

TABLE OF CONTENTS:

1. Landlord Ownership Statement (Dichiarazione Atto Notorio)
2. Information to the Landlord
3. Three copies of Rental Agreement – USAFE Form 291B,
4. Refund request for paint
5. Utilities form
6. Statement of Understanding
7. Lead Based Paint Letter
8. Two copies Premises condition/inventory - USAFE Form 333b

RENTAL AGREEMENT INSTRUCTIONS:

RENTAL AGREEMENT:

- Please make sure you read the rental agreement carefully as it is a **legally binding** document.
- Ensure you fill out Block 1 (1.1 to 1.14). Block 2, 3 and 4 will have to be completed by your Landlord.
- Make sure the Landlord signs all copies of the contract and the “**Dichiarazione atto notorio**”
- Do not sign** the contract, leave the effective date blank and bring it to the Housing Office for review/approval.
- Make sure any verbal agreement with landlord is annotated on the “**special conditions/restrictions**” block and both parties’ responsibilities/intentions are clearly specified.
- Take utility readings using the form provided, ask the Landlord for assistance, if necessary.
- If the house has been inspected and terms and conditions of the contract match the Housing database, the contract will be approved immediately. If inspection is required, Housing will retain all copies of the contract; once inspection is performed, you will be contacted for the approval.
- Immediately after the contract is approved, in-process with HOME FUELS to request activation of utilities, and visit FMS to request delivery of temporary/long term furniture/appliances.
- Once contract is approved by Housing Office, retain one copy for yourself and return the other two copies to the Landlord. He/she has 30 days for the registry. Failure will result in late payment fines to both you and the Landlord.

PAINT REFUND REQUEST FORM

- Have the Landlord complete and sign the **Paint Request Refund Form**. If the amount exceeds one month rent, Landlord must provide original receipt from the painter. Bring both documents to Housing for review/approval. You will return original paint receipt to the Landlord.

STATEMENT OF UNDERSTANDING AND LEAD-BASED PAINT LETTER

- Sign both statements and return them along with your lease.

USAFE Form 333b

- Use the premises condition inventory form to annotate any damages or discrepancies in the unit during in-check.
- The form must be signed by you and your landlord, and a copy must be provided to the Housing Office.

NOTE: It is the tenant’s responsibility to obtain utility activation and FMO/TMO deliveries as soon as a contract is completed. Failure to do so will result in non-payment of Temporary Lodging Allowance (TLA). It is tenant’s responsibility to assure oil tank has enough fuel prior to starting the heating and hot water system.

Read the Housing relocation brochure given out at Right Start.

DICHIARAZIONE SOSTITUTIVA DI ATTO NOTORIO RELATIVA ALLA PROPRIETÀ O TITOLARITÀ

Il/la sottoscritto/a

1) Persona fisica

Cognome nome
nato/a a il, cod. fiscale
residente in via n.
c.a.p. telefono fax E-mail

2) Persona giuridica

Ditta con sede/domicilio fiscale in
via n. c.a.p. telefono
fax E-mail cod. fiscale/P.I.
legalmente rappresentata dal sig. nella
sua qualità di¹ come risultante da allegata autocertificazione.
consapevole della responsabilità penale, in caso di falsità in atti e di dichiarazione mendace, ai sensi degli
articoli 75 e 76 del DPR 28/12/2000 n. 445

DICHIARA

Ai sensi dell'art. 47 del DPR 28/12/2000, n.445, sotto la propria responsabilità, che:

l'area/immobile oggetto della locazione censito in catasto: Comune di, sezione,
foglio, mappale sub. e ubicato in via
..... al civico n., risulta essere:

- di mia esclusiva proprietà;
- in comproprietà con i seguenti soggetti:
1. 2.
3. 4.
5. 6.
- altro diritto²:

Con la presente inoltre si da atto affinché i dati forniti siano trattati nel rispetto della Legge 675/96.

Ai sensi dell'art. 38, comma 3, del DPR 28/12/2000 n. 445, alla presente autocertificazione **viene allegata fotocopia** (chiara e leggibile) **di un documento di identità del sottoscrittore.**

....., lì

Il/la dichiarante

.....
Firma leggibile e per esteso

¹ indicare il titolo che autorizza a rappresentare la Ditta e allegare autocertificazione

² usufruttuario, superficiario, enfiteuta, usuario o titolare di altro diritto reale di godimento quale uso, abitazione, servitù prediale, ecc. (indicare quale)

INFORMATIVA AL PROPRIETARIO

Gentile Proprietario,

Prima di firmare il contratto, La preghiamo di leggerlo attentamente in ogni sua parte. Se ha dubbi su come compilarlo o per ulteriori chiarimenti, La invitiamo a contattare l'Ufficio Alloggi, allo 0434-302272, c/o Assistenza Contratti Privati, dal lunedì al venerdì, dalle 08:30 alle 16:30.

