

# HOW TO READ YOUR BILL



# INDICE

- The bill pag. 3
- Pay the bill pag. 4
- Rent calculations pag. 5
- Bill items pag. 6

# USEFUL NUMBERS

- Condominium manager Tel. \_\_\_\_\_

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# 03

Rent bills are issued monthly within the first 10 days of the month and are delivered directly to the address of the assigned accommodation (it is possible, however, to agree with ACER Reggio Emilia to send them to a different address if necessary).

If the lease is signed within the first 10 days of the month, the entire month's rent will be due to ACER Reggio Emilia. If the contract is signed after the first 10 days of the month, the rent will be paid from the following month.

## THE BILL

A security deposit of two months' rent for ERP and ERS accommodation is payable with the first bill issued, unless otherwise provided. For Student accommodation and accommodation rented through the "Agenzia per l'Affitto", there are different fees communicated when the contract is signed.

The security deposit paid at the time of signing the contract will be returned in full or in part upon termination of the contract after ACER Reggio Emilia has verified that all contractual obligations have been met.

The rent, for ERP housing, is recalculated in October each year; the tenant must update the ISE-ISEE certificate with a CAF by that date, which will be automatically acquired by the Company.

Tenants who do not update their ISE-ISEE certificate on time will be charged the provisional fee calculated on the basis of the housing characteristics only. The correct calculation will be applied starting from the month following the month in which the declaration is presented.

In no case will ACER Reggio Emilia return the surcharge applied to persons who have not presented the documentation in time.

# 04

## BILL PAYMENT

To pay the bulletin, simply go to any post office or authorised receipt office before the due date indicated on the bill.

It is also possible to make a bank transfer in favour of ACER Reggio Emilia at the Unicredit bank (funzione Enti) in Piazza Del Monte n.1 giving the following coordinates IT14B 02008 12834 000001913077. In the reason for payment it is necessary to indicate the month of reference and the user ID shown on the payment slip.

If you have a bank or postal account, you can make a direct debit from your account via SEPA. This solution, which is not compulsory and completely free of charge, allows you to avoid queues at post offices and not to forget to make your monthly payment. To pay by SEPA you must fill in the appropriate form available from ACER Reggio Emilia and downloadable from the website [www.acer.re.it](http://www.acer.re.it) taking care to indicate your IBAN details.

If you choose to pay by direct debit from your current account, you will still receive a bulletin with the payment details for information purposes only.

If you do not receive the bulletin, simply contact ACER Reggio Emilia (0522 236611) and ask for the exact amount to be paid by bank transfer or request a reprint of the bulletin.



# 05

## HOW RENT IS CALCULATED

The Emilia-Romagna Region has established the criteria for determining the rent: the assessment is based on the household income (ISEE) and the objective value of the accommodation.

The minimum rent, in any case, cannot be less than € 44.00.

Rents are calculated according to the applicant's income bracket:

- Protection band: ISEE not exceeding € 7,620.00
- Access band: ISEE between € 7,620.01 and € 20.217,14
- Permanence band: ISEE between € 20.217,15 and € 28.304,30
- Forfeiture band: reached when the ISEE income of € 28.304,30 and total assets of € 57.749,44 are exceeded

Exceeding the maximum income values entails the termination of the lease agreement with the application of the agreed rent pursuant to Law 431/1998 and the commitment to vacate the property within two years of the declaration of forfeiture.



## HOW TO READ THE BILL

**1**

**2**

**3**

**4**

**5**

**6**

**AVVISO agli utenti**

**ACER** AZIENDA CASA EMILIA-ROMAGNA  
DI REGGIO EMILIA  
Comune di Villa Minozzo

Via Costituzione, 6  
42124 Reggio Emilia  
www.acer.re.it

Teléfono: 0522 236611  
Fax: 0522 236699  
Partita IVA: 00141470351

| Cod. | Descrizione               | Importo  | Iva |
|------|---------------------------|----------|-----|
| 1    | Canone locazione alloggio | 156,93 € | ES  |
| 4    | Compenso amministrazione  | 4,50 €   | 22  |
| 7A   | Autogestione gestita ACER | 39,83 €  | F2  |
| B    | Imposta di bollo          | 2,00 €   | F2  |
| C    | Imposta registro          | 33,50 €  | F2  |
| D    | Rec. bollo postale        | 0,60 €   | F2  |
| 92   | Iva 22% su € 4,50         | 0,99 €   | -   |

