

**Finding your way around  
the European University Institute  
and Florence**

**Arrival in Florence, initial moves**

Transportation, retail, restaurants

Counselling & medical services

Other services

Telephone directory

Library

Academic publications

*Emergency number for contacting the  
Institute/EUI management outside normal  
Institute office hours: 055 4685 999*

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## 1. Arrival in Florence; initial moves

### 1.1 Registration

For all new research students, i.e. those registering for the LL.M. and PhD programmes or for the U.S. exchange students, registration for the academic year is on the last Wednesday of August in the morning.

New Jean Monnet and Max Weber Fellows register on 1 September (or by agreement with Eija Heikkinen, Academic Service). Fernand Braudel Fellows register upon arrival with Eija Heikkinen.

Late arrivals will register at Academic Service.

Other visitors to the Institute will register upon arrival at the Institute with:

- ..... the Academic Service and the host department, in the case of visiting/Erasmus students;
- ..... the Personnel Service and the host department, in the case of teaching staff;
- ..... the host department in the case of visiting professors and visiting fellows.

To facilitate registration, please bring with you your passport or national ID card, your letter of invitation/admission and, if not taking up the EUI's insurance scheme, proof of health insurance for your stay. If you are a post-doctoral Fellow, please bring authenticated proof of your doctoral degree.

#### 1.2.1 Transport connections:

#### 1.2.2 Bus connections to and from the EUI/the city: *Bus n° 7*

ATAF - Florence City Public Transport Service;

Website: [www.ataf.net](http://www.ataf.net) The bus which takes you to and from the EUI is bus n° 7, covering the following route: Florence central railway station (Santa Maria Novella), Piazza San Marco, Piazza delle Cure (bridge over railway), Piazza Edison, (the road starts climbing here), about 5 more stops (see below) and

then San Domenico di Fiesole. The bus continues to Fiesole (terminus). The ride from the station is about 20-25 minutes; get off at the stop marked 'San Domenico di Fiesole 1' (after the stop marked 'Osped. di Camerata 1' and just after the large sign indicating Fiesole). At the actual stop you will see a bar/pizzeria on your left and a bar/tobacconist/café on your right. Walk 50 metres through the village and take the road on the left opposite the church and cemetery (this is Via dei Rocchetti); the Badia is about 150 metres down this road on the left. For Villa San Paolo: take the n° 7 bus as described above but get off at the "Pacinotti 1" stop – walk in the same direction as the bus, cross Viale Volta, turn up Via della Piazzuola and follow it to Villa San Paolo (nr. 43) – total distance about 250 metres.

Buy your bus ticket ("biglietto") before boarding the bus – right by the n° 7 bus terminus, at the main railway station, there is an ATAF bus ticket kiosk (single tickets at €1.20 each, blocks of 4 for €4.50 or buy a "Carta Agile" pass for €10 or €20 for 10 or 21 rides, respectively). Once stamped in the machine aboard the bus, the ticket is valid for 70 minutes' travel in any direction, on any number of buses. Otherwise, tickets can be purchased at tobacconists ("tabacchi") and at most café/bars (if they display the "Biglietti ATAF" sign on the door). They may also be bought directly from the bus driver but cost €2 and NB: the driver is not obliged to give you change.

*NB:*

*We should point out that the n° 7 route, the only one to Fiesole and very popular with tourists, also attracts pickpockets, so please take care of your purse, bag/wallet at all times!!!*



To return to Florence, if you catch the bus at San Domenico, you will find the bus stop is just a few metres to your right when you reach the top of Via de' Roccettini.

The route back to Florence city centre is slightly different from the outward journey, but the terminus is the central station of Santa Maria Novella.

### 1.2.3 *Buses to/from Florence Airport "Volainbus"*

There is a joint ATAF/SITA service leaving from the railway station on the east side, close to the number 7 terminus. Tickets cost €4.50. Buses leave every half hour and the trip takes approx. 25 minutes [www.ataf.net](http://www.ataf.net)

### 1.2.4 *Flight Departures to-from Florence and Pisa Airports*

*Florence airport (Amerigo Vespucci) is at Peretola, approximately 5 km West of Florence [www.aeroporto.firenze.it](http://www.aeroporto.firenze.it)*

- ..... Direct flights (regular international) operate to and from: Amsterdam, Barcelona, Basel, Brussels, Copenhagen, Frankfurt, London Gatwick, Luxembourg, Madrid, Munich, Nice, Oslo, Paris CDG and Vienna. For arrival/departure times, check the "Cartellone Firenze" page in La Repubblica, or the Website [www.aeroporto.firenze.it](http://www.aeroporto.firenze.it)
- ..... Connections to Florence city centre: see above
- ..... Connect with bus no. 7 at the railway station to get to the EUI.
- ..... Cost of taxi, Florence airport to EUI: approx. €25-30.

*Pisa airport (Galileo Galilei) is some 70 kms West of Florence [www.pisa-airport.com/](http://www.pisa-airport.com/)*

- ..... Direct flights (international): Amsterdam, Barcelona, Dublin, Eindhoven, Hamburg, Liverpool, London, Munich, Paris, Zurich; Manchester, New York.

*From Pisa airport, there are connections to Florence central railway station (Santa Maria Novella):*

- ..... by train from Pisa airport via Pisa Central, every half hour, approximately (journey time of about 1 hour 45 minutes), but only up to approx. 10 p.m.
- ..... by an airport bus closely linked to RyanAir arrivals and departures (operated by the “Terravision” bus company; [www.terravision.eu/](http://www.terravision.eu/)).
- ..... by local city transport bus to Pisa central railway station, where there are frequent trains to Florence Santa Maria Novella.

### *1.3 Obtaining Ministry & EUI Identity Cards*

#### *1.3.1 European University Institute Cards (for all EUI researchers)*

At registration, research students will receive an Institute identity card which – if you have sent your digital photo in good time – will bear your photograph and matriculation number. For further information, please contact Michela Menicagli in Academic Service.

#### *1.3.2 Italian Visa and Residence Permit Requirements for non-Italians*

Depending on your nationality / EUI status, please consult one of the following:

##### *1.3.2.1 Non-European Union citizens*

NB. Many non-EU citizens believe that the Visa and the Residence Permit are the same thing. This is not correct. Initially you should apply for a VISA, and once in Italy, a Residence Permit (‘permesso di soggiorno’).

a. *The Italian Visa*

Non-EU researchers should thoroughly check visa requirements with their local Italian Consulate or Embassy before travelling to Florence.

If a visa is required, you should apply for one for at least the first year of your scholarship at the EUI and you should obtain it before your arrival in Italy.

