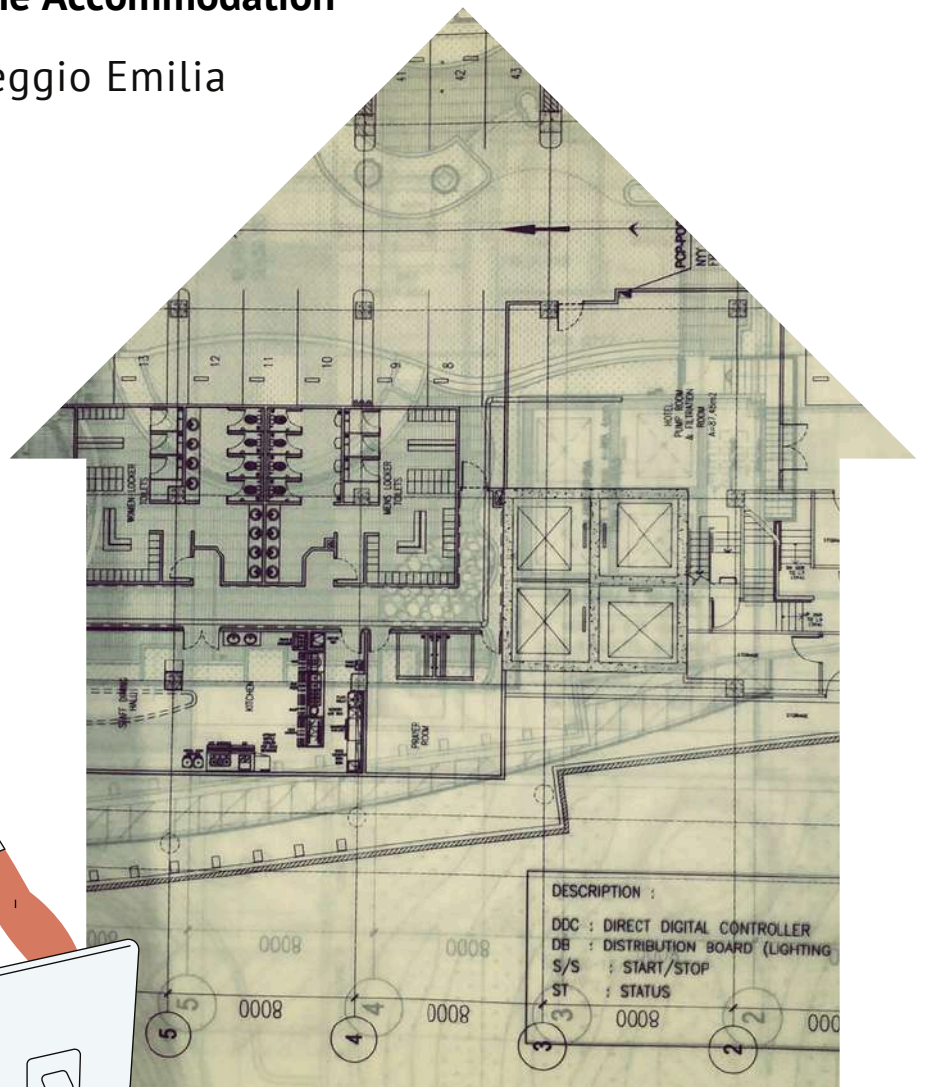




CIA

Certificato Idoneità dell'Alloggio

Certificate Suitability of the Accommodation
Only for homes
in the Municipality of Reggio Emilia



English

What the “Certificato di Idoneità Alloggio” is for

The suitability of the accommodation serves for:

- the **first issue of a residence permit**
- the nulla osta for “**ricongiungimento familiare**”
- the “**carta di soggiorno**” for oneself and family members
- concluding the **residence contract with the employer**
(only for foreign nationals with a “permesso di soggiorno” for subordinate work)
- the **work authorisation** for foreign nationals residing abroad
- **converting the contract from a traineeship to employment**

How long does the “Certificato di Idoneità dell’Alloggio” last

The certificate lasts **six months** from the date of issue and is renewable after expiry.

