



Comune di Parma

Housing Policy Sector

## **NOTICE OF GENERAL COMPETITION FOR THE RENTAL ASSIGNMENT OF PUBLIC RESIDENTIAL HOUSING**

*(pursuant to the ERP Municipal Regulation approved with CC Resolution no. 65 of 10/23/2023)*

Pursuant to and for the purposes of the "Regulations for the assignment of Public Residential Housing, mobility and permanence in them", in implementation of Regional Law no. 24 of 8 August 2001, as amended and supplemented, and the Resolution of the Regional Legislative Assembly of 6 June 2018, no. 154, (hereinafter referred to as the "ERP Regulations"), approved by Municipal Council Resolution no. 65 of 23/10/2023, and in implementation of Managerial Determination no. .... the Notice of General Competition is called for the assignment for rent of Public Residential Housing (hereinafter referred to as "ERP") located in the Municipality of Parma, with a duration of no. 4 years.

Interested parties, who fulfil the requirements and conditions established by this Notice, may submit their application exclusively through SPID on ACER Parma's WEB PLATFORM, by accessing the website: [www.aziendacasapr.it](http://www.aziendacasapr.it), from 12:00 noon on MONDAY 18 March 2024 until 12:00 noon on MONDAY 29 April 2024, according to the procedures contained in this Notice.

### **Art. 1 - REQUIREMENTS FOR PARTICIPATION**

The application for access may be presented by any **citizen over the age of 18** for himself and his household who fulfil the prescribed ERP access requirements.

The following requirements must be met at the time the application is presented and must continue to be met until the time of allocation.

#### **A) ITALIAN CITIZENSHIP OR OTHER CONDITION EQUIVALENT TO IT, PROVIDED BY THE CURRENT LEGISLATION (to be referred to the applicant who submits the application).**

This requirement relates to the possession of **at least one** of the following statuses:

- a.1) Italian citizen;
- a.2) a citizen of an EU Member State;
- a.3) a family member of a citizen of the European Union who is not a national of a Member State and is a legal resident, as per art. 19 of Legislative Decree no. 30 of 6 February 2007;
- a.4) holder of international protection, referred to in Art. 2 of Legislative Decree no. 251 of 19 November 2007, as amended;
- a.5) foreign national who holds an EU long-term stay permit (permesso di soggiorno di lungo periodo UE);
- a.6) a legally residing foreign citizen in possession of a stay permit for at least two years and who is regularly employed or self-employed.

## **B) RESIDENCE OR PLACE OF WORK** (to be referred to the applicant who submits the application)

An applicant who meets **both** of the following conditions may apply for the assignment:

- b.1) has a registered residence or stable and exclusive or main work activity in the regional territorial area for at least 3 years
- b.2) has a registered residence or carries out stable and exclusive or main work activity in the Municipality of Parma;

For applicants registered at AIRE, please refer to the regional regulations in force.

## **C) LIMITS TO THE OWNERSHIP OF REAL ESTATE RIGHTS** (requirement for the entire applicant household)

- c.1) The members of the eligible household must not hold, overall, a share greater than 50% of ownership, usufruct or residence rights on the same accommodation, wherever located and suited to the needs of the family unit pursuant to the Ministerial Decree. July 5, 1975.

It does not preclude the assignment and permanence of ERP housing:

- the ownership of the above-mentioned rights, if the accommodation on which the right is claimed is uninhabitable according to the certificate issued by the Municipality. The owner of the accommodation that has been declared uninhabitable is obliged to promptly inform the Municipality of the restoration of the accommodation;
- bare ownership of a housing, even 100%
- the right of ownership over an accommodation subject to foreclosure proceedings, starting from the date of notification of the provision for the release of the accommodation issued by the Execution Judge pursuant to art. 560, paragraph 3, c.p.c.;
- the right of ownership over the accommodation assigned to the spouse as a result of a judicial separation sentence or an approved agreement in the event of consensual separation or on the basis of another agreement in accordance with current legislation on the matter. In case of termination of cohabitation referred to in Law no. 76 of 2016, or more uxorio cohabitation (common law partners), the right of ownership over an accommodation does not preclude access to the ERP accommodation if the owned accommodation remains at the disposal of the former cohabitant and this results at least from an authenticated private agreement between the parties.