The visa is not only necessary for travelling to and entering Italy; permission to stay in Italy during your time at the Institute is strictly related to it. There are several types of visa. The following information should help you identify which papers and which visa you will require during your stay in Italy.

b. *The Italian Residence Permit  
(Permesso di Soggiorno)*

Non-EU citizens travelling to Italy for purposes other than tourism (study, work, etc.), normally have to apply for a Permesso di Soggiorno from the Italian authorities within one week of arrival.

However, as the EUI is an international organization recognized by the Italian government, this special status exempts most Institute members from having to apply. For full Institute members, registered for at least one year, the residence permit is substituted by a special card issued by the MAE (Italian Ministry of Foreign Affairs).

c. *The special Identity Card issued by the MAE -  
Italian Ministry of Foreign Affairs*

EUI researchers registered for not less than one year on one of the Institute's structured programmes are entitled to receive a special Identity Card from the MAE (Italian Ministry of Foreign Affairs).

The card is issued for the full duration of the programme and exempts researchers from having to request a residence permit ('permesso di soggiorno') from the local authorities. This is the simplest way of being in order during your stay in Italy. The card is free-of-charge and involves little loss of time. The EUI Academic Service takes care of the whole application procedure, but it is essential that you follow the relevant instructions with care (refer to the following section).

*N.B.*

*The following are not entitled to the card:*

- ..... Italian nationals
- ..... Partners and family members of researchers or fellows
- ..... Students or fellows staying for less than 1 year
- ..... Visiting Students and Visiting Fellows, regardless of the length of their stay.

*d. The "Long-term Type D Visa for mission purposes"*

To apply for the MAE Identity Card, the Ministry of Foreign Affairs requires you to have a long-term "Type D Visa for mission purposes" (in Italian: Visto di tipo D per missione lunga durata). The Academic Service will provide you with a letter for your Consulate/Embassy to help you obtain this visa.

*e. Applying for the special Identity Card from the MAE*

For all further information please contact Michela Menicagli ([michela.menicagli@eui.eu](mailto:michela.menicagli@eui.eu)) in the Academic Service.

*f. Visa and Residence permit for dependent family members (married partners and children)*

If requested, the Academic Service can also provide a "visa support" letter for family members who might be accompanying you.

Check visa requirements for accompanying family members with the relevant Italian Consulate or Embassy.

Unfortunately, family members of researchers are not entitled to the special Identity Card from the MAE. Consequently, the “Long-term Type D Visa for mission purposes” does not apply. Within one week of arrival in Italy, family members have to apply for a normal residence permit (Permesso di Soggiorno – see below).

Note to unmarried partners: Unmarried partners of research students should note that the EUI is not in a position to assist them in obtaining a visa (where applicable), nor can it assist them officially with the issue of a residence permit, as the Italian State does not recognize unmarried couples. Nevertheless, unmarried partners may contact the Academic Service should they need further information on the issue of visas and residence permits.

*g. The standard residence permit  
(‘Permesso di Soggiorno’)*

The EUI does not take care of the normal residence permit application (‘permesso di soggiorno’). Nevertheless, those who need to apply for the Permesso di Soggiorno may contact the Academic Service ([michela.menicagli@eui.eu](mailto:michela.menicagli@eui.eu)) for information. They are recommended to do so as soon as possible after arrival at the EUI. Please be reminded that the Permesso di Soggiorno application must be submitted within one week of arrival.

### *1.3.2.2 European Union citizens*

European Union citizens are not required to have a visa for Italy.

a. *Official registration of your stay  
in Italy – the MAE card*

The easiest way to register your stay is to apply for the special Identity Card issued by the MAE – Italian Ministry of Foreign Affairs. Academic Service takes care of the application procedure; prior to registration, you will be requested by email to provide the relevant documentation.

*N.B.*

*The following are not entitled to the card:*

- ..... Italian nationals
- ..... partners and family members of researchers or fellows
- ..... students or fellows staying for less than 1 year
- ..... Visiting Students and Visiting Fellows, regardless of the length of their stay.

Most EUI research students use the special ID card from the MAE as an alternative to the local residence registration (see below). The MAE card is an official document – issued by the Italian state – proving that your presence in Italy is linked to the EUI.

However, it is NOT equivalent to registration as a local resident. For example, you might be asked to certify your residence in Florence for the following:

- ..... if you need to buy a car or a motorbike
- ..... if you need to sign a contract for electricity or telephone supply in your house
- ..... if you wish to enrol in the Italian public health-care system.

More generally, registration as a local resident could be required for certain legal commitments during your stay in Florence so you should also be prepared to register at the local town hall (the ‘anagrafe’ office of the ‘comune’) if the need arises (see next paragraph).

*b. Local residence registration for EU citizens*

EU citizens staying longer than 3 months should register at the local town hall ('comune') and make an official declaration of their stay at the 'anagrafe' office.

General information (in English) on this procedure is available at [www.poliziadistato.it/articolo/10930](http://www.poliziadistato.it/articolo/10930). This registration is not necessary for EU citizens staying less than 3 months.

*1.3.2.3 Special notes for Visiting Students, Exchange Students, Visiting Fellows*

Visiting Students, Exchange Students, and Visiting Fellows – regardless of their nationality and the length of their stay – are not entitled to apply for the special ID card issued by the MAE (Italian Ministry of Foreign Affairs).

EU citizens who wish to stay in Italy for periods not exceeding 3 months should report their presence on Italian territory to the local Police authorities where they will be asked to fill out a specific form.

EU citizens staying longer than 3 months should register at the local town hall ('comune') where they officially declare their stay at the 'anagrafe' office. Full details in English: [www.poliziadistato.it/articolo/10930](http://www.poliziadistato.it/articolo/10930)

Non-EU citizens: A residence permit ('permesso di soggiorno') is not required for business, tourism, short visits or study, provided that the stay does not exceed 3 months. Where the stay is for more than 3 months, the non-EU visitor must apply for a residence permit within 8 days of arrival in Italy. For further details in English: [www.poliziadistato.it/articolo/10716](http://www.poliziadistato.it/articolo/10716)

## *Procedure*

### *Either*

..... obtain the 'permesso di soggiorno' application pack at a post office ('kit' as it is referred to), fill in the request form, hand it back into the post office with the required documents and await the issue of the permit. The costs involved amount to about €72.

### *Or*

..... go to the local town council offices or 'patronato' (authorised office) where assistance will be given in filling in the application forms. These must then be submitted, with all supporting documents, to the relevant desk at the post office (sportello amico).  
Costs: the same.