How to apply for the certificate

- By sending all the required documentation to the email cia@acer.re.it
- **Booking an appointment to deliver the already photocopied documents** to ACER Reggio Emilia in via della Costituzione 6, Reggio Emilia

How to book an appointment

Appointments can be made on:

- **Wednesday and Friday from 8.30 a.m. to 12 noon**
- **Tuesday from 2.30 p.m. to 5 p.m.**

For booking you can:

- go to <https://prenota.acer.re.it>
- telephone **0522/236611** or **0522/236904**

Where to find the list of documents for the certificate

- At the **reception desk of ACER** headquarters on Mondays, Wednesdays and Fridays from 8.30 a.m. to 12 noon or on Tuesdays from 2.30 p.m. to 5.00 p.m.
- On the **ACER website** at <https://www.acer.re.it/schede-procedimento/cia/>
- By calling **0522/236611** or **0522/236904**

Where to collect the payment slip

- At the **reception of the ACER office** on Mondays, Wednesdays and Fridays from 8.30 a.m. to 12 noon
- By **e-mail** by writing to cia@acer.re.it

ATTENTION! The bulletins have a unique code. Bulletins that have been photocopied or used several times are not valid.

How long does it take to get the certificate

The certificate is ready approximately **30 days** after delivery of the complete documentation and can be picked up without an appointment on **Mondays, Wednesdays and Fridays from 8.30 a.m. to 10.30 a.m.**

ACER notifies you by SMS that you can pick up the certificate, so **is very important to communicate an active telephone number.**

If an inspection of the flat is necessary, it is possible that more time is needed to get the certificate.





To apply for a **NEW CERTIFICATE** you need to bring the following documents:

1. **Tax stamp of €16.00** (if documents are sent by e-mail, the stamp must be brought when collecting the certificate)
2. Photocopy of the **“permesso di soggiorno”** or **“carta di soggiorno”** (for foreign nationals only)
3. Photocopy of an **identity document** of the applicant (identity card or “carta di soggiorno”)
4. **Receipt for payment of the € 36.60 bulletin** (to be collected from ACER or requested by email from cia@acer.re.it - **Attention! Do not make photocopies of other bulletins**)
5. If the certificate is required for:
 - **“ricongiungimento familiare”** attach the passports of all persons concerned
 - **“permesso/carta di soggiorno”** attach the passport or residence card of all persons concerned even if different from the applicant
 - the **work permit** attach the passports of all the persons concerned even if they are not the applicant
 - **“l'emersione del lavoro irregolare”** attach the passport of all the persons concerned even if they are not the applicant
6. Photocopy of **“codice fiscale”** (if the applicant does not reside in the municipality of Reggio Emilia)
7. Photocopy of the applicant's **housing title**:
 - If **guest**: declaration of recent hospitality issued by the Questura and “codice fiscale”. Of the owner of the accommodation, also bring: identity card, copy of the rental contract or deed of sale of the accommodation
 - if **the owner**: a copy of the deed of sale or land registry document
 - if **rented**: copy of the valid rental contract and its registration
 - if **on loan**: copy of the loan contract
 - if **in bed** in a facility: declaration on the letterhead of the facility providing the bed signed by the person in charge certifying that it is a public body or a recognised voluntary association or authorised landlord
8. Photocopy of the **certificate of conformity/regularity of the heating system**
 - in the case of a **boiler, heat pump, stove, etc.**: submit the latest maintenance/cleaning (maximum 2 years) or declaration of conformity in the case of a new system and CRITER (registration in the regional land register)
 - in the case of a **centralised/condominium system**, submit the declaration on the form at the end of this guide or the declaration of conformity in the case of a new system and CRITER (registration in the regional land register) complete and legible.
9. Photocopy of the **documentation proving the regularity of the electrical installation**: declaration of conformity of the electrical installation or declaration of compliance **issued by a qualified electrician**.

