



## **NOTICE FOR THE CREATION OF SPECIFIC LISTS DIVIDED INTO CATEGORIES OF SOCIAL HOUSING FOR THE SUBSEQUENT ALLOCATION OF FLATS FOR RENT IN THE MUNICIPALITY OF GENOA**

### WHEREAS

- S.P.IM. S.p.A. - SOCIETA' PER IL PATRIMONIO IMMOBILIARE, a wholly-owned subsidiary of the Municipality of Genoa, with registered office in Genoa, Via di Francia 1, Tax Code and Registration Number in the Register of Companies of Genoa 08866890158, Economic Administrative Index No. GE - 332837, share capital Euro 102,391,900.00, in the person of its Legal Representative Stefano Franciolini domiciled therein, implements the process of divestment and enhancement of the available historical heritage as well as the promotion and implementation of real estate projects aimed at specific needs of the civic administration and citizens;

### WHEREAS MOREOVER

- Within the framework of the Convention for the allocation and management of moderate-rent accommodation, pursuant to the programme agreement signed by the Liguria Region and the Municipality of Genoa on 19/05/2011, following the Convention stipulated on 27/04/2018 by deed of notary Andrea Fusaro Reg. 425890 coll. 24394 as well as of the Convention entered into on 21/06/2021 by deed of notary Andrea Fusaro Reg. 44300 coll. 25754 between the Municipality of Genoa and S.P.Im. S.p.A., and the sector legislation referred to therein, with co-financing by the Municipality of Genoa, Fi.L.S.E. Spa and the Region of Liguria,
- Having also regard to the Resolution of the Municipal Council No. 52 of 24/09/20 by which the 'Social Housing Residential Programme of Via Porro and Via Campasso' was approved, and the subsequent Convention signed on 30/07/2021 by deed of notary Pietro Biglia di Saronno Reg. 54587 coll. 38770,
- Having further regard to the 'National Innovative Programme for Housing Quality' pursuant to Law 27 December 2019 No. 160 and the Conventions signed between S.P.Im. S.p.A. and the Municipality of Genoa in relation to the housing built thereunder,
- Having regard to the deed of demerger of the company Ri.Genova stipulated on 23/12/2016 by deed of notary Andrea Fusaro Reg. 41848 , coll. 23803, by virtue of which the branch of business relating to the management of buildings mainly for social housing use and non-housing premises for social purposes was transferred to S.P.Im. S.p.A.,

Therefore, it is hereby notified that as from 11 July 2023 and until 31 December 2033 (the period of validity of the lists):

## WE HEREBY ISSUE

the following call for applications for the creation of 6 lists for specific categories of social housing (described in greater detail below) for the subsequent allocation of moderate-rent accommodation in the Municipality of Genoa owned or managed by S.P.Im. S.p.A., which will become available during the period of validity of the lists, and which will be the subject of specific calls for applications, as part of the implementation of the aforementioned Conventions.

It should be noted as of now that said housing will in principle be located in the following neighbourhoods of the Municipality of Genoa, more precisely: Borgoratti, Staglieno, Struppa, Molassana, Manin, Principe, San Teodoro, Sampierdarena, Bolzaneto, Rivarolo, Pontedecimo, Sestri Ponente, Prà, Voltri.

<b>REQUIREMENTS FOR PARTICIPATION IN THE CALL</b>
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Pursuant to the Conventions referred to above, the requirements for participation in the Call for applications are as follows:

**General requirements of the applicant (on the date of participation in the call for applications):**

- a) Be at least 18 years of age on the date of participation in the call for applications;
- b) Possess Italian citizenship or citizenship of a country adhering to the European Union or citizenship of countries not adhering to the European Union, in compliance with current immigration regulations;
- c) Exclusive and main residence, working activity or location of the degree course or postgraduate training course (as regards the category indicated at no. 6 letter B below) in a Municipality belonging to the area of use of the intervention, on the basis of what is established by any Decisions of the Regional Council updating Decision of the Regional Council No. 231/05;
- d) Non-ownership, by all members of the household, of property rights, rights of usufruct, use or dwelling on accommodation suitable to the needs of the household itself, in the territorial area of the Metropolitan City. Accommodation consisting of a number of rooms, excluding accessories (kitchenette, toilets, utility rooms and other accessory rooms), proportional to that of the members of the household according to the characteristics set out in the following table is to be considered adequate. In any case, accommodation that is registered in categories A/1, A/7 and A/9 is considered adequate. On the other hand, accommodation that has been declared condemned by a special order of the mayor or that does not comply with the regulations on the removal of architectural barriers is considered inadequate if a member of the household is disabled.