Another useful web site for information on visa and residency aspects is: [rome.angloinfo.com/countries/italy/residency.asp](http://rome.angloinfo.com/countries/italy/residency.asp)

## *1.4 Grants - National and EU*

*Research students should note the following methods of grant payment:*

### *1.4.1 Belgium, Italian Ministry grants (Eastern Europe / Russia / C.I.S., Italy); Latvia, Poland, United Kingdom*

Grants awarded by these authorities are paid via the Institute by bank transfer, generally at the beginning of each quarter. Belgian, British, Italian, Latvian, Eastern European/Russian/CIS and Polish researchers are therefore requested to open an Italian bank account (\*\*) as soon as possible after arrival and bring their bank account numbers to Françoise Thauvin in the Academic Service.

(\*\*) For details on opening a bank account, see leaflet 4 – Miscellaneous services.



### 1.4.2 *France*

Grants are paid monthly by the French Foreign Ministry to research students' accounts in France. A "RIB" must be sent to the grant authority.

### 1.4.3 *S.E. Europe and Mediterranean Grant Programmes*

Nationals of states falling under these two categories are awarded grants by the Italian Ministry for Foreign Affairs, Rome.

Normally, grants are transferred to a branch of the Banca d'Italia in Florence shortly after the start of the academic year. Françoise Thauvin of Academic Service will be able to give further information and give advice on how to obtain an advance payment on the grant in case the Ministry grant is late.

### 1.4.4 *Other Grants*

Usually, the research student is paid directly by the national (or private) grant-awarding authority. All questions related to these grants should therefore be directed to the issuing authority and not to the EUI.

## 1.5 *Health and Accident Insurance* [www.eui.eu/servac/](http://www.eui.eu/servac/)

Members of the administrative and teaching staff: insurance arrangements are different from those mentioned below. For full details, contact Maria-Rita Pellisari or Morena Rossi of the Personnel Service (ext. 2315).

All research students admitted to the Institute must have adequate medical insurance cover for the entire period of their stay and proof of this must be shown at registration.

### 1.5.1 *Extension of one's own national insurance rights to Italy*

Before considering taking up the Institute's own private insurance scheme, your attention is drawn to the fact that you may well be eligible for the extension of your own national insurance rights abroad for up to one year. Within the EU, form E106 or the EHIC (European Health Insurance Card) are necessary for access to the Italian national health scheme. The duration of the insurance cover using these varies from country to country, from three months to a full year. Many other countries also have bilateral health insurance arrangements with Italy. For further information, check with the Overseas Branch of your national insurance/social security office in the country where you are normally resident.

If you obtain an E106, you must then exchange it in Italy for an Italian health card (tessera sanitaria) at the local Azienda Sanitaria Locale office (ASL), after having first registered with the local town hall (the 'anagrafe'):

*Reminder: Local residence registration for EU citizens:*

EU citizens staying longer than 3 months should register at the local town hall ('comune') and make an official declaration of their stay at the 'anagrafe' office.

General information (in English) on this procedure is available at: [www.poliziadistato.it/articolo/10930](http://www.poliziadistato.it/articolo/10930)

For the addresses and web site of the ASL offices in Florence, please see below.

If you obtain an EHIC card from your own National Social Security scheme, it will give you access to the Italian National Health Service system for essential and emergency services. With the E106/tessera sanitaria, most medical and hospital treatment in Italy will be free-of-charge, though there are set prescription charges and fees for certain types of specialist treatment, or laboratory tests, for example.

Consider that without EHIC or E106 cover, public hospital fees in Italy amount to approximately €310 per day for normal care and about €1250 per day for intensive care. In the absence of these European insurance cards or forms, the hospital will charge the amount to you or to the private insurer. Those who have an E106 form, and who live in the municipality (Comune) of Florence must take it, together with proof of residence (see above) to:

..... AS Firenze, Ufficio Stranieri,

Borgo Ognissanti, 20, Firenze

055-2285517, hrs: 8.00-12.00 Monday-Friday

..... Those residing in Fiesole must go to the local ASF offices in:

Presidio Ospedaliero di Camerata,

via della Piazzola, 68, Fiesole

tel: 055-577464, hrs: 8.00-12.00 Monday-Wednesday & Friday-Saturday, 8.00-10.00 Thursday

..... Those residing in Vaglia/Pratolino, must go to the local ASF offices in:

Via Fiorentina, 38, Pratolino. 055-59814; hours. Mon. Wed.Fri. 8.30 -12.30.

When registering with the Italian health scheme, you should ask for the list of doctors who operate in your health district. Consult the telephone directory under 'Azienda Sanitaria di Firenze' for all local health offices.

[www.asf.toscana.it](http://www.asf.toscana.it)

### 1.5.2 *Van Breda Health Insurance Policies offered by the EUI*

#### a. *Basic policy*

If you cannot obtain an EHIC card or equivalent, you may subscribe to the Institute's collective policy, operated by the Belgian brokers Van Breda International, Antwerp.

Details of the policy may be found on the EUI website [www.eui.eu/Servac/PracticalInformation/StudentServices/VanBredaInfo.shtml](http://www.eui.eu/Servac/PracticalInformation/StudentServices/VanBredaInfo.shtml) and in the leaflet on ‘Counselling and medical services’.

*b. Complementary policy “Gros Risques” (High Risk)*

In case of hospitalisation and surgery, you should note that the basic Van Breda health insurance policy does not cover 100% of medical costs. The company’s reimbursements on this basic policy vary between 80% and 95%, depending on the type of hospital care, and there are ceiling limits. Therefore, it may be worth considering subscribing, at your own cost, to a complementary insurance policy, operated by the same Van Breda company, so that a full reimbursement may be obtained. This second policy gives a complementary reimbursement to cover the expense of medical costs that are not reimbursed under the basic “Soins de Santé” policy.

The extra premium for this policy, which covers surgery and hospitalisation, amounts to €98.10 per year (and €68.15 for children under the age of 26).

For further details, consult the same page of the website, or contact Ms. Françoise Thauvin at Academic Service (e-mail: [francoise.thauvin@eui.eu](mailto:francoise.thauvin@eui.eu))

*1.6 Codice fiscale (tax code)*

During your stay in Florence, you will certainly need, immediately rather than later, a codice fiscale or tax-code number. It is, in fact, obligatory for all citizens, whether Italian or foreign, to have this number, even though you may not be subject to Italian taxes.

Let us quote a few examples where it is necessary:

- ..... when buying a motor vehicle in Italy (this includes motorini – small motor-bikes under 50 cc)
- ..... when re-registering a vehicle in Italy
- ..... when signing any official contract, e.g. the lease for a flat (if the lease is going to be registered)
- ..... when taking out an Italian insurance policy
- ..... when taking up employment of any kind
- ..... when signing contracts with the gas, electric and telephone companies (including mobiles)
- ..... when opening a bank account.

