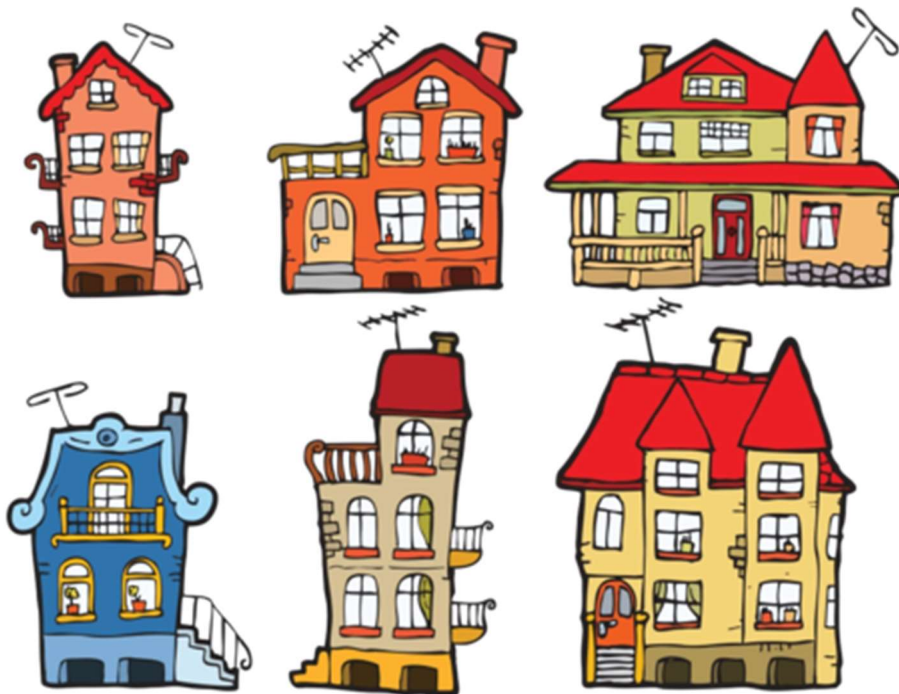




MANUAL OF HOUSING ACCOMMODATION ERP



**OUTLINE OF THE MANUAL OF PUBLIC HOUSING
ACCOMMODATION
OF ALER of PAVIA-LODI**

1. Object

2. These Usage Regulations apply to all tenants of housing services referred to in Article 1 paragraph 4 of Regional Law No. 16 of July 08, 2016, as amended.

3. Use of accommodation and common parts

4. The recipients must:

a) correctly use the rented property, pursuant to article 1587 of the Civil Code (CC) with the diligence of a good family father and to follow municipal regulations and of other relevant Authorities as it is with-held in this User Guide;

b) have the largest care of the given housing, of spaces and services in common use, supporting cleaning of the latter in the manner specified by ALER or by the self management of the condominium;

c) Use the accommodation exclusively for residence, unless otherwise stated in the lease or expressly by written permission of ALER;

d) use of the cellar, the attic space and any other accessory housing exclusively for the purposes for which such spaces are designed, not being allowed to operate such a space to work or at home, or at least changing its intended use;

e) Carry out recreational activities only in the spaces and places reserved for this purpose. Activities are prohibited as well as noisy and disruptive activities that create danger to the safety of tenants. It is also necessary to respect the rest of the neighbors at the arranged time (from 12.30 to 16.30 hours and after 20.00), unless otherwise required by the Regulations of the individual condominium or by self management buildings;

f) Promptly notify to ALER, without delay, all the variations that occur in the family or economic situation, as the entry of new subjects to the house, whose presence was not previously reported in compliance with the provisions of

Regional Regulation n. 4/2017 as amended and in particular in cases of:

- - hospitality (art. 17)
- - expansion of the family unit (art. 18)
- - cohabitation (art. 19)
- - merger of assignee households (art. 20)
- - taking over the assignment (art. 21)
- - user registry (art. 26);

g) Ensure that, after use, water and gas taps are closed. The damages of any kind arising out of negligence will be charged to the conductors by ALER which is exempt from liability in this regard;

h) Allow ALER staff to perform inspections of housing and related appurtenances;

i) to hoist in provided spaces or in bulletin board the notices of common interest of the conductors and should not use any of the concierge as a place for displaying advertising of signs or posters;

j) Ensure the operation and maintenance of the self-contained heating system (where present) by keeping the system booklet up to date, which must be returned to the landlord when the accommodation is vacated; also provide for annual inspections of the system and take care to attach to the booklet the results of these inspections, which will be prepared by the appointed operator. Keep and make available the booklet.

k) To prevent, by appropriate precautions and / or equipment, the formation of condensation and mould that cause unnecessary damage and make unhygienic the use of premises;

l) Comply with the rules of hygiene, urban police, and businesses supplying water, gas and telephone services and in any case of public services;

m) Where the accommodation is served by a lift, the tenant and his family must conform to the Rules posted in the cab and use the same good behaviour. ALER

is released from all liability for damages due to failure to comply with the regulations or the misuse of the lift itself, as well as any suspension due to unforeseen circumstances, such as lack of electricity, or necessity for the maintenance and repair of system. In the case of repeated vandalism, ALER has the right to offset the damage to the conductors per unit of housing served by the installation;

- n) Comply with all rules and customs of use even if not expressly mentioned;
- o) in cases of prolonged absence, notify the property, the trusted person with whom to leave the keys to the rented accommodation;
- p) Place the tenant's last name both on the outside keypad of doorbells and on the nameplates at the entrance to each apartment, on the electricity meters, gas meters and on the mailbox.