<b>ADEQUATE OR INADEQUATE ACCOMMODATION</b>							
No. of household members	No. of rooms in the flat (including the kitchen if with dining area)						
	1	2	3	4	5	6	7
1	YES	YES	YES	YES	YES	YES	YES
2	NO	YES	YES	YES	YES	YES	YES
3	NO	NO	YES	YES	YES	YES	YES
4	NO	NO	NO	YES	YES	YES	YES
5	NO	NO	NO	YES	YES	YES	YES
6	NO	NO	NO	NO	YES	YES	YES

7	NO	NO	NO	NO	NO	YES	YES
8	NO	NO	NO	NO	NO	YES	YES
more than 8	NO	NO	NO	NO	NO	YES	YES

NO: Unsuitable housing conditions

YES: Suitable housing conditions

This requirement does not apply to the category indicated below under no. 6 letter B.

e) The economic situation of the household (ISEE), calculated according to the criteria established by *Legislative Decree No. 109 of 31 March 1998*, not exceeding 30,000.00 Euro or 36,000.00 Euro in the case of a single-person household, or as established by any Decisions of the Regional Council updating Decision of the Regional Council No. 231/05.

Please note:

- that the specific notices to be published containing the description of the properties to be allocated, will specify for each housing unit the minimum net income requirement detectable from certain sources (ISEE, income tax declaration or equivalent document), with respect to the rental fee applicable to the same (amount of rental fee + monthly administration expenses, multiplied by 3 times) in addition to the eligibility based on the number of members of the household;

- that for certain housing, in accordance with the provisions of the Conventions mentioned in the introduction, S.P.Im. S.p.A., reserves the right to consider admissible an economic situation of the household (ISEE) up to Euro 32,536.79, or as established by any Decisions of the Regional Council updating Decision of the Regional Council No. 231/05. In such cases, after 4 months have elapsed from the letting of the relevant housing, S.P.Im. S.p.A. may grant the remaining housing to households with an annual income increased by 20%;

- that the single substitute statement for the purposes of the ordinary ISEE certificate must refer to the income situation of the household relating to two years prior to the date of participation in the call, under penalty of exclusion (e.g. participation year 2023 -> ISEE year 2023/ Income referring to 2021) while still valid;

f) that there are no previous assignments in ownership or rental for all the members of the household of publicly subsidised housing or previous subsidised financing in any form granted by the State or public bodies, unless the housing is no longer usable without having given rise to compensation or damages. This requirement does not apply to individuals who are already members of households that have benefited from contributions or financing for the dwelling remaining in the ownership of another member of the original household. This requirement does not apply where the loss of the dwelling has occurred voluntarily and therefore not as a result of administrative or judicial orders to release the dwelling. Specifically, the following **cannot** participate in the call for applications:

- those who have been subject to an administrative decision to annul or forfeit the allocation or an executive order to release the accommodation in the five years preceding the issuing of the notice, starting from the date of release of the accommodation;
- a person who has been found to be squatting illegally in public housing, for as long as that person remains an occupant, i.e. during the five years preceding the issue of the notice, starting from the date of the recovery of the property, whether by forced eviction or by amicable release. After five years from the recovery of the property, the application is admissible on condition that any debt arising from the damage caused during the period of occupation or during the eviction phase has been discharged;

- an unlawful occupant in respect of whom an administrative or judicial order to vacate the dwelling has had to be made or applied for during the period of five years prior to the years preceding the issuance of the notice itself from the date of housing release;

In all cases, including voluntary release, there must not be a debt situation towards the to the landlord arising from the tenancy of the previously occupied public housing.

g) The commitment on the part of the applicant to permanently occupy, as their first home, the accommodation that is the subject of the call for applications by placing their residence there.

## **INDICATION OF SOCIAL HOUSING CATEGORIES AND CONDITIONS RESPONSIBLE FOR SCORE**

It should be noted that:

The term 'household' refers to:

- all the persons present in the registry family status (Art. 3 paragraph 1 of Prime Minister's Decree No. 159/2013);
- the spouse who is not legally separated, even if it does not appear in the family status because, for instance, it has a different residence (Art. 3 paragraph 2 of Prime Minister's Decree No. 159/2013);
- children who are minors (they are part of the household of the parent they live with; Art. 3 paragraph 4 of the aforementioned Prime Minister's Decree);
- children over the age of majority, even if they are not cohabiting, if they are dependent, unmarried and without offspring (Art. 3 paragraph 5 of the aforementioned Prime Minister's Decree);
- persons (**Art. 433 of the Italian Civil Code**) who receive maintenance payments, not resulting from court orders, from the person on whom they are dependent (**Art. 12 paragraph 2 lett. d, Italian Unified Law on Income Tax**);
- parties to a civil partnership or *de facto* cohabitation are also considered family members (to be constituted or declared under National Law No. 76/2016, which provides for the regulation of civil unions and *de facto* cohabitations - see Art.1, Italian Civil Code 36– 67).