To get your tax-code, go to the tax office (Ufficio Imposte) in Via Santa Caterina d'Alessandria (main branch) between 8.30 and 12.30, Monday to Friday, with your passport or national ID-card and ask for a Codice fiscale. You will be given a card with your number.

There are two other branches: Office 2 in Viale Spartaco Lavagnini (basically in the same building, but a different entrance), and Office 3 in Via Panciatichi 10 (northern part of Florence) – same office hours; [ul.firenze1@agenziaentrate.it](mailto:ul.firenze1@agenziaentrate.it)



## **2. Internal organization of the EUI**

2.1 *Location of buildings and services at the EUI See also the map.*

### 2.1.1 *Badia Fiesolana*

Via dei Roccettini, 9; I-50014 San Domenico di Fiesole; Italy  
055-46851; fax: 055-599887 and 055-4685.298

URL: [www.eui.eu/](http://www.eui.eu/) Postal (post-box) address:

If you are having post sent to you, please make sure that the address contains the following information:

- ..... name and surname of addressee
- ..... your status (research student, visiting student, visiting professor, Jean Monnet/Max Weber/Fernand Braudel Fellow, etc.)
- ..... your department.

*Istituto Universitario Europeo*

*Via dei Roccettini, 9*

*50014 San Domenico di Fiesole ITALY*

At the Badia and Villa San Felice

(immediately next door), you will find:

- ..... Academic Service
- ..... Administration & Personnel Service
- ..... Bank (Mon. to Fri.), cash dispensing machine (ATM)
- ..... Canteen, Cafeteria, Sala Rossa and Bar Fiasco
- ..... Departmental offices (Political and Social Sciences)
- ..... Financial Control and Accounting
- ..... Library
- ..... Meeting/conference rooms: Emeroteca; Sala del Capitolo; Sala della Colonna; Refettorio; Theatre
- ..... Newspaper Reading area
- ..... Logistics Service and Housing Office
- ..... Principal's and Secretary's offices
- ..... Publications office
- ..... Seminar Rooms 2, 3 and 4
- ..... Welcome Unit.

### 2.1.2 *Villa Schifanoia*

Via Boccaccio, 121; I-50133 Firenze

055-4685.550; fax: 055-587197

- ..... Academy of European Law
- ..... Conference and Seminar Rooms (Europa, Triaria, Belvedere, Lena, Garden, Cappella)
- ..... Crèche (in the Villino)
- ..... Departmental Offices (History, Law)

Connections between the Badia, Villa Schifanoia and Villa Raimondi: A short-cut. To avoid walking along Via dei Roccettini, Via di San Domenico and Via Boccaccio to get to Villa Schifanoia and Villa Raimondi, you can use the footpath which links them to the Badia. The path starts at the rear of the lower Badia car-park and the walk is about 7 or 8 minutes.

### 2.1.3 *Villa Raimondi*

Via Boccaccio, 109; I-50133 Firenze

- ..... CS (Computing Service)
- ..... Language Centre
- ..... Telephone Switchboard

### 2.1.4 *Villa Il Poggiolo*

Piazza Edison, 11; I-50133 Firenze

(entrance also at Via San Domenico, 5)

055-4685.620; fax: 055-573728

- ..... Historical Archives of the E.U.
- ..... Print Shop

### 2.1.5 *Convento di San Domenico*

Via delle Fontanelle, 19; I-50016 San Domenico di Fiesole (FI)

055-4685.700; fax: 055-4685.770

- ..... Robert Schuman Centre for Advanced Studies
- ..... Faculty and Fellows
- ..... Director, faculty and administration



### 2.1.6 *Villa Malafrasca*

Via Boccaccio, 151; I-50016 San Domenico di Fiesole (FI)  
055-4685.037; fax: 055-4685.755

..... Robert Schuman Centre for Advanced Studies.

### 2.1.7 *Villa La Fonte*

Via delle Fontanelle 10; I-50016 San Domenico di Fiesole (FI)  
055-4685.805; fax: 055-4685.804

..... Max Weber Programme.

### 2.1.8 *Villa San Paolo (and San Paolino)*

Via della Piazzuola 43; I-50133 Firenze  
055-4685.901; fax: 055-4685.902

..... Economics Department

..... Departmental offices

..... Economics library

..... Seminar rooms (1 and 2).

*N.B.*

*All buildings are connected by the Institute shuttle minibus ('navette') leaving from the main entrance of the Badia (see the timetable posted at the various porters' offices)*

## 2.2 *Administrative organization*

There are three services which, under the authority of the Principal and Secretary, handle the Institute's administrative operations.

Principal: Yves Mény (until 31 December 2009);

Josep Borrell Fontelles (from 1 January 2010);

Secretariat telephone ext. 2311

Secretary: Marco Del Panta; Secretariat  
telephone ext. 2314.

Their offices are at the Badia.

### 2.2.1 *Academic Service*

Director: Dr Andreas Frijdal

This service is responsible for the practical organization of the Academic Council, the Executive Committee (Heads of Department) and the Admissions Committee meetings, and organizes the selection, admission and reception of research students, fellows and faculty. It is also responsible for the recruitment of research assistants. It provides information on academic, cultural, social and sporting activities, on grants and medical/accident insurance. Research students may address the Academic Service for all material problems concerned with their arrival and stay in Florence.

It is based at the Badia ([www.eui.eu/Servac/](http://www.eui.eu/Servac/)), on the top floor of the west wing (along the “bank corridor”).

Secretariat telephone ext. 2379.

### 2.2.2 *The Administration & Personnel Service*

Director: Mr Roberto Nocentini.

This service prepares and implements the budget and is responsible for all administration regarding the staff, e.g. salaries, insurance, pensions, benefits.

It audits all payments and receipts, gives the go-ahead for financial commitments and keeps an accurate check on all the accounts of the Institute. The offices are situated on the north side of the cloister, on the 2nd floor

[www.eui.eu/General/Internal/Org/full.html#Administration](http://www.eui.eu/General/Internal/Org/full.html#Administration);  
Secretariat telephone ext. 2387/2335.

### 2.2.3 *Logistics Service*

Director: Kathinka España.

This service, based in the “Archivium” (west wing of the Badia), is responsible for the material functioning and maintenance of EUI buildings: The Badia; the Convento, Villa Malafrasca, Villa Pagliaiuola, Villa La Fonte at San Domenico; Villa Schifanoia (Villa, Casale, Villino and Villa Raimondi); Villa il Poggiolo; Villa San Paolo and the research student flats in Via Faentina and in Via Buffalmacco (Pian del Mugnone).