## **D) ABSENCE OF PREVIOUS ASSIGNMENT OR GRANTS** (requirement for the entire applicant household)

- d.1) The members of the eligible group must not have had previous assignments of ERP accommodation which were followed by redemption or purchase pursuant to law no. 513/1977 or Law no. 560/1993 or other provisions regarding transfer at a subsidized price, provided that the accommodation has not perished without giving rise to compensation for damage.
- d.2) The members of the eligible group must not have had previous subsidized financing in any form granted by the State or other public bodies for the purpose of building or purchasing accommodation, provided that the accommodation has not perished without giving rise to compensation of the damage.

In both cases (d.1) and (d.2), the owner of the dwelling declared unfit for occupancy must promptly notify the municipality that the housing has been restored to its original state.

## **E) INCOME FOR ACCESS** (requirement for the entire applicant household)

The income limit for access is calculated on the basis of the ISEE (Equivalent Economic Situation Indicator), either ordinary or current, and the household's assets.

In order to access the ERP, **both** of the following values must be met, as exceeding only one of the two limits is sufficient to preclude access to the Tender:

- The applicant household's valid ISEE value, calculated in accordance with Prime Ministerial Decree 159/2013, must not exceed Euro **17,428.46**.
- The **movable assets** of the applicant household, must not exceed Euro **35,560.00**.  
In order to verify the respect of this value must be applied to the movable assets reported in the ISEE attestation, gross of the deductibles under P.C.D. 159/2013, the equivalence scale provided for by the same legislation.

## **Art. 2 - INADMISSIBILITY OF THE APPLICATION**

Pursuant to the regulations in force, the following **may not participate** in tenders for the assignment of ERP housing

- a) the **illegal occupants** of the aforementioned accommodation, as well as those who have released the illegally occupied accommodation, for a period of 10 years from the date of its release;
- b) cases of disqualification from assignment that entail the prohibition to apply for the assignment of E.R.P. housing, for a period of 2 years from the pronouncement of the disqualification itself and, in cases of default in the payment of rent, for as long as this condition persists.
- c) already be the holder of a definitive lease of ERP accommodation in the Municipality of Parma;

## **Art. 3 - CONDITIONS FOR THE ATTRIBUTION OF POINTS**

For the formation of the ranking list, points are awarded in relation to the following objective and subjective conditions.

### **❖ OBJECTIVE CONDITIONS**

*The conditions must remain in place until assignment. The declared conditions must not change until the allocation of the accommodation, otherwise the score will be recalculated.*

### **A) CONDITIONS RELATING TO HOUSING PROBLEMS**

Situation of severe housing hardship, due to the incidence of one of the following conditions:

#### **A-1) Accommodation in spaces improperly used for habitation**

##### **2 Points**

Applicant household living, for at least 12 months from the date of publication of the Notice, in spaces that unequivocally have a destination other than housing and/or lack the minimum structural and functional elements to reasonably qualify them as housing (e.g. cellar, garage, mobile structures).

#### **A-2) Accommodation in temporarily provided spaces**

##### **6 Points**

Applicant household living in temporary accommodation, also following eviction, provided by the Social Service of the municipality, or in support facilities agreed with the municipality (e.g. community, residences, ERS accommodation, first reception accommodation included in special projects promoted by the municipality, etc).

#### **A-3) Eviction orders**

##### **6 Points**

Applicant households living in accommodation to be released or with precarious accommodation, appropriately documented by the applicant or assessed by the Municipality and/or the AUSL Health Service following an executive eviction order for finished tenancy, a judicial conciliation report, an eviction order, a separation order approved by the Court, or a final judgement, with release of the accommodation.

The enforceable eviction order must not have been issued for breach of contract, except in cases of morosità incolpevole (non culpable unpaid dues). The score is attributable only to the holder of the enforceable release order.

#### **A-4) New lease or temporary accommodation following eviction orders**

##### **4 Points**

Applicant household in possession of a new, duly registered rental contract or self-contained temporary accommodation following an eviction order. The enforcement order must not be more than 36 months prior to the date of the new contract and the date of publication of the notice. The rent must have an incidence on the ISE greater than or equal to 50%.

In the case of self-founded temporary accommodation this must be duly proven and verified during the preliminary investigation phase.

##### **NOTES:**

Conditions A-1), A-2), A-3), A-4) are not cumulative.

#### **B) CONDITIONS RELATING TO ECONOMIC HARDSHIP**

Situation of family economic hardship, due to the incidence of one of the following conditions:

##### **B-1) Low ISEE**

##### **3 Points**

Applicant group with ISEE situation included within the maximum limit of €7,500.00

##### **B-2) Incidence of rent on ISE value (25% - 40%)**

##### **3 Points**

Applicant household living in accommodation, with a duly registered lease, whose total rent, net of additional charges, affects 25% or more and up to 40% of the ISE value.

