

## **ID - REGISTRATION**

Using a dictionary you will be able to put all your personal data, in order to receive an *USERNAME* and a *PASSWORD* that will allow you to get in your account.

Some fields are obligatory so it is necessary to fill them with your data.

The *CODICE FISCALE* is a code that the Italian Government gives to all the citizens for an easy identification: in your case, not having this code yet, it will be enough to insert "123456".

## **CRITERIA and SEARCHING PROCEDURES**

(you will find this text just after the LOGIN)

Dear Student,

Your registration has been successful.

Later on we will communicate you all the information in order to carry out your research through our On-Line service.

In this page you could get new reservations and/or verify your position concerning your previous searches, your reservations and appointments and you could look up all the info about the apartment all the time.

Our service allows you to make two reservations at most.


Clicking on "New Reservation" (**NUOVA PRENOTAZIONE**) you will enter the page of research.

In this page you could select the type of accommodation that you like: "Studio Flat" (MONOLOCALE) or "two-roomed flat" (BILOCALE), with place in "single room" (STANZA SINGOLA) or in "twin-beds room" (POSTO IN STANZA DOPPIA).

*For studios and two-roomed flat, even if with two places, for reasons of procedure, the registration is only for a single person.*

Once made the selection, click on "Search" (RICERCA) and you will get in the synthetic research.

In this page you will see the characteristics of every apartment, that will help you to make your choice.

Clicking on  you will get in the analytics research where you could see the composition of the rooms and/or the apartments and all their characteristics (location, price, photo, plan, information about the equipments, life of the contract, etc).

**N.B: The condominium expenses (SPESE CONDOMINIALI) are approximate, and could change during the year because of the energy charges.**

**The recording of the contract and the flat charges (water, electricity, gas, telephone line, tax of garbage, boiler maintenance and ordinary maintenance of all the furnishing) are not included in the rent.**

After having made your choice you could click "Reserve" (**PRENOTA**), to formalize the reservation.

## **RESERVATION RULES**

(you will find this page after having selected a place)

In this page you could formalize your reservation.

There are two types of reservation: "Simple Reservation" (PRENOTAZIONE SEMPLICE) and "Reservation with Credit Card" (PRENOTAZIONE CON CARTA DI CREDITO).

## **RESERVATION WITH CREDIT CARD**

If you reserve with credit card, the place chosen will be automatically taken, even if you are in second position in the list of reservations. Using this modality is not possible to make a second reservation because the first one is bound.

Moreover reserving with credit you have not to go to visit the apartment at the fixed date ( DATA E ORA VISITA APPARTAMENTO ) and you could come directly to the appointment to sign the contract (you will visualize the date in the analytics research FIRMA DEL CONTRATTO).

**The fixed price for the reservation with credit card is 324 euros ( 300 euros as DEPOSIT, 20 euros for bank charges and transaction burdens and 4 euros of VAT).**

**After the transaction ISU will send you a receipt for the DEPOSIT and an invoice for the amount of the transaction.**

**You will have back the 300 euros for DEPOSIT at the moment of the signing of the contract.**

**If the contract signing fail because the student does not come at the date of the signing of the contract, or because of other reasons caused by the student, the DEPOSIT will be lost.**

*ISU does not assume any responsibility if the contract is not signed for any other reasons.*

### **SIMPLE RESERVATION**

If you reserve in simple modality, you could be in first or second position according to the availability in the list.

Obviously if you are in first position you will have priority and after visiting the apartment you could go to the company to sign the contract. The priority could be lost only if someone else reserves the same place with credit card before you visit the flat.

If you are in second position you could visit the flat but you will have to wait for the decision of the person who has reserved before and you will have access to the flat if this person refuses.

In case of double room there will be from first to forth position, the first and the second will have priority, the remaining two are bound to the other's choices.

### **TIPS**

- By simple reservation you could reserve a place in first and a place in second position (if there are still places available in first position).
- It would be better for you to have reserved at least a place in first position also if it isn't perfectly suitable, because it gives you more possibilities to obtain a place.
- Obviously the best choice is the reservation with credit card or prepaid card because it gives you the absolute certitude to obtain the chosen place.
- It is recommended to verify carefully the information about the flat and the future flatmates, to avoid disappointment or problems after the definitive choice.
- You must check the life of the contract in the analytics research of the flat, they are different.
- It would be better to check the dates of visit of the flats to organise them according to your preference. In order to avoid doubts, try to visit before the place in first position and after the one in second position
- It is absolutely recommended to check often your reservations' state to ensure against possible changes about your or other people's positions. You will receive an e-mail in case of important change about your reservations.
- You could get many information about the prepaid cards by visiting the websites and the agencies of banks and similar financial institutions. There are many possibilities and you could have a prepaid card spending only 5 euros for its issue.