Allocation of offices, office supplies and furnishings, the central archives for mail and correspondence (incoming and outgoing), all come under this service.

Student visiting cards can be ordered through an online form: [www.eui.eu/Logistics/Internal/VisitingCards.shtml](http://www.eui.eu/Logistics/Internal/VisitingCards.shtml).

The Housing Office is also under the responsibility of this service. Secretariat telephone ext. 2407

### 2.2.4 *Index to functions and personnel*

The following list deals more specifically with problems that research students may meet, but nonetheless could be of some help to new staff members.

(A) Academic Service | (CS) Computing Service | (L) Library

(O) Logistics Service | (P) Administration & Personnel Service

Question	Contact	Service	Tel.	Building	Email
Accident insurance	F. Thauvin	(A)	2371	Badia	francoise.thauvin@eui.eu
Admissions and applications	E. Heikkinen	(A)	2377	Badia	eija.heikkinen@eui.eu
	M. Menicagli	(A)	2373	Badia	applyres@eui.eu
Advice, counselling	K. Hulley	(A)	2322	Badia	ken.hulley@eui.eu
(student matters)	F. Thauvin	(A)	2371	Badia	francoise.thauvin@eui.eu
Alumni association	J. Przyrowski	(A)	2285	Badia	alumni@eui.eu
Cars: import and registration	Welcome Unit	(O)		Badia	welcomeu@eui.eu
Certificates and declarations	Academic Service	(A)		Badia	servac@eui.eu
Computing	Computing Service	(CS)		All EUI bldgs	bf-site@eui.eu; vp-site@eui.eu;
Crèche	G. Peruzzi	(O)	2385	Badia	gloria.peruzzi@eui.eu
Cultural, social & sports activities	B. de Hartogh	(A)	2379	Badia	beatrijs.dehartogh@eui.eu
Desk/workspace allocation	L. Gilbert	(A)	2361	Badia	linda.gilbert@eui.eu
EUI cards					
access to Institute	Card Office, Porters	(O)	2399	Badia/VS	Porterbf@eui.eu, Portersvs@eui.eu
gate VSP	Portersp@eui.eu				

N.B. E-mail address = name.surname@eui.eu (\*)

Grants:					
awards	K. Hulley	(A)	2322	Badia	ken.hulley@eui.eu
payments	F. Thauvin	(A)	2371	Badia	francoise.thauvin@eui.eu
Housing:					
general	Logistics Service	(O)	2218	Badia	housing.office@eui.eu
EUI flats					
Pian di Mugnone: flat allocation					
maintenance /	S. Carfi	(O)	2380	Badia	stefano.carfi@eui.eu
reporting damage	A. Masselli	(O)	2398	VS	logistics.service@eui.eu
Identity and "soggiorno" cards:	M. Menicagli	(A)	2373	Badia	michela.menicagli@eui.eu
Import of vehicles &					
personal effects	Welcome Unit	(O)		Badia	welcomeu@eui.eu
Information on EUI:					
Prospectus	Ac. Service	(A)	2373		applyres@eui.eu
	Porters	(O)	2399	Badia	porterbf@eui.eu

Question	Contact	Service	Tel.	Building	Email
Insurance:					
sickness and accident	F. Thauvin	(A)	2371	Badia	francoise.thauvin@eui.eu
Keys:		(O)			
pigeon-hole,	Porters		2399	Badia	porterbf@eui.eu
padlocks			2500	VS	portersvs@eui.eu
			2901	VSP	portersp@eui.eu
buildings,	Porters		2399	Badia	Porterbf@eui.eu
Pian di Mugnone flats	Logistics Service	(O)	2218	Badia	housing.office@eui.eu
Language courses & text revision	N. Owtram	(A)	2329	Raimondi	Language@eui.eu
Missions:					
authorization	Departmental Secretariat				
payment	Departmental ASO				
Payments in general	Accounting	(AC)	2667	S.Felice	contabilita@eui.eu
Parking permit for Villa San Paolo	J. Spataro	(ECO)	2927	VSP	jessica.spataro@eui.eu
Photocopy and printout quota	Computing Service	(CS)	2222	Casale	danka@eui.eu

*N.B. E-mail address = name.surname@eui.eu (\*)*

(purchase extra quota)	CRF bank & CS	(CS)	Badia
Photocopy cards			
(sale of - Library only)	Library Desk	(L)	2358 Badia
Photocopier breakdowns	Computing Service	(CS)	2222 Badia danka@eui.eu
Pian di Mugnone: rents	Logistics Service	(O)	2218 Badia housing.office@eui.eu
Post-doctoral Fellowships	E. Heikkinen	(A)	2377 Badia eija.heikkinen@eui.eu applyfellow@eui.eu
Payments	Departmental ASO		
Reception - Porters	Logistics Service	(O)	2399/ 2266
Schools - information	<a href="http://www.eui.eu/Service/PracticalInformation/Children/SchoolsEnglish.shtml">www.eui.eu/Service/PracticalInformation/Children/SchoolsEnglish.shtml</a>		
Vending machines (coffee / soft drinks)	Porters	(O)	2399 Badia porterbf@eui.eu
Visiting cards for students	Logistics Service	(O)	Badia www.eui.eu/Logistics/International/VisitingCards.shtml les.nouvelles@eui.eu
Weekly Programme			Badia

### 3. Academic organization

#### 3.1 *The departments: Teaching, research and secretarial staff 2009/10*

##### 3.1.1 *Economics (at Villa San Paolo)*

[www.eui.eu/ECO](http://www.eui.eu/ECO)

Ext	Name
2971	Head of Department: Massimiliano Marcellino
2927	Departmental assistant: Jessica Spataro
	Secretaries:
2982	Marcia Gastaldo
2954	Julia Valerio
2954	Lucia Vigna
	Administrative Site Officer:
2929	Michela Pistolozzi

Please consult [www.eui.eu/ECO/PostgraduateProgramme/](http://www.eui.eu/ECO/PostgraduateProgramme/) and in particular the Programme Booklet (downloadable in PDF format).

##### 3.1.2 *History & Civilization (at Villa Schifanoia)*

[www.eui.eu/HEC](http://www.eui.eu/HEC)

Ext	Name
	Head of Department:
2519	Heinz-Gerhard Haupt (until 30/9/09)
2520	Bartolomé Yun-Casalilla (as of 1 October)
2276	Departmental assistant: Rita Peero
	Secretaries:
2391	Francesca Elia
2362	Kathy Fabiani
2594	Niki Koniordos
2541	Francesca Parenti
	Administrative Site Officer:
2559	Ivana Marcato

Please consult [www.eui.eu/HEC/](http://www.eui.eu/HEC/) and in particular, the HEC Researchers' Guide [www.eui.eu/HEC/ResearchTeaching/](http://www.eui.eu/HEC/ResearchTeaching/).