##### **B-3) Incidence of rent on ISE value (over 40%)**

##### **5 Points**

Applicant household living in accommodation, with a duly registered lease, whose total rent, net of additional charges, accounts for more than 40% of the ISE value.

##### **B-4) Low energy efficiency building**

##### **1 Point**

Applicant household living in accommodation with energy classification G (particularly energy-consuming buildings).

##### **NOTES:**

- The score under B-1), B-2) and B-3) will not be awarded in the presence of ISEE = 0, with the exception of recipients of income exempt for IRPEF purposes;
- The score under B-2) and B-3):
  - will be attributed only upon verification of the regular registration of the relevant contract, based on the declared rent, which in any case cannot exceed €800 per month;
  - will be assessed on the basis of any public rental support received by the applicant;
  - is awarded for the maximum period of 12 months preceding the publication of the tender (March 2023 - February 2024);

- Institutional housing formulas to support the household or alternative projects while waiting for housing, with similar traceability, are equivalent to a regular rental contract.

#### ❖ **SUBJECTIVE CONDITIONS**

*The conditions must remain in place until assignment. The declared conditions must not change until the assignment of the accommodation, otherwise the score will be recalculated.*

### **C) COMPOSITION OF THE APPLICANT'S HOUSEHOLD**

Situation of complexity of the household, due to the incidence of one of the following conditions:

#### **C-1) Housing assignment priority < 40 sqm**

##### **6 Points**

Households consisting of 1 or 2 persons willing to accept accommodation with a surface area of up to 40 square metres. The existence of this condition allows access to the Special Ranking C1.

The household consisting of 1 person under the age of 36 is granted an additional score of 1 point.

#### **C-2 a) Household composed exclusively of elderly people (70-74 years old)**

##### **2 Points**

Multi-person households, all aged between 70 and 74, even if they have minors and/or disabled adults as dependents. The members of the applicant household must have had the same residence for more than 2 years from the date of application.

#### **C-2 b) Household composed exclusively of elderly people (over 75 years old):**

##### **3 Points**

Multi-person households all aged 75 years and over, even if they have minors and/or disabled adults as dependents. The members of the applicant household must have had the same residence for more than 2 years from the date of submission of the application.

#### **C-2 c) Household with elderly people (over 80 years old)**

##### **2 Points**

Multi-person households with at least one member aged 80 or over at the date of application. The members of the applicant household must have had the same residence for more than 2 years from the date of application.

#### **C-2 d) Household consisting of a single elderly person (over 70 years)**

##### **3 Points**

Single-person households (family status) aged 70 and over.

#### **C-2 e) Household with people with a disability of more than 2/3**

##### **3 Points**

The presence in the applicant's household of one or more people with a certified permanent decrease in working capacity of 2/3 or more and less than 100% (disability from 67% to 99%).

#### **C-2 f) Household with people with disabilities, dependent or minors with persistent difficulties**

##### **4 Points**

The presence in the applicant household of one or more people with:

- certification of a permanent decrease in working capacity of 100%;
- "non-self-sufficiency" recognised pursuant to the regulations in force;

in the case of minors in possession of certification regarding persistent difficulties in performing the tasks and functions proper to their age as recognised by the regulations in force are awarded

**5 Points** are awarded in the event of the presence in the household of members in possession of **serious disability** certification issued pursuant to Law 104/92 art. 3 paragraph 3 as amended and supplemented.

The Points referred to in condition C-2 f) cannot be accumulated among themselves.

#### **C-2 g) Architectural Barriers**

##### **3 Points**

The presence in the applicant household of one or more persons with a certified mobility impairment already C-2 d) and C-2 e) occupying accommodation with architectural barriers.

#### **C-2 h) Household with 1 or 2 minors**

##### **3 Points**

Applicant household, whichever it may be, with 1 or 2 minors or adults who are fiscally dependent. If the household includes one or more women in a certified state of pregnancy (this condition is assimilated to the presence of additional minor children).

#### **C-2 i) Household with 3 or more minors**

##### **5 Points**

Applicant household, whichever it may be, with 3 or more minors or adults who are fiscally dependent. If the household includes one or more women in a certified state of pregnancy (this condition is assimilated to the presence of additional minor children).

#### **C-2 l) Single parent household with minors**

##### **1 Point**

Applicant household consisting of a single parent with minors and/or adults as dependants.