- if one or more members aged 18 years or over belonging to a household already allocated housing by S.P.Im. S.p.A. intend to seek separate accommodation, they may submit an application separately from the other members of the household in the manner described in this notice under one of the following conditions:

- a) that there is no delinquency on the part of the household from which the person(s) of age intend(s) to separate;
- b) that the payments related to the arrears repayment plan signed with S.P.Im. S.p.A. are respected.

**The above requirements must be possessed by the applicant and the members of the household, at the date of joining the call as well as at the time of the rental allocation of the accommodation.**

Belonging to the following specific social housing categories of the recipients of the financed housing gives the following score:

**1 Young couples: family units, already constituted on a date not later than the date of allocation of the accommodation by taking up residence there, in which both members are under 35 years of age**

- |   |          |
|---|----------|
| a) young couple without children          | POINTS 2 |
| b) young couple with 1 child              | POINTS 3 |
| c) young couple with 2 children           | POINTS 4 |
| d) young couple with 3 (or more) children | POINTS 5 |

*It should be noted that the existence of a handicap as qualified below for at least one person in the household determines the allocation of the additional points relative to the points attributable according to the category.*

## **2 Single-parent families: households consisting of a parent and one or more children**

- |   |          |
|---|----------|
| a) presence of 1 child, even if not cohabiting but dependent              | POINTS 4 |
| b) presence of 2 (or more) children, even if not cohabiting but dependent | POINTS 5 |

*It should be noted that the existence of a handicap as qualified below for at least one person in the household determines the allocation of the additional points relative to the points attributable according to the category.*

## **3 Large families: households consisting of at least one person over 35 years of age**

- |   |          |
|---|----------|
| a) households with at least 3 children  | POINTS 4 |
| b) households with 4 (or more) children | POINTS 5 |

*It should be noted that the existence of a handicap as qualified below for at least one person in the household determines the allocation of the additional points relative to the points attributable according to the category.*

## **4 Workers belonging to specific categories on duty; the following are defined as belonging to the specific categories:**

- Police Forces: State Police, Local Police, Finance Police, Custodian Corps.
- The National Fire Brigade Corps.
- Armed Forces: Italian Army, Air Force and Navy, Carabinieri Corps.
- Similar categories: Merchant Navy, Security Guards.
- Personal care category: Health Care Workers, Family Care Workers.

- |  |          |
|--|----------|
| a) Single persons  | POINTS 1 |
| b) Couple (of which at least one belongs to the above categories) without children | POINTS 2 |
| c) Couple with 1 child   | POINTS 3 |
| d) Couple with 2 children (or single persons with 1 child)                         | POINTS 4 |
| e) Couple with 3 (or more) children (or single persons with 2 children)            | POINTS 5 |

*It should be noted that the existence of a handicap as qualified below for at least one person in the household determines the allocation of the additional points relative to the points attributable according to the category.*

## **5 Elderly: households in which at least one of the two members is not less than 65 years of age,**

- |  |          |
|--|----------|
| a) Single persons under 65 years of age, without children                          | POINTS 5 |
| b) Household of 2 members of which only 1 is not less than 65 years old and one is |          |

- |   |          |
|---|----------|
| under 18 years of age   | POINTS 6 |
| c) Household of 2 members both aged at least 65   | POINTS 4 |
| d) Household of 2 members of which only 1 is not less than 65 years old and one is aged between 19 and 64 | POINTS 2 |
| e) Household of 3 (or more) members of which at least one is not less than 65 years of age                | POINTS 3 |

*It should be noted that the existence of a handicap as qualified below for at least one person in the household determines the allocation of the additional points relative to the points attributable according to the category.*

#### **6 Single persons under 35 years of age, without children:**

- |  |          |
|--|----------|
| a) Workers   | POINTS 2 |
| b) Students enrolled in a degree course or postgraduate training such as masters, doctorates, specialisations or advanced training, resident outside the Municipality of Genoa | POINTS 3 |
| c) Students enrolled in a degree course or postgraduate training such as masters, doctorates, specialisations or advanced training, resident outside the Region of Liguria     | POINTS 4 |

For points b) and c) above, additional non-cumulative points are taken into account as listed below (which are added to the points already calculated above):

- Students who have not yet reached their 20th birthday POINTS 1
- High-school graduate student with a mark between 91 and 100/100 POINTS 2
- Bachelor's degree students with a mark of at least 100/110 enrolled in a master's degree POINTS 2
- Students in post-graduate training with a Bachelor's or Master's degree with a mark of at least 100/110 POINTS 2

*It should be noted that the existence of a handicap as qualified below for one person in the household determines the allocation of the additional points relative to the points attributable according to the category.*

It should also be noted that the persons referred to in points b) and c) above are not required to take up residence in the accommodation in the event of allocation.

All the categories listed above must be in the income situation below and the final score will be given by the sum of the category score and the specific income situation.