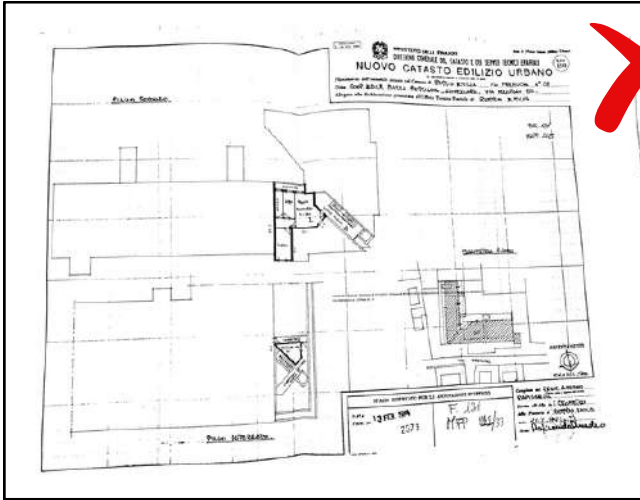
No need to bring the APE (Energy Performance Certificate)

The image shows a sample of the 'Attestato di Prestazione Energetica (APE)' form. A large red 'X' is drawn over the top right corner of the form, indicating that this document does not need to be brought. The form includes sections for 'DATI GENERALI', 'DATI IDENTIFICATIVI', 'PRESTAZIONE ENERGETICA GLOBALE DEL FABBRICATO', and 'PRESTAZIONE ENERGETICA GLOBALE DEL FABBRICATO'. It features a color-coded energy efficiency scale from A+++ (green) to G (red) and a section for 'CLASSE ENERGETICA' with 'EP g/m²' and 'EP g/m² anno' values.

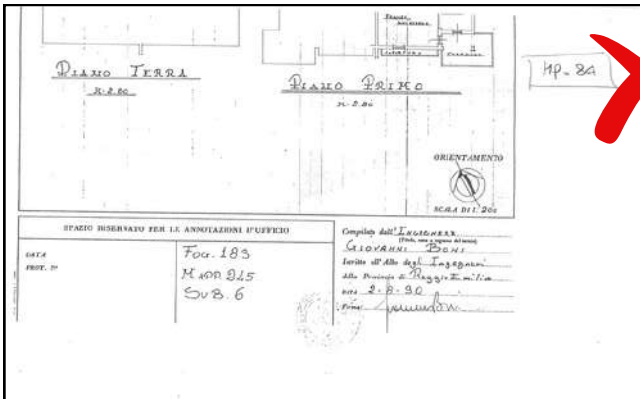


10. Photocopy of the **cadastral plan** of the accommodation (drawing of the house for which eligibility is sought) .The photocopy of the floor plan must be clearly legible and not deformed.
 If the planimetry is delivered by e-mail, please attach the original file or a scan of the original document.
 Photographs or copies of the floor plans that do not allow for a correct measurement will not be accepted.
 The planimetry can be requested directly from the Land Registry Office at the Agenzia del Territorio in Viale Regina Elena 13 (tel. 0522 234111). The appropriate request form can be obtained at reception.

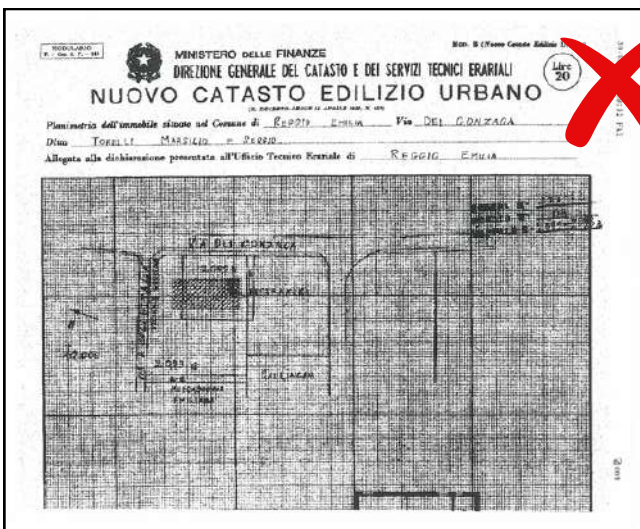
Examples of plans that are NOT correct:



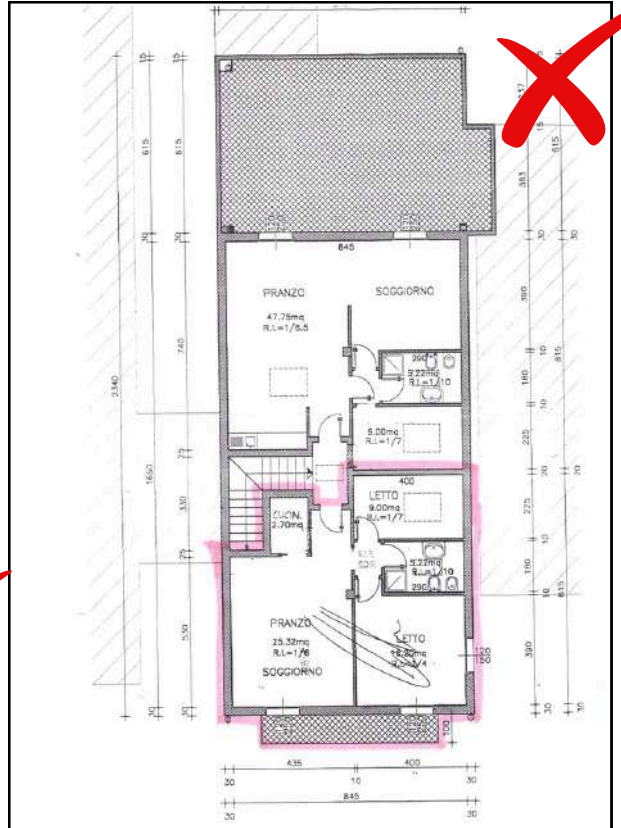
Copy of planimetry deformed or with folds