#### **C-3) Young Families**

##### **5 Points**

Any applicant household made up of spouses, cohabitees, civil unions or de facto cohabitees, all of whom are under 36 years of age, and whose members must have been on the same family register for more than two years from the date of submission of the application.

#### **C-4) Registered permanence in the Municipality of Parma**

##### **5 Points**

A maximum of 5 points is awarded to the applicant in relation to his registry office residence in the municipality, even for non-continuous periods. No points are awarded until the 5th year of residence. Starting from the 6th year, a score of 0.24 points is attributed for each completed year. Fractions of a year are counted by awarding 0.02 points for each month.

### **Art. 4 - HOW TO SUBMIT THE APPLICATION**

Interested citizens, in possession of the requirements, shall fill in the application **exclusively on ACER Parma's WEB PLATFORM** ([www.aziendacasapr.it](http://www.aziendacasapr.it)) **using the SPID credentials** in their possession, complete with the required attachments, during the tender opening period, i.e. **from 12:00 noon on MONDAY 18 March 2024 until 12:00 noon on MONDAY 29 April 2024**

Citizens can be assisted in completing the online application by contacting the following tenants' trade unions enabled to the WEB PLATFORM:

- SUNIA APU Parma - Via Pozzuolo del Friuli, 13
- SICET Parma - Via G. Lanfranco, 21
- UNIAT Parma - Via F. Bernini, 5/a

- ASSOCASA Parma - Via G. Borghesi, 16
- CONFCOSUMATORI-APIA Parma - Via G. Mazzini, 43

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 tender) on which the stamp purchased in the appropriate shops has been affixed;

## Art. 5 - PRELIMINARY ASSESSMENT

During the application investigation phase, the existence of the following conditions leads to the attribution of negative scores:

- **Debt condition**

### **Points: - 3**

Applicants, holders of ERP\ERS contracts of a temporary nature, who have accumulated unsettled debts towards the Municipality of Parma and/or ACER Parma in relation to the payment of rent and/or ancillary charges, except in the case of repayment plans agreed with ACER Parma.

### **Condition of problems in the management of the accommodation**

### **Points: - 3**

Applicants who, in relation to public housing: have caused serious damage, have occupied it illegally for more than 10 years from the date of publication of the notice, have failed to comply with administrative release orders or have failed to comply with an ex officio mobility request.

## Art. 6 - PROCESSING APPLICATIONS AND DRAWING UP THE PROVISIONAL RANKING LIST

The Municipality, within 60 days of the deadline of the Notice, proceeds with the investigation of the applications submitted by the applicants, verifying their admissibility pursuant to the ERP Regulation and approving the provisional ranking according to the order of attribution of the scores.

In case of non-compliant documentation attached to the application, a request will be made for the necessary additions to be sent within a defined time frame. Failure to submit the required documentation within the indicated deadlines will result in the exclusion of the application or the non-attribution of the required score.

Following the investigation, applications for which the requirements for access to the ERP are found to be lacking are declared inadmissible by management decision.

The admitted applications are subject to a provisional attribution of scores for the purpose of inclusion in the ranking.

The approved provisional ranking, with an indication of the score obtained by each applicant, as well as the methods and deadlines for the appeal, is immediately published on the Municipality's Notice Board for 30 consecutive days and is published on the website of the Municipality and ACER Parma as well as being notified to the tenants' trade unions.

Within 30 days of the publication of the provisional ranking in the Notice Board and on the Municipality's website, interested parties can appeal to the Technical Commission, appointed pursuant to Art. 8 of the ERP Regulation. The appeal will be submitted by accessing the ACER Parma WEB PLATFORM with your SPID credentials.

#### **Art. 7 - TECHNICAL COMMISSION AND FORMATION OF THE FINAL RANKING**

The final assignment ranking is formed by a Technical Commission established pursuant to Art. 8 of the ERP Regulation. The Technical Commission avails itself of the opinion and stable support of the other representatives of the assignees' trade unions. The appointment of the Technical Commission must take place at the same time as the publication of the provisional ranking.

The Technical Commission decides on appeals and if it is necessary to acquire further documentation, the Commission reports this to the Municipality, which is required to acquire it and send it to the Commission.

The Technical Commission, within 30 days from the end of the period for submitting appeals relating to the provisional ranking, draws up the definitive ranking, placing the applications with the same score in ascending order of ISEE. In case of further ISEE parity, we will proceed with the draw.

The definitive ranking thus approved replaces, for all intents and purposes, the previous one and becomes executive following the administrative approval of the competent municipal manager.