### 3.1.3 *Law (at Villa Schifanoia)*

[www.eui.eu/LAW](http://www.eui.eu/LAW)

Ext	Name
Head of Department:	
2753	Ernst-Ulrich Petersmann (until 31/10/09)
2524	Marise Cremona (as of 1 November)
2577	Departmental assistant: Alison Tuck
Secretaries:	
2306	Marlies Becker
2275	Annick Bulckaen
2241	Anna Coda Nunziante
2239	Sioban Gallagher
Administrative Site Officer:	
2546	Pieter Jespers

Please consult the Guide to the Law Department ([www.eui.eu/LAW/Internal/](http://www.eui.eu/LAW/Internal/) or [www.eui.eu/LAW/GuidetotheLawDepartment.PDF](http://www.eui.eu/LAW/GuidetotheLawDepartment.PDF)).

### *The Academy of European Law (at Villa Schifanoia)*

[www.eui.eu/AEL](http://www.eui.eu/AEL)

Ext	Name
Directors:	
2524	Marise Cremona
2728	Bruno de Witte
2542	Francesco Francioni
Administration:	
2555	Anny Bremner
2512	Joyce Davies

### 3.1.4 *Political & Social Sciences* (at the Badia/Villa San Felice)

[www.eui.eu/SPS](http://www.eui.eu/SPS)

Ext	Name
2210	Head of Department: Peter Mair
2370	Departmental assistant: Gabriele Unger-Gentile
	Secretaries:
2244	Maureen Lechleitner
2817	Monika Rzemieniecka
2211	Alessandra Torre
2217	Liz Webb
	Administrative Site Officer:
2299	Gino Fabbrini

Please consult the department's 'Researchers Guide' ([www.eui.eu/SPS/Internal/](http://www.eui.eu/SPS/Internal/)).

### 3.1.5 *Max Weber Programme* (at Villa La Fonte–San Domenico)

[www.eui.eu/MaxWeberProgramme](http://www.eui.eu/MaxWeberProgramme)

Ext	Name
2809	Director: Ramon Marimon
2911	
2822	Administrative assistant: Susan Garvin
2823	Academic Assistant: Michele Grigolo
2845	Academic Assistant: Sarah Simonsen
2699	Academic Assistant: Ognjen Aleksic
2838	Academic Assistant: Alyson Price
2660	Project Assistant: Karin Tilmans
2835	Administrative Site Officer: Vito Caresimo

3.1.6 *The Robert Schuman Centre for Advanced Studies  
(at the Convento, Villa Malafrasca and  
Villa Pagliaiuola – San Domenico)*

www.eui.eu/RSC

Ext	Name	Email
	Director:	
2792/2730	Stefano Bartolini	stefano.bartolini@eui.eu
	Academic Administrator:	
2797/2730	Mei-Lan Goei	meilan.goei@eui.eu
	Administrative Coordinator:	
2236/2730	Marie-Ange Catotti	marie.catotti@eui.eu
	Secretariat to the Director:	RSCSecretariat@eui.eu
2796/2730	Angelika Lanfranchi	angelika.lanfranchi@eui.eu
	Administrative and financial officer:	
2774/2730	Giampiero Nerici	giampiero.nerici@eui.eu
	Project Manager:	
2780	Ingo Linsenmann	ingo.linsenmann@eui.eu
	Assistant Project Management and Financial Office:	
2884	Lubomira Bencova	Lubomira.bencova@eui.eu
	Conferences:	RSCAS.Conferences@eui.eu
2790/2763	Monique Cavallari	monique.cavallar@eui.eu
2709/2763	Elisabetta Spagnoli	elisabetta.spagnoli@eui.eu
2789/2763	Angela Conte (ERD Activities)	angela.conte@eui.eu
	Conferences and Seminars materials	
2722/2763	Laura Jurisevic	laura.jurisevic@eui.eu
	Web Unit: Secretariat e-mail	RSCAS.WebUnit@eui.eu
2787/2763	Valerio Pappalardo	Valerio.pappalardo@eui.eu
	Publications officer (in the Library):	
2778/2283	Jackie Gordon	RSC.Working-Papers@eui.eu

Projects'  
and Professors' Assistants:

2751/2770	Laura Burgassi	laura.burgassi@eui.eu
	(Secretary to the Transatlantic Programme, Med.Programme, Heike Schweitzer, Kiran Patel, Olivier Roy)	
2745/2770	Laetitia Jaspers	laetitia.jaspers@eui.eu
	(until 31 Dec. 2009) (Secretary to the Pierre Werner Chair Programme on European Monetary Union, ERD, Giancarlo Corsetti, Elena Carletti, Giorgia Giovannetti)	
2878/2763	Christine Lyon	christine.lyon@eui.eu
	(Secretary to CARIM, Migration 'POLICY' Centre, Philippe Fargues)	
.....	Eudo Piredeu	
	Adrienne Héritier	t.b.d.
	Pascal Vennesson	
.....	Global Governance Programme	
	Miguel Maduro	t.b.d.
	Giovanni Federico	
.....	The Florence School of Regulation	
	The Loyola de Palacio Chair	
	Jean-Michel Glachant	t.b.d.

### 3.2 *The Dean of Studies*

[www.eui.eu/Intranet/DeanofStudies/](http://www.eui.eu/Intranet/DeanofStudies/)

Dean of Studies - Prof. Martin van Gelderen

The Dean of Studies' main duty is the co-ordination of studies at the Institute-wide level. This involves, as specific responsibilities, chairing both the Admissions Committee and the Doctoral Programme Committee.

Other more general responsibilities falling under the Dean's remit would include:

- ..... providing a reference point for researchers encountering problems related to their studies and unable to resolve these problems through the normal Departmental channels
- ..... maintaining an overview of the structured doctoral programme, including the evaluation of pedagogical (seminar and supervision) assessments
- ..... liaising with departments to ensure best practice in supervision
- ..... liaising between departments on all matters of common academic interest (e.g. 4th-year grants, missions and exchanges) or where a degree of co-ordination is required to achieve Institute-wide objectives (e.g. the promotion of interdisciplinary seminars)
- ..... promoting post-doctoral initiatives, and in particular to promote a research environment where doctoral and post-doctoral study complement one another.

In carrying out these functions, the Dean works closely with the Doctoral Programme Committee, Academic Service, and the professors, researchers and administrators in the Departments themselves.

