

## **1) WHAT DO I NEED TO PARTICIPATE IN THE NOTICE?**

1. Be a resident and/or worker in the Emilia-Romagna Region for at least 3 years;
2. Be a resident and/or worker in the Municipality of Piacenza at the time of application submission;
3. Have an ISEE (Equivalent Economic Situation Indicator) not exceeding €17,428.46 and financial assets not exceeding €35,560.00;
4. Not own more than 50% of a residential property, even if located abroad;
5. Have a valid identification document or equivalent documentation (e.g., residence permit);
6. Have an active personal SPID (Digital Identity);
7. A revenue stamp (marca da bollo) worth €16.00;
8. Suitable digital documentation proving compliance with the call requirements.

## **2) IN WHICH CASES IS THE APPLICATION AUTOMATICALLY REJECTED?**

1. If the applicant has been found to occupy public housing (ERP) illegally or without authorization.
  - The application will be rejected for ten years from the date the illegally occupied accommodation was vacated.
2. If the applicant is subject to an eviction order due to unpaid rent unless the debt has been fully settled at the time of application submission.
3. If the applicant has been declared ineligible under Article 30, paragraph 1 of the Law or has seriously failed to comply with ERP housing regulations.

### 3) HOW CAN I APPLY AND WHO CAN HELP ME FILL OUT THE APPLICATION?

The application can only be submitted through the Municipality of Piacenza's **Online Portal**, (Sportello Telematico) accessible via SPID at the following link:

[https://sportellotelematico.comune.piacenza.it/procedure:c\\_g535:edilizia.residenziale.pubblica;assegnazione.alloggio;domanda](https://sportellotelematico.comune.piacenza.it/procedure:c_g535:edilizia.residenziale.pubblica;assegnazione.alloggio;domanda)

You can also visit **partner CAF offices** for free assistance in completing the application. The list of partner CAF offices is available on the official Municipality of Piacenza website.

### 4) WHERE CAN I GET MORE INFORMATION?

For information, contact the Housing Office (Ufficio abitazioni e diritto alla casa):

- **Phone:** 0523 492162
- **Email:** abitazioni@comune.piacenza.it

The office is located on the ground floor at Via Beverora 57 and is open to the public at the following times:

- **Monday:** 8:45 AM - 1:30 PM
- **Wednesday:** 8:45 AM - 12:00 PM
- **Thursday:** 8:45 AM - 1:30 PM and 3:30 PM - 5:30 PM

You can also visit the Municipality of Piacenza's website under the "Health, Well-being, and Assistance" ("Salute, benessere e assistenza") section.

### 5) HOW LONG DO I HAVE TO SUBMIT MY APPLICATION?

From **00:00 AM on March 1, 2025, to 11:59 PM on May 2, 2025.**

After this deadline, the Online Portal will no longer accept submissions.

**6) HOW CAN I PAY THE €16.00 REVENUE STAMP (marca da bollo)?**

The payment form for the stamp duty will be available on the Online Portal once the application is completed.

**7) HOW WILL I KNOW IF MY APPLICATION WAS SUCCESSFULLY SUBMITTED?**

You will receive a confirmation email at the address provided in the application.

**8) I AM THE HOLDER OF A PUBLIC HOUSING (ERP) CONTRACT. CAN I APPLY?**

**NO**, except for ERP contracts related to **temporary emergency housing (alloggi di emergenza) assignments**.

**9) WHICH FAMILY MEMBERS OF A PUBLIC HOUSING TENANT CAN APPLY?**

Adult members of the household who wish to establish an independent family unit (e.g., adult children of ERP tenants) can apply.

**10) I AM A FOREIGN CITIZEN. CAN I APPLY?**

**YES**, if you meet the requirements stated in the call for applications and have one of the following documents:

- International protection status;
- EU long-term residence permit;

- Residence permit valid for at least two years + regular employment (either salaried or self-employed).

EU citizens must provide a valid identity document, such as an ID card from their country of origin or, if residing in Italy, an Italian ID card.

## **11) I HAVE APPLIED. WHEN WILL I GET A HOUSING ASSIGNMENT?**

Applying does not automatically guarantee a housing assignment. Once the application period ends, the following will be published:

- **By June 15, 2025:** Provisional lists of accepted and rejected applications.
- **By August 1, 2025:** The final ranking list and final list of rejected applications.

Only eligible applicants will receive a score determining their position in the ranking. The final assignment depends on the ranking position and the availability of suitable housing.

## **12) I APPLIED FOR THE 2024 CALL AND AM STILL ON THE LIST. DO I NEED TO APPLY AGAIN?**

**Yes**, provided that you meet the requirements of the new call. The previous ranking will be replaced and will no longer be valid.

## **13) HOW CAN I REQUEST A CERTIFICATE OF MUNICIPAL CONTRIBUTIONS RECEIVED (attestazione dei contributi ricevuti dal Comune di Piacenza) FOR DSU DECLARATION?**

It is mandatory to declare any contributions received from the Municipality for the second calendar year before submitting the DSU (e.g., for DSU submitted in 2025, contributions received in 2023 must be declared). Failure to declare them results in automatic exclusion.

You can request the certification free of charge at Informasociale offices and submit it to a CAF for proper DSU completion.

⚠ **Note:** It may take up to 30 days to issue the certification.

### **Informasociale Office Locations and Hours:**

- **Via Taverna 39**

- Monday & Thursday: 9:00 AM - 12:30 PM and 3:30 PM - 5:30 PM
- Tuesday, Wednesday & Friday: 9:00 AM - 12:30 PM

- **Via XXIV Maggio 28 (with Disability Support - CAAD)**

- Monday & Thursday: 8:45 AM - 1:00 PM and 3:30 PM - 5:30 PM
- Wednesday & Friday: 8:45 AM - 1:00 PM
- Tuesday: Closed

- **Via Beverora 57 (at QUIC Office)**

- Saturday: 8:45 AM – 12:15 PM

- **Galleria del Sole 67**

- Monday & Thursday: 9:00 AM – 5:00 PM
- Tuesday: Closed
- Wednesday & Friday: 9:00 AM – 1:00 PM

### **Contact Information:**

- **Via Taverna 39 & Via Beverora 57**

- Phone: 0523 492731
- Email: [informasociale@comune.piacenza.it](mailto:informasociale@comune.piacenza.it)

- **Via XXIV Maggio 28**

- Phone: 0523 492022
- Email: [informahandicap@comune.piacenza.it](mailto:informahandicap@comune.piacenza.it)

- **Galleria del Sole 67**

- Phone: 0523 492380
- Email: [informafamiglie@comune.piacenza.it](mailto:informafamiglie@comune.piacenza.it)

**14) I AM LIVING IN MUNICIPAL EMERGENCY HOUSING (alloggio di emergenza). WHAT DO I NEED TO APPLY?**

If you live in emergency housing provided by the Municipality of Piacenza, you must attach:

- A valid, unexpired lease contract with ACER.
- Proof of at least six months of social services support from the Municipality of Piacenza.

Additionally, you must be up to date with rent payments by the application deadline (May 2, 2025), or your application will be rejected.

**15) I HAVE AN EVICTION ORDER FOR MY CURRENT RESIDENCE. AM I ELIGIBLE FOR ADDITIONAL POINTS?**

**Yes**, but only if the eviction is due to the end of the lease or to involuntary non-payment, and if you still have official residency at the evicted address.

You must attach the **eviction notice issued by the Judicial Officer** to your application.