The definitive ranking is published on the municipal noticeboard for 30 consecutive days and is disseminated on the website of the municipality and ACER Parma as well as being communicated to the tenants' trade unions.

#### **Art. 8 - ADMINISTRATIVE CHECKS**

The Municipality is required to carry out appropriate checks, including random checks. In all cases where well-founded doubts arise about the truthfulness of the substitute declarations, the competent Office activates the relevant verification procedures. These checks are carried out by officially acquiring the information certifying what was declared by the citizen.

In any case, without prejudice to the criminal procedures resulting from the verification of false declarations, the application containing such details will be excluded from the Ranking.

#### **Art. 9 - SPECIAL RANKINGS AND PRIORITY ASSIGNMENT FOR MOTOR DISABILITIES**

Applicants who meet the conditions set out in point C-1) "Housing allocation priority < 40 square metres", as well as being included in the General Ranking List, are also included in another special Ranking List, which is accessed by applicant households, consisting of 1 or 2 people, who have indicated this condition in their application.

Applicants with the conditions referred to in point C-2 g) "Architectural Barriers", who have a certified motor disability and live in non-accessible accommodation, will be given priority for assignment to accommodation free of architectural barriers whenever it is available.

#### **Art. 10 - VERIFICATION OF REQUIREMENTS BEFORE ASSIGNMENT**

The requirements, as well as all the objective conditions, must be met on the date the application is presented and remain in place until verification prior to assignment.

When assignment\_housing, the Technical Commission, as per Art. 8 of the ERP Regulation, verifies the



existence of the requirements and conditions that have determined the score on the basis of the documentation acquired by the Municipality, in the procedures established by Law, for applicants who are placed in a useful position in the ranking list.

If the absence of one or more access requirements is verified, the Technical Committee communicates to the interested party the exclusion from the Ranking.

In the event of a change in the subjective and objective conditions of the applicant, the Technical Committee recalculates the score and the application is placed in the position of the Ranking determined with the new scores attributed after the verifications that have been carried out.

Appeals against the decisions of the Technical Commission (request for re-examination) may be made by the interested parties within 30 days of receiving the communication. The request is examined by the Technical Commission, which informs the appellant of its decision.

The Municipality may carry out checks at any time to verify the existence and permanence of the requirements and the objective and subjective conditions declared in the application.

#### **Art. 11 - AVAILABILITY OF ACCOMMODATION TO BE ASSIGNED**

ACER Parma is required to notify the municipality the list of all housing to be assigned, meaning both newly built and restored housing, for the appropriate scheduling of assignment by the relevant offices.

#### **Art. 12 - STANDARD OF ASSIGNABLE HOUSING**

Available housing is proposed to applicants placed in a suitable position on the Ranking List, taking into consideration, as a rule, the housing standards set out in the table below, with the aim of supporting the social integration of the assignees through the verification of the social and socio-health situations present in the buildings where the housing subject to assignment is located.

<i>No. of household members</i>	<i>Minimum housing area (sq. m.)</i>	<i>Maximum housing area (sq. m.)</i>	<i>Bedrooms</i>
1-2 people		56,00	1 Bedroom
3-4 people	56,01	70,00	2 Bedrooms
5 people	70,01	90,00	2 o more Bedrooms
6 people	90,01	oltre	2 o more Bedrooms

In identifying housing to be allocated, priority shall be given to the objective of rationalizing the use of public property as well as meeting the housing needs of the applicant household.

The determination of housing standards is evaluated in relation to the actual composition of the household at the time of allocation, in light of any growth/reduction (e.g., birth, adoption, foster care, reunification, death, separation, etc.).

#### **Art. 13 - ASSIGNMENT AND DELIVERY OF HOUSING**

Housing shall be assigned by the Municipality according to the order of the General Ranking List and Special Ranking List C1 and according to the priorities provided for barrier-free housing.

The Municipality, by special notice, summons the applicant to start the procedure for the assignment of housing proposed by the Office.

The acceptance of housing must be made by the applicant or formally authorized person.

The applicants usefully placed in the final ranking list may renounce the housing proposed to them only for serious and documented reasons to be evaluated by the Municipality. Households that renounce the allocation of E.R.P. housing, in the absence of justified reasons, must reapply to the next Notice of General Competition.

In the event of renunciations deemed justified by the Technical Commission, interested parties do not lose their right to the assignment of housing that subsequently becomes available.

