

# RENTAL AGREEMENT PACKAGE

**Searching for a Home:** When you are viewing homes, it is EXTREMELY IMPORTANT you have all the following documents with you:

	Form (most forms are in both English and Italian)
1	Letter of Intent
2	Rental Agreement – 3 copies to be wet signed by the landlord
3	Dichiarazione Atto Notorio form – Copy of Valid Landlord ID
4	Paint Refund Request
5	Premises Condition/Inventory form
6	Utilities form

## See package for full details:

**1. Letter of Intent (2 copies):** If you find a house you want to lock in, so you do not miss your opportunity, you can execute a Letter of Intent and pay €150 to the landlord to hold the unit. Sign 2 copies, keep 1 copy, give the Landlord 1 copy, and ensure that a copy is filed at Housing Office.

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**2. Rental Agreement (3 copies):** Filling out your Rental Agreement: YOU/TENANT fill out: Blocks 1.1 through 1.14., self-explanatory. **Do not sign the lease at this time LANDLORD** fills out Blocks 2 and Block 3 **but leave Block 3.19, effective date, BLANK.** LANDLORD signs all 3 copies. **Special Conditions/Restrictions:** Block 33: If any verbal agreements have been discussed and agreed upon, add those in block 33. To be legally binding, it must be in writing. Make sure responsibilities and intentions are clearly specified. **GET EVERYTHING IN WRITING.** Take all 3 copies to Housing for approval.

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**3. Dichiarazione Atto Notorio (Proof of Ownership):** Have the landlord sign this form which verifies ownership of the house and request copy of his/her ID. Ensure that a copy is also filed at Housing Office

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**4. Paint Refund Request:** If the quarters are freshly painted, landlord will request reimbursement. The Landlord should complete and sign the Paint Refund Request form. If the amount exceeds one- month's rent, but in no case can it exceed two months' rent, landlord must provide original receipt from the painter. You need to process the request for reimbursement with the Housing Office. DOD civilians are not entitled to MIHA-Paint; this will be an "out of pocket" expense.

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**5. Premises Condition/Inventory Form (2 copies):** You and the landlord must sign both copies --keep 1 copy each and ensure that a copy is filed at the Housing Office. Failure to fill this form out may result in you being responsible for ANY damages claimed by the landlord and money withheld from your deposit when terminating Rental Agreement. The Inventory describes the conditions in which the quarters have been accepted and any discrepancy must be documented. Ensure that your quarters are in good repair condition.

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**6. Utilities Form:** This form is needed when processing the rental agreement with the Housing Office and before scheduling utilities activation with Home Fuels (take pictures of meter number and readings).