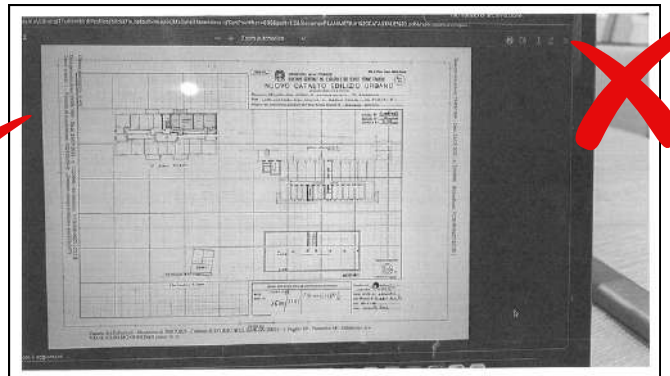
Cut copy with missing parts



Unreadable copy



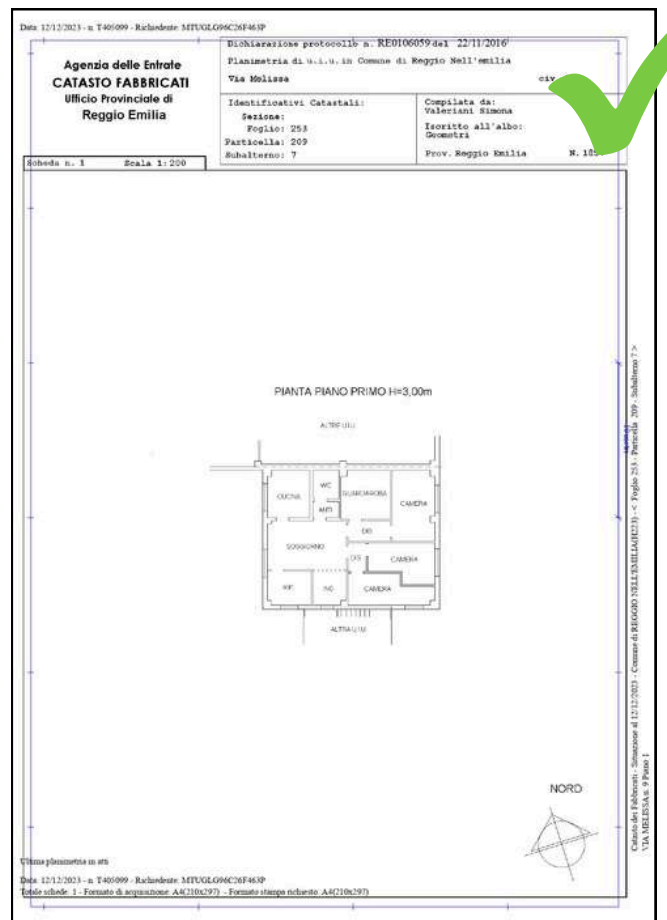
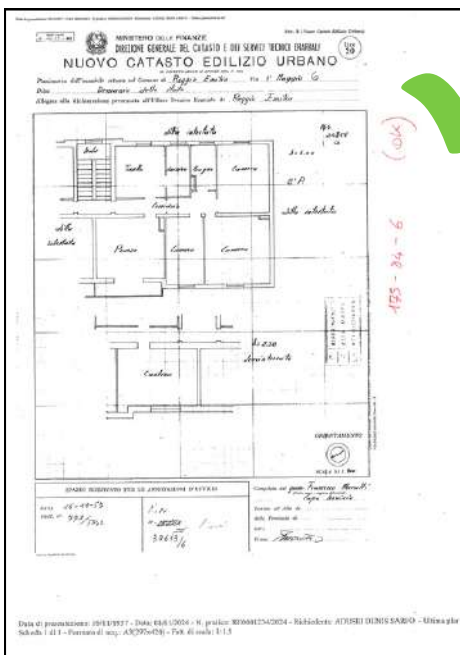
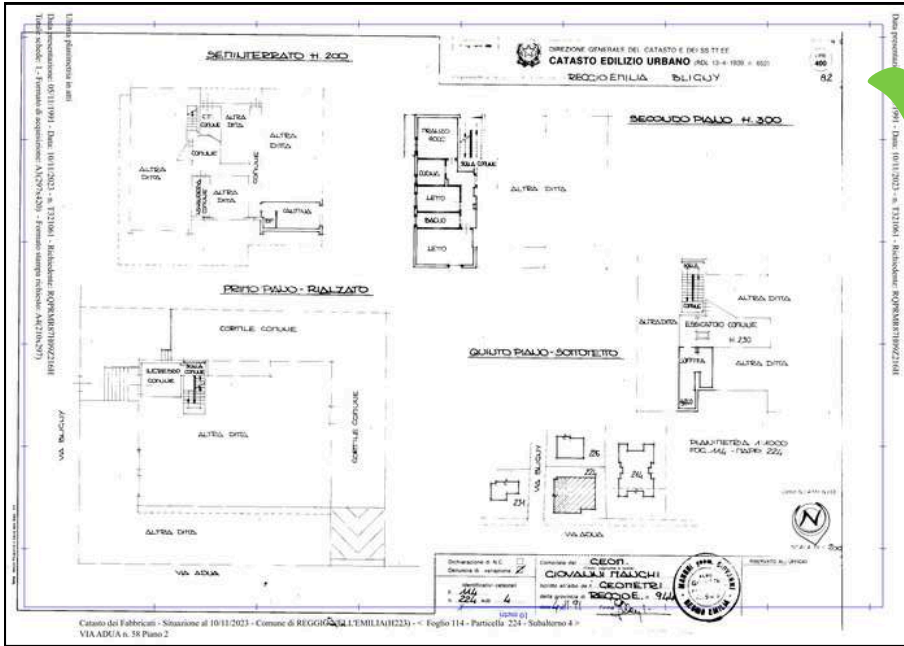
Non-cadastral plan



Photograph of floor plans

Examples of correct floor plans

All data are clearly legible and the copy corresponds perfectly to the original.





To apply for the **RENEWAL OF THE CERTIFICATE** you must bring:

1. **Copy of previous certificate of eligibility for accommodation**
2. **€16.00 revenue stamp** (if documents are sent by email the stamp must be brought when you pick up the certificate)
3. Photocopy of the **“permesso di soggiorno”** o **“carta di soggiorno”** (only for foreign citizens)
4. Photocopy of an **identity document** of the applicant (identity card or “carta di soggiorno”)
5. Receipt for payment of the **€ 36.60 bulletin** (to be collected from ACER or requested by email from cia@acer.re.it - **WARNING! Do not make photocopies of other bulletins**)
6. If more than two years have passed since the previous certificate of suitability, photocopy of the certificate of conformity/regularity of the heating system
 - in the case of a **boiler, heat pump, stove**, etc.: submit the last maintenance/cleaning (2 years maximum) or declaration of conformity in the case of a new system and CRITER (registration in the regional land register)
 - in the case of a **centralised/condominium system**: submit the declaration on the form at the end of this guide or the declaration of conformity in the case of a new system and CRITER (registration in the regional land register)
7. Photocopy of the applicant's **housing title**:
 - if a **guest**: recent declaration of hospitality issued by the Questura and tax code. Of the owner of the accommodation, also bring: identity card, copy of the rental contract or deed of sale of the accommodation
 - if the **owner**: a copy of the deed of sale or land registry document
 - if **rented**: copy of the valid and registered rental contract
 - if on **loan**: copy of the loan contract
 - if in bed in a facility: a declaration on the letterhead of the facility providing the bed signed by the person responsible certifying that it is a public body or a recognised voluntary association or authorised landlord
8. If the certificate is required for:
 - **“ricongiungimento familiare”** attach the passports of all persons concerned
 - **“permesso/carta di soggiorno”** attach the passport or residence card of all persons concerned even if different from the applicant
 - the **work permit** attach the passports of all the persons concerned even if they are not the applicant
 - **“l'emersione del lavoro irregolare”** attach the passport of all the persons concerned even if they are not the applicant

ATTENTION! Renewal must be applied for by the same person and for the same accommodation as the certificate for which renewal is requested



What to do to **COMPLETE REQUESTS** with incorrect or missing documents

Missing or incorrect documents must be submitted **in a single submission** within **90 days** from the date of receipt. After 90 days, the application is no longer valid and a new one must be made.

ATTENTION! You must always indicate the receipt number!

Documents can be delivered

- by e-mail (all documents in one e-mail) to cia@acer.re.it
- directly at ACER offices by booking an appointment at <https://prenota.acer.re.it> or by calling 0522/236611 or 0522/236904

IMPORTANT!

When the accommodation certificate is ready, you will be notified by SMS.

It is therefore very important to **communicate an active telephone number** and to pay attention to messages received.



DELEGA

(DELEGATION)

Io sottoscritto/a

Sig./ra _____ nato/a a _____
il ___/___/_____ e residente a _____ in via _____ n° ___
titolare del documento di identità _____ n° _____
intestatario/a del Certificato di Idoneità dell'Alloggio

DELEGO

il sig./ra _____ nato/a a _____
il ___/___/_____ e residente a _____ in via _____ n° ____,
amico/a o grado di parentela _____

- a consegnare la mia domanda di certificazione di idoneità dell'alloggio e a sottoscrivere
- le dichiarazioni necessarie;
- a ritirare il certificato di idoneità dell'alloggio.

Inoltre, consapevole delle conseguenze penali per falsità in atti e/o dichiarazioni mendaci ai sensi del DPR 445/2000 dichiaro:

- di sapere che la suddetta documentazione è strettamente personale e riservata;
- di aver informato il delegato di tale riservatezza;
- di sollevare ACER Reggio Emilia da qualsiasi responsabilità derivante dallo smarrimento e/o divulgazione di dati riservati che avvenga in seguito alla consegna dei documenti.

Luogo e data _____ In fede _____

IMPORTANTE: Allegare la fotocopia del documento di identità di chi delega e del delegato

RISCALDAMENTO CENTRALIZZATO

(CENTRALISED HEATING)

Io sottoscritto/a

Sig./ra _____ nato/a a _____

il __/__/_____ e residente a _____ in via _____ n°__

proprietario dell'alloggio posto a Reggio Emilia in via _____ n°__,

int. _____ concesso in regolare locazione al/alla sig./ra _____

_____ nato/a a _____ il __/__/_____

in qualità di:

- proprietario dell'alloggio
- amministratore del condominio

DICHIARO

che il riscaldamento del suddetto alloggio avviene tramite impianto centralizzato condominiale la cui regolare manutenzione viene effettuata dalla ditta:

(indicare nome della ditta manuttrice)

Dichiaro inoltre che la produzione di acqua calda avviene:

- tramite impianto centralizzato
- per mezzo di scaldacqua elettrico presente nell'alloggio.

Confermo inoltre che all'interno dell'alloggio non sono presenti caldaie e/o impianti di produzione di acqua calda a gas.

Luogo e data _____ In fede _____