ACER Parma shall provide:

- to summon the assignees for the stipulation of lease contracts;
- to inform the assignee of the condominium and housing use regulations;
- to agree on the subsequent delivery of the housing.

The housing must be permanently occupied by the assignee within 30 days of delivery, unless an extension is granted by the Municipality following a reasoned application. Failure to occupy within the specified period will result in forfeiture of the assignment and final exclusion from the Ranking; the applicant must reapply to the next General Tender Notice.

#### **Art. 10 – UPDATE OF NOTICE**

The final ranking list will normally be updated annually by means of special update notices for the years 2025, 2026 and 2027.

The relative public notice will contain the rules for the presentation of applications in favour of new applicants and the integration procedures for those who, already placed in the ranking list, have an interest in claiming more favourable conditions. The updated application will replace entirely the application previously submitted.

The last definitive list with Tender Notice of Open Competition or with Tender Update replaces, to all intents and purposes, the previous one.

#### **Art. 11 - PROCESSING OF PERSONAL DATA**

The processing of personal data and the related responsibilities of the Municipality of Parma and ACER Parma are the subject of a specifically related to the Notice, which is deemed to be fully referred to herein.

## GLOSSARY

**NOTICE OF GENERAL COMPETITION (BANDO DI CONCORSO GENERALE):** a general administrative act by which the municipality initiates the procedures for access to and the formation of the ranking list for the assignment of E.R.P. housing, indicating the requirements for participation, regulating and marking the various moments of its development.

**UPDATE OF NOTICE (BANDO DI AGGIORNAMENTO):** General administrative act by which the General Notice of Competition is updated, containing the rules for the submission of applications by new applicants for the assignment of E.R.P. housing and the integration modalities for those who, already placed in the ranking list, have an interest in claiming more favourable conditions.

**PUBLIC NOTICE (AVVISO PUBBLICO):** administrative act by which the municipality announces the opening of the Call for general, updating or special competitions for the allocation of public housing.

**RANKING LIST (GRADUATORIA):** the ranking defines the order of priority among applicants who are in the conditions of housing, economic and social hardship provided for by the E.R.P. Regulations and is defined on the basis of assigned scores.

**TECHNICAL COMMITTEE:** Specially constituted body that provides for the drawing up of the final ranking list and validates the housing allocation procedures.

**DSU:** Dichiarazione Sostitutiva Unica - document needed to calculate ISEE to access subsidised social benefits.

**ISE:** Economic Situation Indicator (Indicatore della Situazione Economica) - the parameter concerns the overall family economic situation, i.e. the absolute value given by the sum of the income and 20% of the movable and immovable assets of the household members.

**ISEE:** Indicator of Equivalent Economic Situation (Indicatore della Situazione Economica Equivalente) - the parameter makes it possible to assess, in a summarised manner, the economic conditions of households and results, instead, from the relationship between the ISE and Equivalence Scale based on the number of household members, the type of household (with disabled people, a single parent, etc.);

**FAMILY HOUSEHOLD (NUCLEO FAMILIARE):** This means the family consisting of spouses and legitimate, natural, recognised and adopted children and affiliated family members living with them. Ancestors, descendants, collaterals up to the third degree of kinship and relatives up to the second degree of kinship also form part of the household, provided they are cohabiting. A family unit is also understood to mean a unit based on stable more-uxorio (common law partners) cohabitation, as well as a unit of persons not bound by ties of kinship or affinity, if the cohabitation is of a stable nature and is aimed at mutual moral and material assistance. This form of cohabitation, unless it has resulted in the birth of children, must, for the purposes of normative economic inclusion in the household, have been established at least 2 years prior to the date of submission of the application for allocation and must be proven by means of a declaration in lieu of affidavit. Foster children within the eligible nuclei are equal to adoptive and natural children. Regarding the composition of the applicant's household and the possibility of listing family members of foreign citizens still residing abroad, it is believed that only those family members for whom family reunification has already been authorised may be indicated in the applicant's household (these names cannot in any way be indicated in the Dichiarazione Sostitutiva Unica, useful for calculating ISEE income, as they are non-residents and therefore not yet included in the applicant's family status).

**NON-CULPABLE UNPAID DUES (MOROSITÀ INCOLPEVOLE):** It means, as a general rule, the one set out in Decree-Law No. 47/2014, converted, with amendments, by Law No. 80/2014 and in the provisions of Article 2 of the Interministerial Decree of 14/05/2014, also including the cases of "open-ended employment contracts".

Parma, date .....

The Director of the Housing Policy Department  
**Arch. Andrea Cantini**