**BOLLETTA DEL MESE DI MARZO 2022**

Ubicazione: VIA ZAMBONINI 1  
dell'immobile: REGGIO EMILIA

Unità Immobiliare: 8888888888  
Data Fattura: 03/03/2022  
Numero Fattura: 2022A12689  
ID Fattura: 12345678  
ID Utente: 99999  
Codice Fiscale Utente: RSSMR166F45H223J

**I pagamenti sono regolari, grazie**

DA PAGARE ENTRO IL: **31/03/2022**

TOTALE IMPORTO EURO: **238,35**

Imposta di bollo assolta in modo virtuale aut.n. 235/99 del 25.9.1999

**CONTI CORRENTI POSTALI - Ricevuta di Versamento -** BancoPosta

**ACER** Sul C/C n. 12498424 di Euro **238,35**

INTESTATO AL:  
**ACER REGGIO EMILIA CANONI LOC. ALIENAZ. ALL. RESID. SERV. TES. - 42100 REGGIO EMILIA**

Eseguito da: MARIO ROSSI  
VIA ZAMBONINI 1 - REGGIO EMILIA

**CONTI CORRENTI POSTALI - Ricevuta di Accredito -** BancoPosta

Sul C/C n. 12498424 di Euro **238,35**

TD 896

INTESTATO AL:  
**ACER REGGIO EMILIA CANONI LOC. ALIENAZ. ALL. RESID. SERV. TES. - 42100 REGGIO EMILIA**

316206861000000045

Eseguito da: MARIO ROSSI  
VIA ZAMBONINI 1 - REGGIO EMILIA

| BOLLETTA DEL MESE DI | SCADENZA   | UTENTE | ID BOLLETTA |
|----------------------|------------|--------|-------------|
| MARZO 2022           | 31/03/2022 | 99999  | 12345678    |

**BOLLO DELL'UFF. POSTALE**

**BOLLO DELL'UFF. POSTALE**

IMPORTANTE: NON SCRIVERE NELLA ZONA SOTTOSTANTE

**316206861000000045** **00000238+35** **12498424< 896>**

- 1** Date by which payment must be made
- 2** Bill detail items
- 3** Payment reporting
- 4** Building, invoice and user data
- 5** Space dedicated to useful information
- 6** Bill recipient

# 07

Condominium expenses are included in the bill only if the building is managed directly by ACER Reggio Emilia.

In the event that the condominium is managed by external companies, condominium expenses and the relative payment methods are communicated directly by the condominium manager.

If the tenant is not up to date with his payments, the administrator will inform ACER Reggio Emilia of the unpaid amount, which will be added to the rent bill.

## BILL DETAIL

The different items of expenditure are described precisely in order to have precise feedback from the tenant

Possible reasons are indicated below:

- Housing rent
- Garage rent
- Administration expenses
- Self-management by the tenant
- Self-management managed by ACER Reggio Emilia
- 22% IVA
- Stamp duty
- Registration tax (registration and extension by the "Agenzia delle Entrate"  
- the expense is split 50% between the tenant and ACER Reggio Emilia)
- Postal charges
- Default interest (charged in case of late payment)
- Security deposit
- Recovery of judicial expenses (charged in case of eviction procedures)
- Temporary hospitality allowance
- Undeclared hospitality allowance



AZIENDA CASA EMILIA-ROMAGNA  
DELLA PROVINCIA DI REGGIO EMILIA  
P.I. 00141470351

VIA DELLA COSTITUZIONE 6  
42124 - REGGIO EMILIA

TEL. 0522 236611  
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