Occurrence of damage to the building, its appurtenances, installations, pipes and drains of common use common use, including encumbrances, caused by neglect, vandalism and other malicious or negligence, without it being possible to identify the perpetrator, the landlord may recourse pro rata to all the tenants of the building concerned.

Where existing, the building janitors shall be responsible for the custody and eventual cleaning of the building in accordance with the instructions given by the landlord; the block representatives, if any, may provide for reporting to the landlord particular social statuses or repeated serious failures to comply with the rules of use.

The tenant is particularly obliged to comply with the provisions of (c), (d), (f) (j), the violation of which constitutes serious breach of contract.

3. Restricted Activities

In the building and in public housing units is not allowed:

- a) To shake and beat out of the window towards the street or on the tap-stair cases carpets, mats, blankets, and other similar. This operation is allowed (according to the Regulation of Urban Police) only from the balconies and windows to the courtyard or in appropriately provided spaces;
- b) Install at the windows, balconies and terraces, curtains, drying racks and other equipment, unless prior written authorization of self run assembly or by ALER or condominium;
- c) To deposit in common use areas bicycles, motorcycles, cars, tools, equipment, and bulky material of any kind and even for a short time. Specifically, the parking of vehicles is allowed only in areas in that sector. The ALER is entitled to remove vehicles and other assets deposited in the common parts, charging the cost of removal to the owners thereof, or, if they are not to be identified, to the conductors of the building;
- d) Dispose of in sanitary materials that can clog or damage;
- e) Maintain deposits of smelly substances and flammable, explosive or otherwise dangerous;
- f) Keep deposits of gas (methane, LPG, etc.) in cylinders or other combustible material than the amount strictly necessary for domestic purposes, for use according to current safety standards, if the property is not provided with service network gas;
- g) Leave open gates and entrances in common use;
- h) dispose of garbage and other waste items in the yard, or somewhere nearby in the street;
- i) overload floors, balconies, attics, roofs and all the other rooms;
- j) generally make improper use of the common parts;
- k) to disturb the neighbours with noise and disturbing sounds of any kind;
- l) smoke in the elevator, the stairs, in doorways and in any enclosed public spaces;
- m) deposit on balcony, windows, balconies, terraces, and in common areas,

utensils, tools and any objects, put pots of flowers and plants on the terraces and windows if not properly secured in order to prevent any falls. Watering must be done so as not to cause harm to people, building and property;

n) Keep in the housing, appliances and common areas animals that may cause annoyance or serious damage or constitute hazard. In communal areas animals can not stay and must still be taken, as well as accompaniment, appropriate measures of caution, safety and hygiene. Animal owners are still responsible, pursuant to art. 2052 of the Civil Code, for damages to persons and property;

o) breaking the rules on internal circulation, on parking and washing of vehicles, especially motor vehicles, motorcycles, bicycles must be parked only in the spaces following the rules dictated by ALER or by assembly of self management or condominium;

p) in any way modify the aesthetics of the buildings or make innovations in the building and common areas, without the prior written permission of ALER or other authorities and / or agencies;

q) be planted, pruned, cut or knock down trees, growing vegetables and flowers in public areas without prior authorization of ALER of self management or condominium, subject to the regulations of the competent authorities. The damage will be charged to the responsible, if identified, or if not shared between all conductors;

r) to install, without the prior written permission of ALER, antennas or satellite television, air conditioning equipment or other facilities;

s) for single use parcels, orchard or garden: 5. perform construction or modification on the plot without the express consent of ALER; - use of the plot to deposit vehicles, goods and objects any kind, or lie linens, clothing or else; The conductor, who, for the development of plants or vines, may disturb neighbours or damage to the building, is required by a written request of ALER, to reduce or remove the plantations. No compensation is due from ALER to the conductor for the removal of the plantations of any kind, made in the plot, or

for ornamental work such as fences, flower beds, fountains and so on.



UOG di Pavia

Via G. Parodi n. 35 - 27100 Pavia

Telefono centralino: 0382.5431

Numero Call Center per l'ambito di Pavia e provincia: 800 694 990
sempre attivo dalle 8:00 alle 20:00

Fax: 0382.23017 Sempre utilizzabile per l'invio di corrispondenza.

Posta elettronica : segreteria@alerpavialodi.it; Posta elettronica certificata :
pavia@pec.alerpavialodi.it;

Ufficio di Voghera

Via Salvo d'Acquisto, n.4 - 27058 Voghera (PV) Telefono: 0383.212754 - Fax: 0383.363818

Orario di apertura al pubblico: martedì mattina dalle ore 9:00 alle ore 12:00

Ufficio di Vigevano

c/o Comune Via Madonna degli Angeli, n.29/1 - 27029 Vigevano (PV) Telefono:

0381.299575 Orario di apertura al pubblico: lunedì dalle 9:00 alle 14:00

UOG di Lodi

Via Haussman n.7/11 - 26900 Lodi

Telefono centralino: 0371.45031

Numero Call Center per l'ambito di Lodi e provincia : 800 011 744
sempre attivo dalle 8:00 alle 20:00

Fax: 0371.450349 sempre utilizzabile per l'invio di corrispondenza.

Posta elettronica: urplodi@alerpavialodi.it;

Posta Elettronica Certificata lodi@pec.alerpavialodi.it;