The Dean's 'office hours' for consultation with researchers are normally 1.30-4.30 p.m. on Monday during term time. Researchers or staff may need to consult the Dean without prior notice, but to ensure an appointment during these hours, people should address an appointment request either by e-mail to the Dean of Studies, specifying the subject field as 'Appointment request' or by using the Outlook calendar (Appointment request to Attendee 'Dean of Studies').

Ms. Fatma Sayed (tel. 2301, e-mail fatma.sayed@eui.eu), Secretary to the Dean of Studies, will confirm or re-schedule the appointment requests.

### 3.3 *The Library*

[www.eui.eu/LIB/](http://www.eui.eu/LIB/)

Director: Veerle Deckmyn

For more information, see the separate leaflet dedicated solely to library services

### 3.4 *Computing facilities for research*

[www.eui.eu/CS/Welcome.shtml](http://www.eui.eu/CS/Welcome.shtml)

The Computing Service (CS) mission is to provide continuous and complete integration of technology into the academic and administrative environment for all Institute users.

The CS implements the infrastructure and services as well as providing the support and training necessary for all users to take full advantage of the method of accessing information through internally and externally interconnected systems.

To achieve this mission the CS:

- ..... Provides service and support for information technology that will assure that all end users have access to information via a system reliable, fast, ubiquitous and efficiently integrated with the external information world.
- ..... Assures that all Institute staff and researchers are able to maximise their use of the technology available to them.
- ..... Develops and implements and keeps up a planning process that identify the resources required for implementing the IT components (hardware, software, staff, and services) in accomplishing the goals of the Institute.

The CS manages a number of computing laboratories, located at the Badia Fiesolana, Villa San Paolo and the Villa Schifanoia, and open to users on a first-come-first-served basis. They are equipped with a network of Windows XP PCs installed with software for general use as well as for specialised research needs (for detail see:

[web.eui.eu/CITS/DocumentDetail.jsp?ID=93](http://web.eui.eu/CITS/DocumentDetail.jsp?ID=93)).

CD burners, scanners, and networked laser printers/ photocopiers are likewise available in these rooms.

For specialised and large-scale computing applications, Unix servers are maintained on which are installed a wide selection of mathematical and statistical programs (for details see: [csweb.eui.eu/CITS/DocumentDetail.jsp?ID=131](http://csweb.eui.eu/CITS/DocumentDetail.jsp?ID=131) ).

All EUI members are automatically issued a personal computing account granting several services: among others:

- ..... Standard client software configuration including all major software packages (for the list, see: [csweb.eui.eu/CITS/DocumentDetail.jsp?ID=100](http://csweb.eui.eu/CITS/DocumentDetail.jsp?ID=100) )
- ..... Fast Internet access.
- ..... Electronic mail facilities on the basis of a MS-Exchange system (including access via WEB interface).
- ..... Integrated anti-virus and anti spam controls.
- ..... VPN (or dial-in) access to the EUI network from outside(worldwide).
- ..... WI-FI in several campus areas... and more

Computing support is handled by local Site Offices, distributed over the different Institute buildings, and responsible for assistance to users, PC installations and troubleshooting, and management of all computing activities and facilities in their respective sites. For details see:

[csweb.eui.eu/CITS/DocumentDetail.jsp?ID=66](http://csweb.eui.eu/CITS/DocumentDetail.jsp?ID=66).

Director: Marco Rulent

[marco.rulent@eui.eu](mailto:marco.rulent@eui.eu)

### 3.5 *Language Courses*

[www.eui.eu/lingue/](http://www.eui.eu/lingue/); [language@eui.eu](mailto:language@eui.eu)

The Language Centre offers assistance to research students of the Institute to improve their oral and written knowledge of English, French, Italian, German, Spanish and Portuguese. Self-financed courses in several other languages (e.g. Arabic, Chinese, Russian, Dutch, Greek, etc.) are also available on demand from October onwards.

Throughout September, intensive pre-sessional language courses are offered (every day except Wednesday). In this period, new research students should give priority to the English and Italian courses. However, they may also follow courses in French, German, or Spanish.

Further, less intensive courses are offered in the autumn and spring terms, for an average of three hours per week per language in tandem with departmental timetables.

For further details on all the language courses, please consult the secretariat of the Language Centre (ext. 2209, fax 2253), and look out for timetables on the Web and each week in *The Nouvelles*.



## 4. Housing

[www.eui.eu/housing/](http://www.eui.eu/housing/)

### 4.1 *Accommodation for research students at the EUI flats*

#### General Information

The Institute owns 38 furnished flats in two blocks in the village of Pian del Mugnone, some 2.5 km north of the Institute, and about 7 km. north of Florence.

The flats are situated respectively in:

..... Via Buffalmacco 6A

..... Via Faentina 94B

On foot, the flats are about 35 minutes away from the EUI.

#### *Buses*

During the day, bus connections to the Institute, and to Florence, are more or less half-hourly.

Pian di Mugnone is connected

..... to the EUI by the ATAF bus no. 21

..... to Fiesole by the Li-nea bus no. 45

#### *Trains*

The “Faentina” line from Florence Central Station to Borgo San Lorenzo: between Florence and Pian di Mugnone there are two stops, one at Salviati (the nearest to the EUI ... but still about 15 minutes’ walk) and at Campo di Marte station. It is a single-track commuter line with about 18 trains per day.

#### 4.2 *Permanent non-EUI accommodation*

The housing office of the Institute is situated at the Badia Fiesolana, in the Logistics Service area. It provides information on accommodation possibilities (temporary as well as permanent) on the private market in and around Florence. To that purpose it maintains the EUI housing web pages: [www.eui.eu/Housing](http://www.eui.eu/Housing).

From 24 August to 4 September 2009 the housing service will put computers at your disposal, recent offers of accommodation will be posted on housing boards, maps, street-guides and advice will be at hand and linguistic assistance will be provided for those who do not speak Italian. If you do speak Italian, even a little, you are encouraged to take the flat-hunting affair into your own hands so that time can be devoted to those who do not speak a word of the language.

For further information on housing, please contact

*Housing Information Service, Logistics Service*

*European University Institute*

*Via dei Roccettini, 9*

*I- 50014 San Domenico di Fiesole*

*Italia*

*+39 055 468 5218, fax +39 055 468 5344*

*Email : [housing.office@eui.eu](mailto:housing.office@eui.eu)*

### *4.3 Other useful permanent housing information*

#### *4.3.1 Agencies/agents:*

Agents normally charge between 5% and 10% of the lease value, a 12-month lease being the maximum. E.g., a flat of €600 per month rented for 10 months will have a total contract value of € 6000. The agent's commission will therefore be between €300 and €600, to which 20% IVA (value-added tax) is then added.