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

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

Se ha già concordato i termini dell'affitto, eventuali spese, condizioni particolari, o quant'altro con i nostri ispettori, La preghiamo di non modificare gli accordi presi. Qualsiasi modifica o richiesta da parte del futuro inquilino dovrà essere discussa ed approvata dall'Ufficio Alloggi PRIMA della compilazione e firma del contratto. Le ricordiamo inoltre che l'inquilino non è autorizzato a negoziare il contratto o i termini della locazione.

Su richiesta dell'Ufficio Finanziario della Base e con l'intenzione di facilitare il rimborso delle spese di pittura, abbiamo corredato il nuovo contratto del modulo bilingue denominato "Refund Request". Se il costo richiesto per la pittura è inferiore o pari ad una mensilità, compili e firmi il modulo solo nelle parti con traduzione in italiano. Se il costo della pittura supera il mese di affitto, oltre a compilare e firmare il modulo sopra indicato, La preghiamo di allegare **in originale** la fattura/ricevuta fiscale emessa dalla ditta che ha eseguito i lavori. Le ricordiamo che non saranno rimborsate richieste di pittura per importi superiori alle due mensilità. Consegna sia il modulo che l'eventuale fattura/ricevuta all'inquilino, il quale li porterà all'Ufficio Alloggi per l'approvazione.

Le ricordiamo che il rimborso delle spese di pittura deve essere richiesto SEMPRE all'inizio della locazione e non al suo termine.

Ringraziando per la Sua collaborazione, Le porgiamo cordiali saluti,

Ufficio Alloggi
Base USAF, Aviano

INFORMATION TO THE LANDLORD

Dear Landlord,

You are kindly requested to read the contract thoroughly before signing it. For any doubts or questions on how to fill out the contract, you are welcome to call the Housing Office at 0434- 302272, c/o Assistance Section, Monday through Friday, from 0830 to 16:30 hrs.

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 send 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.

If you have already negotiated the terms of the lease (i.e. rent amount, condo fees, other charges) with the Housing Office Inspectors, you are kindly requested not to change what already been agreed upon. Any changes or requests by a potential tenant must be discussed with, and approved by, the Housing Office BEFORE completing and signing a lease. We remind you that potential tenants are not authorized to directly negotiate the terms of leases with landlords.

As per request by the Finance Office and for streamlining the request of paint refund, we have devised a bilingual form so as to make the process easier (see attached copy). If the cost of painting is equal to or lower than, one month rent, you are kindly requested to fill out the blocks translated in Italian, sign it and return it to the tenant. If the cost of painting exceeds one month's rent, not to exceed two-month rent, you are required to fill out the blocks translated in Italian, sign it, attach a **original** fiscal receipt issued by a painter and return everything to the tenant.

He will submit the documents to Housing for the completion of the refund process.

We kindly remind you that the refund of the painting cost must ALWAYS be claimed at the beginning of the contract and not at its end.

We thank you in advance for your kind cooperation.

Very respectfully,

The Housing Office

REFUND REQUEST

(RICHIESTA DI RIMBORSO)

Data (Date)

.....

NOME DEL LOCATORE (Landlord's Name)

DATA EFFETTIVA DEL CONTRATTO
(Contract Effective Date):

INDIRIZZO DEL LOCATORE (Landlord's Address)

STATO (State) ITALY

Tenant's Name

Tenant's Unit

Tenant's Address

Contact Phone

PAYMENT METHOD	PRESTAZIONE (JOB)
CASH/ BANK TRANSFER	PITTURA DEI LOCALI (PAINTING OF PREMISES)

DATA DELLA PRESTAZIONE (DATE OF SVC)	INDIRIZZO DELL'IMMOBILE (LOCATION OF SVC)	TOTAL PRICE (EURO)	EXCHANGE RATE	TOTAL U.S. DOLLARS

Subtotal

Total

Firma del Locatore (Landlord's signature)

Tenant's signature

THANK YOU FOR YOUR BUSINESS!

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): A1: _____ A2: _____ A3: _____

Press the main menu button 5 times (it will read *Lettura A1*)

Press one more time for reading **Lettura A2** and one more for **Lettura A3**

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)

PREVIOUS TENANT (Inquilino precedente) _____



Take this information to HOME FUELS (Ext. 632-5083), Bldg. 1409 in Flightline as soon as you have an approved housing contract!!

Home Fuels is open from **0800** and **1630 Mon thru Fri**. Be inform 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, 31FSS/FSRF alla cessazione per voltura del contratto in favore di _____

Matricola contatore _____ Lettura A1 _____

Lettura A2 _____

Lettura A3 _____

Compagnia fornitrice _____

FIRMA

Data

GAS METANO (City Gas)

Il sottoscritto _____,

Residente in _____

Autorizza la Base USAFE, 31FSS/FSRF alla cessazione per voltura del contratto del gas in favore di _____