It is also specified that, in order not to preclude the best chance, also in terms of time, of being awarded accommodation, if the household, by type of composition, falls into more than one category, it will be included in each of the relative lists.

#### **Scoring by income situation:**

#### **Households with a specific income situation (documented by ISEE with income in the year 2021):**

1. income less than Euro 12,000.00
  - no household is considered eligible for access to Social Housing.
2. income between Euro 12,000.01 and Euro 30,000.00
  - single-person household POINTS 1

- household consisting of 2 persons POINTS 2
- household consisting of 3 (or more) persons POINTS 3
- 3. income between Euro 30,000.01 and Euro 32,536.79
  - single-person household POINTS 0
  - household consisting of 2 persons POINTS 1
  - household consisting of 3 (or more) persons POINTS 2
- 4. income between Euro 32,536.80 and Euro 36,000.00
  - single-person household POINTS 0
  - household consisting of 2 persons POINTS 0
  - household consisting of 3 (or more) persons POINTS 1
- 5. income between Euro 36,000.01 and Euro 39,044.15
  - any household composition POINTS 0
- 6. income greater than Euro 39,044.16
  - no household is considered eligible for Social Housing.

Please note that before the flat is assigned, a calculation will be made by multiplying the annual rent of the flat plus administration expenses by 3 times. If this sum exceeds the ISEE value declared by the household, the latter will not be considered eligible for housing allocation. The existence of a handicap as qualified below for one person in the household determines the allocation of the additional points relative to the points attributable according to the:

- Handicapped persons are defined as at least one or more members suffering from disabling disabilities or illnesses that result in a severe handicap (Art. 3, par. 3 of Law No. 104 of 5 February 1992), or a percentage of disability certified in accordance with current legislation or by the competent regional health bodies (medium or mild handicap). The additional points awarded depending on the handicap are as follows: POINTS 0.5 (mild handicap); POINTS 1 (medium handicap); POINTS 1.5 (severe handicap).

Housing allocation is preceded by a check on the existence of the requirements for access to moderate-rent accommodation in force at the time of allocation. Should the checks reveal that the requirements are not met, appropriate measures and/or warnings will be taken. If checks on the substitute declaration reveal that the contents are not true, the declarant is excluded from the allocation and reported to the competent authorities, pursuant to Art. 76 of Presidential Decree no. 445/2000. (Decision of the Regional Council, par. 1, No. 4)

### **RENTAL FEE**

Accommodations under this procedure are to be leased at 'moderate rent', as determined in accordance with the applicable sector regulations and the aforementioned Conventions.

### **SCORING:**

The applicant shall specify the existence or non-existence of the elements and requirements indicated in the application, without prejudice to the documentation requirements set forth herein as well as the right of verification by S.P.Im. S.p.A. of the actual existence of the requirements.

On the basis of the elements provided by the applicant and any other elements requested or acquired by S.P.Im. S.p.A., the latter shall attribute to the applicant the score due on the basis of belonging to the above-mentioned categories. This attribution shall be carried out through the use of specific computer calculation certified on the platform accessible at <https://www.spimgenova.it/locazione-social-housing/>.

It is specified that if the household is scored in more than one category, it will be included in all the corresponding lists on the basis of the above computer calculation.

Both the allocation requirements and the conditions are assessable if possessed on the date of publication of the notice itself.

### **APPLICATION FORM**

Under penalty of exclusion, the application to participate in the procedure **must be completed, dated and signed** (if submitted in paper form) in **all its parts, under penalty of ineligibility**, only:

Electronically by registering on the specific platform from the website <https://www.spimgenova.it/locazione-social-housing/>

- a) with confirmation e-mail and receipt

On the specific form distributed at the Offices of S.P.Im. S.p.A. (Via di Francia 1 – Genoa, Matitone 7th Floor) or downloadable from the institutional website of S.P.Im. S.p.A.

<https://www.spimgenova.it/locazione-social-housing/>

- b) a receipt with a protocol number will be issued upon delivery of the completed application. The application must be submitted by telephone appointment.

A legible (valid) photocopy of the applicant's identity document must be attached.

### **SELF-CERTIFICATION**

The applicant must declare, pursuant to Articles 46 and 47 of Presidential Decree 445/2000 and subsequent amendments and additions, the possession of the requirements for participation in this call for applications and the conditions giving rise to points.

The situations relating to the conditions reported, if possessed, are made in self-certification, indicating the details of the document issued (public body issuing the document, date, general protocol number and anything else suitable to find the certification issued).

