

1) What do I need to have to participate in the Notice?

- Resident and/or worker for at least 3 years in the Emilia Romagna Region;
- You must be a resident or worker in the Municipality of Parma from the date of publication of the Notice;
- You must not have an ISEE with a value exceeding €17,428.46 and movable assets exceeding €35,560.00;
- You must not own more than 50% of a residential property even if it is located abroad.
- Valid identification document or similar documentation (e.g. residence permit/permesso di soggiorno).
- Active personal SPID credentials
- N. 1 marca da bollo (revenue stamp) of € 16,00
- Suitable documentation proving the requirements set out in the notice in digital format

2) In which cases is the application considered inadmissible?

- For illegal occupants of ERP accommodation, as well as those who have released the illegally occupied accommodation, for a period of 10 years from the date of its release
- For those who have been affected by a disqualification from ERP allocation for a period of 2 years from the pronouncement of the disqualification and, in cases of non-payment of rent, as long as this condition remains.
- For those who already have a definitive ERP accommodation assignment contract;

3) How can I apply and who can support me in the compilation?

- The application can only be submitted on the WEB PLATFORM via SPID at **www.aziendacasapr.it**
- You can also go to the tenants' trade unions (mentioned in the public notice) for assistance in filling in the form:
 - o SUNIA APU Parma - Via Pozzuolo del Friuli, 13
 - o SICET Parma - Via G. Lanfranco, 21
 - o UNIAT Parma - Via F. Bernini, 5/a
 - o ASSOCASA Parma - Via G. Borghesi, 16
 - o CONFCONSUMATORI-APIA Parma - Via G. Mazzini, 43

4) Where can I go to get information?

During the opening period of the Notice/Call, it will be possible to have information through a dedicated telephone number: **0521-215.215** and it will be possible to send an email to **bando.erp@comune.parma.it**.

In addition, it is possible to consult the **institutional websites** of the Municipality of Parma in the "Politiche Abitative" section (www.comune.parma.it) and of ACER Parma (www.aziendacasapr.it) where it is also possible to download all the documentation related to the Notice.

The following **counters** will also be available for information:

- Comune di Parma - Sportello Multifunzionale Casa - Viale Vittorio Bottego, 2/A;
- ACER Parma - Vicolo Grossardi, 16/A.

5) *How much time do I have to apply?*

From 12:00 noon on 18/03/2024 to 12:00 noon on 29/04/2024; thereafter, the WEB-Platform will no longer allow the submission of further applications.

6) *How can I pay the € 16.00 marca da bollo (revenue stamp)?*

It is mandatory to attach to the application the appropriate "Attestato pagamento marca da bollo" via:

- Digital receipt of online payment made through the Payment Portal of the Municipality of Parma (<https://pagopa.comune.parma.it>) by selecting "Settore Politiche" and then the service "Marca da bollo per Servizi Politiche Abitative" or other online service of the Agenzia delle Entrate;

or

- Scanning of the "Modello dichiarazione sostitutiva per marca da bollo" (attached to the Call) on which the stamp purchased in the appropriate shops has been affixed;

7) *How will I know if my application has been correctly submitted?*

The WEB PLATFORM will notify you of the operation's success by sending a receipt to the email address provided in the application.

8) *I am a Public Housing Contract (ERP) holder, can I apply?*

- NO, except for ERP contracts relating to temporary assignments.

9) *Who can apply for members of the household of a permanent Public Housing Contractor (ERP)?*

- Applications may be submitted by adults of the assignee household who wish to leave it to form an autonomous one (e.g. adult children of assignee parents, etc.).

10) *I am the holder of a Social Residential Housing (ERS) contract, can I apply?*

- YES, provided they meet the requirements of the ERP Call.

11) *I am a foreign citizen, can I apply??*

- YES, if You fulfil the requirements set out in the Call and of:
 - international protection status;
 - EU long-term residence permit (permesso di soggiorno UE per soggiornanti di lungo periodo);
 - residence permit for at least two years and who is necessarily engaged in regular employment or self-employment.

12) *I participated in the Call, when will I have accommodation?*

- The mere fact of having participated in the Notice for applications does not result in the automatic allocation of accommodation.
- When the call for applications closes, the final ranking list will be published (by August 2024), and only those participants deemed eligible will be assigned a score, which will determine their position in the ranking list.
- The allocation will depend on the position in the ranking list and on the availability of housing that matches the applicant household.

13) *I applied in the previous call for applications and I am in the ranking list, do I have to reapply?*

- YES, provided they meet the requirements of the new call for applications. The previous ranking list will be completely replaced by the new one.

14) *After 2024, will it be possible to make a new application or update the application already submitted?*

- The general tender lasts for 4 years and there will be a tender update issued each year.