Compagnia fornitrice _____

Matricola contatore _____ Lettura _____

FIRMA

Data

**STATEMENT OF UNDERSTANDING
PRIVATE RENTAL QUARTERS**

1. ____ I certify that I received, read, and understand the Housing Brochure provided at Right/Jump Start
2. ____ I certify that I was briefed on seeking housing assistance within 48 hours from arrival, procedures on securing economy housing, viewing available listings on the official website (www.homes.mil), checking school bus routes with DETMO/DoDDS, non-reimbursement of unauthorized realtor/agency fees, requesting utilities activation through 31FSS Home Fuels, and scheduling FMS/TMO deliveries upon lease signature.
3. ____ I certify that I was briefed on lease clauses--the fact that it constitutes a legal binding document once signed, and I am aware of my responsibilities:
 - ✓ Rent and due dates
 - ✓ Security deposit and legal interest computation
 - ✓ Lease Registration/Cancellation fees responsibilities and procedures
 - ✓ Payment of fixed/balance condo fees, and shared utilities
 - ✓ Conducting joint Premises Condition Inventory upon acceptance of keys and providing copy to the Housing Office
 - ✓ Minor/Major Maintenance & Repairs responsibilities
 - ✓ Lease clause for termination procedures/requirements (30-days for PCS or 6-months for personal reasons)
 - ✓ Leased quarters clearing procedures
4. ____ I certify that I was briefed on authorized Temporary Lodging Allowance (TLA):
 - ✓ Responsibility to aggressively look for quarters, documenting search and reasons for turn-down
 - ✓ If not complying with policies and procedures, TLA will be terminated
 - ✓ TLA extension requests must be submitted in writing to the Housing Office before exceeding the TLA 30-day entitlement, substantiated with acceptable justification, and signed by First Sergeant or Unit Commander
 - ✓ Overseas Housing Allowance (OHA) Utilities/Recurring Maintenance maximum allowances
 - ✓ Moving-In Housing Allowance Miscellaneous Redecoration (MIHA-Misc) Allowances are allowed for only one set of economy quarters during the tour (painting the unit)
 - ✓ MIHA-Security upgrades must be pre-approved by the Housing Office
 - ✓ If joint spouse or sharer, MIHA Misc/Redecoration and MIHA Security are only authorized for one member
 - ✓ Moving from economy quarters to other economy quarters for personal convenience will be at my own expense and I will not be entitled to any additional MIHA or TLA payments
5. ____ I certify and I am fully aware I may not apply for a government-funded move at a later date due to hardship that may arise because I voluntarily elected to rent a unit that:
 - ✓ Rent exceeds my maximum Overseas Housing Allowance
 - ✓ House does not qualify for tax free utilities, or use of tax free LPG gas coupons. Examples for disqualification include but are not limited to utilities shared with locals or unauthorized LPG supplier
 - ✓ House is not on school bus route
 - ✓ House is outside the recommended commute area (30 minutes)
6. ____ If I do not understand all of the information received, I acknowledge that it is my responsibility to request more information from the Housing Office

Signature _____

Date _____



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

MEMORANDUM FOR HOUSING OCCUPANTS

FROM: 31CES/CEIH

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 exists
- 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.

DATE _____ TENANT'S SIGNATURE _____



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

20 March 2015

MEMORANDUM FOR OFF-BASE HOUSING OCCUPANTS

FROM: 31 AMDS/SGPB

SUBJECT: Radon Information for Off-Base Housing Occupants

1. The 31st Aerospace Medicine Squadron's Bioenvironmental Engineering Flight provides this memorandum to educate you and your family regarding radon and the risks in this region. Radon is a radioactive gas produced by naturally occurring elements which are common in soils, rocks, and building materials throughout the world. Most radon is released into the outdoor atmosphere; however, it can enter your house through cracks or other openings in building foundations and may accumulate inside the home. In this case, the concentration inside your house may be greater than the level outside your house.
2. Some radon levels measured in facilities at Aviano have exceeded the value recommend by the United States Environmental Protection Agency (EPA). A copy of the EPA's *A Citizen's Guide to Radon* publication can be found on the internet at <http://www.epa.gov/radon> and provides more details on the origin of radon and the risks of prolonged exposure. Elevated levels of radon do not mean that personnel located here will experience any significant health effects due to radon exposure. Risk is based on many factors including level of exposure, years of exposure, lifestyle, and exposure to other chemical or physical hazards. The majority of us are only here for a relatively small portion of our lifetime, greatly reducing our overall health risk.
3. It is important to note the EPA radon guideline levels are not enforceable either in the United States or here in Italy. Just as in the United States, the base has no authority to measure or mitigate off-base housing. This is true for both economy and Government Housing Rental Program (GHRP) units.
4. Natural ventilation is an effective measure you can use to reduce your risk by minimizing the levels of radon in your Italian home. Periodically throughout the day, open two or more windows to create airflow across an area of you home. This is especially effective in basements and ground floors where radon enters the home and levels tend to be higher. Additionally, ventilation is also effective for controlling mold and mildew within your home.
5. Please contact the Bioenvironmental Engineering Flight at 632-5532 if you have any questions or would like additional information regarding this issue.

ALAN C. HALE, Maj, USAF, BSC
Bioenvironmental Engineering Flight Commander