Specifically, self-certification must be produced:

- a) **if the applicant is a foreign citizen:**
- pursuant to Article 40, paragraph 6 of the Consolidated Act approved with Legislative Decree No. 286 of 25 July 1998, modified by Law No. 189/2002, **coming from a country that is NOT a member of the European Union**, it must attach a copy of the EC residence permit for long-term residents (ex residence card for foreign citizens) or a copy of the residence permit for at least two years and proof of regular employment or self-employment or a copy of the residence permit for subsidiary protection in accordance with Legislative Decree No. 251/2007;
- b) **if, on the other hand, the applicant does not reside in the Municipality of Genoa and is intended to work in new production sites:**
- Employer's declaration or suitable substitute documentation proving that they carry out or begin to carry out exclusive or main work activities in the Municipality of Genoa or in a Municipality in the catchment area in accordance with the provisions of any Decisions of the Regional Council updating Decision of the Regional Council No. 231/05.

Joining and remaining on the list will be possible until its scheduled expiry date of 31/12/2033.



**S.P.Im. S.p.A. reserves the right to postpone the expiry date of the list or to create new lists on the basis of specific company needs; all persons in the list will be notified of such eventualities.**

## **FORMATION OF LISTS AND THEIR PUBLICATION**

S.P.Im. S.p.A.

- verifies the completeness and regularity of the application and related attachments submitted by the deadline of the call for applications;
- requests, by registered letter/certified e-mail, which must be acknowledged within 5 days of receipt, any additions or clarifications it deems necessary for the purposes of assessing the applications received;
- assigns - by online tools - the scores applicable to each application received;
  
- forms the list, which is published on <https://www.spimgenova.it/locazione-social-housing/>

Please note that, in the event of a tied score, the position in the list will be determined by priority of entry;

- verifies, at the time of housing allocation, also through the Social Housing Agency of the Municipality of Genoa, the situations and requirements declared and self-certified by applicants.

The person in charge of the procedure for the formation of the list is Stefano Franciolini.

## **ANNOUNCEMENTS TO PARTICIPANTS**

Any communications relating to this notice shall be made known through the specific dedicated IT platform published on the institutional website of S.P.Im. S.p.A.

<https://www.spimgenova.it/locazione-social-housing/> as notification for all purposes pursuant to Article 32 of Law 69/2009.

**No personal communication shall therefore be sent, without prejudice to any appropriate assessment by S.P.Im. S.p.A.**

In any case, it is the responsibility of the applicant to update the platform by entering any changes of domicile and personal e-mail for any communications regarding the processing of the application, the outcome of the application and the invitation to appear at the offices for the verification of the requirements and scoring conditions when submitting the application and at the time of allocation.

## **PROCEDURES FOR HOUSING ALLOCATION**

1. Inclusion in the list referred to in this notice is a prerequisite for the allocation to rent housing owned or managed by S.P.Im. S.p.A., but does not in any way guarantee the allocation of a flat to the person included.

2. Each time S.P.Im. S.p.A. intends to concretely proceed with the rental allocation of one or more dwellings related to the aforesaid Conventions, it shall publish a separate notice specifying the characteristics of the flats to be rented and the criteria that shall be applied by S.P.Im.

S.p.A. for the allocation of the premises. In particular, the housing assignees will be selected on the basis of the provisions of the specific notices from among the names already included in the list referred to in this procedure and those who will also subsequently enrol in the same according to the

terms and procedures that will be indicated in the notice relating to the housing to be allocated.

S.P.Im. S.P.Im. S.p.A. may reserve the allocation of one or more dwellings to certain specific categories of persons included in this list, according to the procedures and criteria that will be indicated in the notices of housing allocation.

S.P.Im. S.p.A. will allocate housing according to the order resulting from the final list, without prejudice to what is specified below as well as to what is set forth in the specific notice regarding the allocation of the housing concerned.

In the event that the accommodation becomes available due to withdrawal of the tenant or termination of the agreement, S.P.Im. S.p.A. will communicate this circumstance to the Social Housing Agency of the Municipality of Genoa, which, within 60 days, may indicate to S.P.Im. S.p.A. the names, included in its list, of eligible persons in possession of the requirements as per Decision of the Regional Council No. 948 of 05/08/2010. After this deadline S.P.Im. S.p.A. will proceed directly, using the list referred to in this notice.

**Housing allocation is preceded by the verification of the maintenance of the requirements for access established in the procedure by this public notice as well as of the terms and conditions set forth in the specific notice relating to the available housing. If these checks reveal that the requirements have been lost, S.P.Im. S.p.A. shall cancel the position of the participant who has been placed in the final list.**

**It should be noted as of now that following 2 refusals to enter into a lease agreement following allocation, the assignee will be removed from the list in question and will not be able to apply again for inclusion in the list until 36 months have elapsed.**

#### **VISITS TO THE ALLOCATED HOUSING:**

Following the allocation, upon the positive outcome of the verification of the requirements, prior to the signing of the lease agreement, S.P.Im. S.p.A. shall notify the assignee of the date and time for the visit to the allocated housing.

