not on school bus route;
  - ✓ That is outside the commute area.
6. \_\_\_\_ I acknowledge that it is my responsibility to request more information if I do not understand all of the information received.

Signature \_\_\_\_\_

Date \_\_\_\_\_





**DEPARTMENT OF THE AIR FORCE  
31ST FIGHTER WING (USAFE)**

**MEMORANDUM FOR HOUSING OCCUPANTS**

FROM: 31CES/CEH

SUBJECT: Dangers from Lead Based Paint

1. The threat of lead-based paint poisoning in Italy is minimal since this product has been banned from use for over 25 years. This memorandum outlines simple measures to help you understand the risk and to reduce the possibility of illness as a result of mishandling lead base paint. Please observe these precautions:

- Clean up all paint chips immediately
- Make sure that children are not allowed to chew on painted surfaces or eat paint chips
- Thoroughly rinse sponges and mop heads after using them to clean suspect areas
- Wash children's hands often, especially before they eat, nap and at bedtime
- Keep playing areas clean, wash toys and stuffed animals regularly
- Do not allow children to play in or ingest dirt where old paint residue may exist
- Clean and remove shoes before entering your home to avoid tracking in lead from soil
- Make sure children eat nutritious meals. Children with good diets absorb less lead

2. If you find painting peeling from interior or exterior surfaces of your community housing unit, call the Housing Office at 632-2272. If those conditions exist in government housing contact a housing representative at 632-2272

LANI, WAIKIKI, Civ,  
Chief, Housing Flight

I acknowledge that I have read and understand the contents of this letter.

DATE \_\_\_\_\_ TENANT'S SIGNATURE \_\_\_\_\_

Housing Office Representative \_\_\_\_\_