Telephone/fax	Name	Address	Email/url
055.222401	(*) Adams & Co.	Via Romana 32	
055.222481			
055.495070(*)	American Agency	Via Ponte Rosso, 33r	
055.475053			
055.59272	(*) Studio Immobiliare S. Domenico	Via delle Fontanelle 8	anna@studiosandomenico.it
055.599706			
055.216157	Beni Immobili	Via Guelfa 22r	
055.289448	(*) Buckland and Abeti	Via Cavour 32	
055.284828			
055.332014	Chiaramonti Immobiliare	Via Circondaria 18/R,	
055.291081	Dell'Albero Agency	Via dell'Albero 3a,	
055.293070	(*) Fattorini, Ms. Kit	Piazza Peruzzi, 5	
055.470603	(*) Florence & Abroad	Via San Zanobi, 58,	fl-ab@dada.it
055.240329	(*) Fioravanti Olga	Via de' Pepi 26,	

055.2381999	(*) Haus Office:	Via Guelfa 76r	
055.2381999 fax	Dott. Paolo di Nardo		
055.484779	(*) My Tuscan Houses		info@mytuscanhouses.it
fax 055.489030	di Venturi Cecilia		www.mytuscanhouses.it
cell 335.6879818			
055.5040431	Immobiliare Tedeschi	Via Faentina 152, Fiesole	
055.268256	(*) Milligan & Milligan,	Via degli Alfani, 68	milligan@dada.it
055.268260 fax	Service for foreigners	Florence 50121	www.italy-rentals.com
	Deals with single rooms in shared		Deals with
	apartments as well as other property		
055.2466492	(*) Pirazzi Claudia	Via Masaccio 21	c.pirazzi@tin.it
055.2480669 fax			
	(*) English spoken		

### 4.3.2 *Adverts*

There are various newspapers and weeklies where you can find adverts for rooms and flats: Panorama Casa, Il Rigattiere, La Pulce ([www.lapulce.it](http://www.lapulce.it)), La Locandina ([www.lalocandina.it](http://www.lalocandina.it)), and La Nazione. La Repubblica (newspaper) advertises property to let in its Thursday supplement. You might also try the notice-boards at Florence University mensa (canteen), Via San Gallo. There is also a small notice-board at the “Paperback Exchange” bookshop in Via delle Oche, 4r (red, commercial street number).

### 4.4 *‘Condominio’ – service charges*

Bills for communal house or flat services may include the following expenses:

- ..... heating (when there is one boiler for the whole block)
- ..... electricity for stair lights/lift
- ..... cleaning of stairs and lift
- ..... maintenance of building, e.g. painting
- ..... upkeep of gardens, paths, roads belonging to the property
- ..... water.

Before signing the lease for your flat, carefully check with your proprietor what the condominio includes.

### 4.5 *Property and rental agreements*

Law n. 431/1998, regulating the rental of property came into force in December 1998, putting an end to many of the clauses of the 1978 “Equo canone” (or fair rents law) and of successive patch-up laws based on the same. All new agreements are subject to this law.

### *Registration*

Before describing the types of lease which can be drawn up, it is perhaps worth mentioning first of all that government legislation on the registration of property agreements for tax purposes has been tightened up over the last few years. It is now obligatory for all rental agreements to be registered by the proprietor, the only exception being contracts which do not exceed 30 days in length.

### *The contract*

*N.B.*

*It is best if there are three copies of it, one for the proprietor, one for the tenant and one for the tax office – has to be registered by the proprietor at the tax office within 30 days of signature or within 30 days of the starting date of the agreement, whichever is the earlier. The cost of registration is shared equally between proprietor and tenant and amounts to 2% of the annual rent (hence the proprietor pays 1%, and the tenant 1%). Duty stamps (costing €14,62 per copy of contract) are to be paid by the tenant.*

#### *4.5.1 Drawing up a rental agreement*

If you have found a flat that you like and are ready to take, ask the proprietor if s/he has a provisional contract you can examine. Check carefully the prices quoted for rent and condominio, and what utility (electric, gas) costs are included, if any. Check the terms regarding advance notice if one of the parties wishes to pull out of the agreement at some time. If the terms that the proprietor puts forward are acceptable, then you will come to an agreement on the figure for the rent. Negotiation is possible and with a bit of discretion on your part, a small percentage, sometimes as much as 10-15%, can be knocked off the original figure.

### *Important*

Before signing any contract, you must be sure not only that the terms of the lease are acceptable, but that the flat, house or room matches your expectations. If after signing the lease or moving into the flat you decide that it is, for example, too noisy or too far, it will be difficult to get out of the agreement, without losing your deposit.

### *Do not leap into any agreement blindly*

Carefully consider all the factors which will guarantee a comfortable stay, e.g. price, distance, access to buses and shops, street noise, efficiency of heating and services, etc.

After reaching a first agreement on the terms of the lease, the proprietor should set things down in writing. Quite often, s/he has a solicitor or accountant draw up the final contract. Depending on the type of contract drawn up, the lease may then be verified by the two property unions.

### *Important*

*N.B.*

*In all cases you will need a Codice Fiscale, or tax-code, which can be obtained quite easily from the Ufficio delle Entrate (tax office) in Via Santa Caterina d'Alessandria, Florence, between 8.30 and 12.00, Monday to Friday, with your passport or national ID card. Simply ask for a Codice fiscale. You will be given a card with your number. This same tax code will be needed whenever you sign a contract with the electricity, gas or telephone companies, or when you open a bank account. Even if you buy a mobile phone you will need one, so your first step should be to get a Codice Fiscale.*



#### 4.6 *Official declaration of tenancy to the local police authorities*

By Italian Law (art. 12, D.L. 21.3.1978, n. 59, conv. Legge 18.5.1978, n. 191), whenever a house/flat/room is let, or even lent out, for a period exceeding one month, the local office of the Pubblica Sicurezza (Police) must be informed of the tenancy within 48 hours of the property being occupied.

Again, this should be carried out by the proprietor who hands in a form, with details of the tenants, to the local police, e.g. in Fiesole, to the Vigili Urbani, in Florence to the Commissariato San Giovanni in Piazza Duomo, no. 5.

In cases of sub-letting however, the proprietor (who may not even be aware of the new sub-tenants) is not obliged to inform the police, but the responsibility then falls on the lease-holder.

If either the proprietor or the tenant fails to make the official declaration within the 48 hours allowed, the local authorities have the power to issue a fine of between €103 and €1550 to the person responsible.

Make sure therefore that, whenever there are new tenants (or guests), this declaration is presented in time. Guests/tenants staying for less than one month do not have to be registered, but any person staying for more than one month does.





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