The assignee, following the aforementioned visit and in accordance with the procedures detailed below, shall sign the lease agreement with effect from the first day of the following month or shall renounce the proposed allocation.

The assignees, prior to housing delivery, must present themselves at the offices of S.P.Im. S.p.A. on the day indicated by registered letter or other form of notification, to sign the lease agreement. Following the signing of the lease agreement, S.P.Im. S.P.Im. S.p.A. shall proceed to deliver the housing to the person concerned or to a person delegated by them in the event of major impediment.

S.P.Im. S.p.A. identifies the tenants of the housing according to the order resulting from the final list.

S.P.Im. S.p.A. shall proceed *ex officio* to the exclusion of applicants who are found not to meet the requirements of this notice.

Please also note that S.P.Im. S.p.A., in its unquestionable judgement, reserves the right to exclude applicants who are found to be insolvent in relation to public and private subjects and bodies providing services in relation to the management of previous housing.

Applicants in an eligible position in the list, before delivery of the housing, must present themselves at the offices of S.P.Im. S.p.A., on the day and at the time indicated by registered letter, to sign the lease agreement and pay the deposit, set in the amount of two months' rental fee; in the event of failure to appear, except in the case of a justified impediment, the applicants forfeit their right. Lease agreements are stipulated pursuant to Article 2, paragraph 3 of Law 431/98, for a duration of 3 years + 2, except for

persons belonging to the category referred to in number 6, letter B and C above, for whom a temporary agreement will be stipulated pursuant to Article 5, paragraphs 2 and 3 of Law No. 431/98.

At the expiry of the lease agreement, should the assignee have lost the requisites that had determined the allocation of the housing in its favour, S.P.Im. S.p.A. shall have the right to proceed in any case with a further renewal of 3 years + 2 of the agreement, subject to the adjustment of the rental fee according to Istat values. At the end of the renewal period, if the assignee is found to be lacking the requisites possessed during the assignment phase, it will not be possible to proceed with further renewals and the accommodation must be released.

### ***Regional Guarantee Fund - Lease Section, as per Decision of the Regional Council No. 1754 of 18/12/2009***

S.P.Im. S.p.A., as the owner of a social housing project within the framework of a programme realised with the direct contribution of the Region and the State and in implementation of a specific Programme Agreement in which the municipal administration participates, has the right to request F.I.L.S.E., the entity managing the Guarantee Fund - Lease Section, to issue a surety in its favour as the beneficiary landlord, and in the interest of the tenant, to guarantee the payment of rent up to a maximum amount of 12 monthly instalments of rent.

In this case, the tenant is obliged to sign, together with the lease agreement, the declaration as per Annex 3 of Decision of the Regional Council No. 298/2010, in which it declares that it is aware that it may be required by F.I.L.S.E. to pay the sums disbursed to S.P.Im. S.p.A. in case of arrearage.

#### **OBLIGATIONS AND SANCTIONS**

1. S.P.Im. S.p.A. may carry out appropriate checks to ascertain the truthfulness of the declarations received. In the event that false declarations are found, the declarant shall be forfeited from the list, with the consequent legal measures.
2. Housing assignees are obliged to provide S.P.Im. S.p.A. the personal data and income data of all the members of the applicant household.

#### **PUBLICATION OF THE NOTICE**

This Notice will be published both on the website of S.P.Im. S.p.A. <https://www.spimgenova.it/locazione-social-housing/> on the Municipality of Genoa's notice board and its website [www.comune.genova.it](http://www.comune.genova.it). It will also be forwarded for publication to the Region of Liguria, the municipalities of the entire catchment area 'H' and the Prefecture of Genoa.

Genoa, 11/07/2023

## Information pursuant to Art. 13 EU Regulation 2016/679

The personal data you provide when registering to take part in the call for applications for the formation of a list for the subsequent assignment of housing that will become available in the municipality of Genoa for social housing (hereinafter referred to as 'the List' for brevity), will be processed, including by means of computer and electronic tools, by S.P.Im. S.p.A., P. IVA 03288300100, with registered office in Genoa, Via di Francia 1, in the person of its legal representative *pro tempore* (hereinafter referred to as 'the Controller' or 'the Company' for brevity).

### Data Controller

The data controller of your personal data is S.P.Im. S.p.A., P. IVA 03288300100, with registered office in Genoa, Via di Francia 1, in the person of its legal representative *pro tempore*.

### Contact details of the Data Protection Officer

The Data Protection Officer may be contacted by writing to the e-mail address [privacy@spimgenova.it](mailto:privacy@spimgenova.it) or by writing by regular mail to the Company's head office.

### Categories of personal data

The following personal data may be subject to processing in summary but not exhaustive form:

- data for creating your account (user name and password);
- personal details;
- contact data (landline, mobile phone number and e-mail address);
- tax code;
- copy of identity document;
- citizenship data;
- declarations relating to the non-existence of administrative orders of annulment or forfeiture of the assignment or administrative or judicial orders to release the accommodation;
- data on employment status (student, PhD student, researcher, worker) and income bracket;
- data relating to the composition of the household and family status;
- data relating to your state of health and that of your family members with regard to the presence of disabilities and related levels of disability.

Following your registration, you will also be asked to fill in a subsequent form with personal data, including health data (possible degree of disability), of members of your household or other persons living with you.

In the event that the aforementioned form is used to request the personal data of persons of full age, they will be provided with specific information notice and asked for their consent. In the event that data relating to minors under your parental responsibility are requested, this information notice shall be deemed to be addressed to them as well, but to you in your capacity as the one exercising parental responsibility. It will therefore be you, in that capacity, who will be responsible for issuing the relevant consent, on their behalf, as provided for in the remainder of this notice.

With regard to the above, in this information notice the term 'personal data' shall refer indistinctly to your personal data and/or those of the child under your parental responsibility and entered by you in the relevant form.

### **Purpose of processing**

Personal data will be processed by the Controller for the following purposes:

- I. to enable you to participate in the call for applications for the formation of the List;
- II. to proceed with the formation of the List;
- III. to verify that you meet the requirements for participation in the call for applications;
- IV. to send you communications regarding the completeness and regularity of the application;
- V. to proceed with the legal obligations to which the Company is bound.

### **Legal basis**

The legal basis for the processing of personal data for the purposes set forth in points I, II, III and IV above is the adoption of pre-contractual measures (participation in the call for applications to form the List).

The legal basis for the processing of personal data for the purpose set forth in point V above is the fulfilment by the Controller of its legal obligations.

If, where required, you provide personal data defined as special (e.g. health-related data such as the degree of your or a person under your parental responsibility's disability), the legal basis for processing this category of data will be your consent.

### **Obligatory provision of personal data**

The provision of personal data is necessary in order for you to take part in the call for applications for the subsequent formation of the List. Consequently, failure to submit personal data will make it impossible for you to participate in the call for applications.

### **Parties to whom your data may be communicated**

Personal data may be disclosed to:

- Public bodies;
- The consultants used by the Company in the context of the call for applications.

Furthermore, the company in charge of the support and maintenance of the online platform that manages the formation of the List, which acts as 'Data Processor' on behalf of the Data

Controller, may have access to the personal data.

The data may also be accessed by employees of the Company, defined as data processors, if the task of such employees so requires. Each processor is specifically identified, authorised and trained, and acts on the basis of specific instructions provided by the Company as to the purposes and methods of processing and the security measures to be adopted for the protection of personal data.

### **Formation of the List**

Each of the requirements set out in the call for applications, which you will enter in the relevant forms, corresponds to a score, the arithmetic sum of which will give your application an overall score and thus your level in the List. The individual scores are given in the call for applications. The overall score is awarded automatically by an algorithm that adds up. You may, at any time, verify your place in the List by accessing your personal page where your position in relation to the other participants is shown, without each participant being able to view the name and position of the others, and thus directly verify the correctness of the score attributed to you. In addition, you may always request the human intervention of an operator of the Controller to verify the correctness of the score given by contacting the Controller at the contact details given in this notice.

### **Rectification of data**

Without prejudice to the exercise of your right to have your data rectified, as set out in the paragraph below entitled 'Exercise of Rights', you may, at any time, rectify the personal data you have entered in the forms by accessing your personal area. The system will then update your score in real time accordingly.

### **Period of data retention**

The personal data processed for the purpose of preparing the list (points I, II, III, IV and V of the purposes) will be kept for the duration of 5 years from the next, possible, phase of assigning the accommodation, in order to allow the Controller any checks in the event of appeals against the list by other participants. In the event of non-allocation of accommodation, personal data will be kept for the entire duration of the call for applications (10 years).

Personal data processed in order to allow the Controller to fulfil the legal obligations to which it is subject, will be kept for the terms established by law.

### **Exercise of your rights**

The Controller informs you that you have the right, within the limits prescribed by Regulation 2016/679, to:

- obtain data and information on the processing, in particular in relation to the type of personal data processed, the purposes for which the personal data are processed, the period of processing and the persons to whom the data are communicated (so-called **right of access**);

- obtain the rectification or integration of inaccurate personal data concerning you (so-called **right of rectification**);
- obtain the deletion of personal data concerning you in the following cases: (i) the personal data are no longer necessary for the purposes for which they were collected; (ii) you have withdrawn your consent to the processing of personal data, if they are processed on the basis of such consent; (iii) you have objected to the processing of personal data concerning you if they are not processed for a legitimate interest of the Controller; (iv) the processing of personal data does not comply with the law. However, the retention of your personal data by the Controller is lawful if it is necessary to enable the Controller to comply with a legal obligation or to establish, exercise or defend a right in a court of law (the so-called **right of deletion**);
- have personal data concerning you only retained without any other use of them in the following cases: (i) you contest the accuracy of the personal data, for the period necessary to allow the Controller to verify the accuracy of such personal data; (ii) the processing of the personal data is unlawful and you object, however, to the deletion of the personal data by the Controller (iii) the personal data are necessary for the establishment, exercise or defence of legal claims; (iv) you object to the processing and are awaiting verification as to whether the Controller's legitimate reasons for processing prevail over yours (so-called **right of restriction**);
- object at any time to the processing of data and in particular to the processing of data processed for direct marketing purposes, including in relation to services identical to those already provided by the Data Controller, and for profiling purposes (so-called **right of objection**);
- receive in a commonly used, machine-readable and interoperable format the personal data concerning you, if they are processed pursuant to a contract or on the basis of your consent, and/or request to transmit the data to another data controller, if feasible (so called **right to portability**).
- If the processing is based on your consent, you shall have the right to withdraw your consent at any time. Withdrawal of consent shall not affect the lawfulness of the processing based on the consent before the withdrawal.

The aforementioned rights may be exercised upon request to be sent to the dedicated e-mail address [privacy@spimgenova.it](mailto:privacy@spimgenova.it) or by writing, by ordinary mail, to **S.P.Im. S.p.A.**, Via di Francia 1- 16149 – Genoa.

You also have the right not to be subjected to a decision based solely on automated processing, including profiling, which produces legal effects concerning you or significantly affects you in a similar way.

### **Right to complain**

If you believe that the processing of your personal data carried out by the Controller is in breach of the provisions of EU Regulation 2016/679, you have the right to lodge a complaint with the Office of the Data Protection Authority, as provided for in Art. 77 of EU Regulation 2016/679 (by e-mail, at [garante@gpdp.it](mailto:garante@gpdp.it), or by mail, to the Authority for the protection of personal data, which is located in Rome (Italy), Piazza Venezia 11 Building B, postcode 00187), or to take legal action in the appropriate courts, as provided for in art. 79 of the EU Regulation 2016/679.

I declare that I have read and received a copy of the above information notice

First and last name \_\_\_\_\_

Date and signature \_\_\_\_\_





To be completed online.  
<https://housing.spimgenova.it/>

**\*\*Fill out the form in paper format only if you have difficulty completing the online version.**

**NOTICE FOR THE CREATION OF SPECIFIC LISTS DIVIDED INTO CATEGORIES OF SOCIAL HOUSING FOR THE SUBSEQUENT ALLOCATION OF FLATS FOR RENT IN THE MUNICIPALITY OF GENOA**

**APPLICATION FOR PARTICIPATION: APPLICATION FORM FOR ASSEST TO THE RANKING LIST**

Surname	I DECLARE THAT:
Name	<input type="checkbox"/> I am at least 18 years of age on the date of participation in the call for applications
Place of birth	<input type="checkbox"/> I Possess Italian citizenship or citizenship of a country adhering to the European Union or citizenship of countries not adhering to the European Union, in compliance with current immigration regulations
Date of birth	<input type="checkbox"/> To have residence or workplace or the location of the degree course in the province of Genoa.
Tax code	<input type="checkbox"/> Adhere to the property requirements
Residence address	<input type="checkbox"/> The economic situation of the household (ISEE, ISEEU, income tax declaration or equivalent document), not exceeds 39.004,15 Euro and is not inferior to Euro 12,000.00 per year. For students the economic situation is the economic situation of the household (ISEE or ISEEU, income tax declaration or equivalent document).
Contact address	<input type="checkbox"/> I declare that I have read the above information notice
Phone number	<input type="checkbox"/> I declare to have read the lease notice attached hereto
Email	PEC
Number of members of the household:	

Having read the information on the processing of personal data, concerning the processing of personal data related to my health, or that of the minor under my parental responsibility.

Yes

No

**No.of household members**

Surname	Name	Date of birth	Age	Role in the household <sup>(1)</sup>	Disability	Law enforcement <sup>(2)</sup>	Employment

- 1) Specify disability as per ISEE (Mild corresponds to 0.50 in the ranking, Moderate 1 point, and Severe 1.5 points).
- (2) Specify if the person belongs to specific categories among those listed. Otherwise, leave it unchanged

- 1. State Police
- 2. Local Police
- 3. Financial Guard Corps
- 4. Corps of Custody Agents
- 5. National Fire Corps
- 6. Italian Army
- 7. Italian Air Force
- 8. Italian Navy
- 9. Carabinieri Corps
- 10. Merchant Navy
- 11. Other law enforcement agencies
- 12. Private Security Guards
- 13. Healthcare Operators
- 14. Family Collaborators

**Specify the annual income situation of the entire family unit:**

€ \_\_\_\_\_