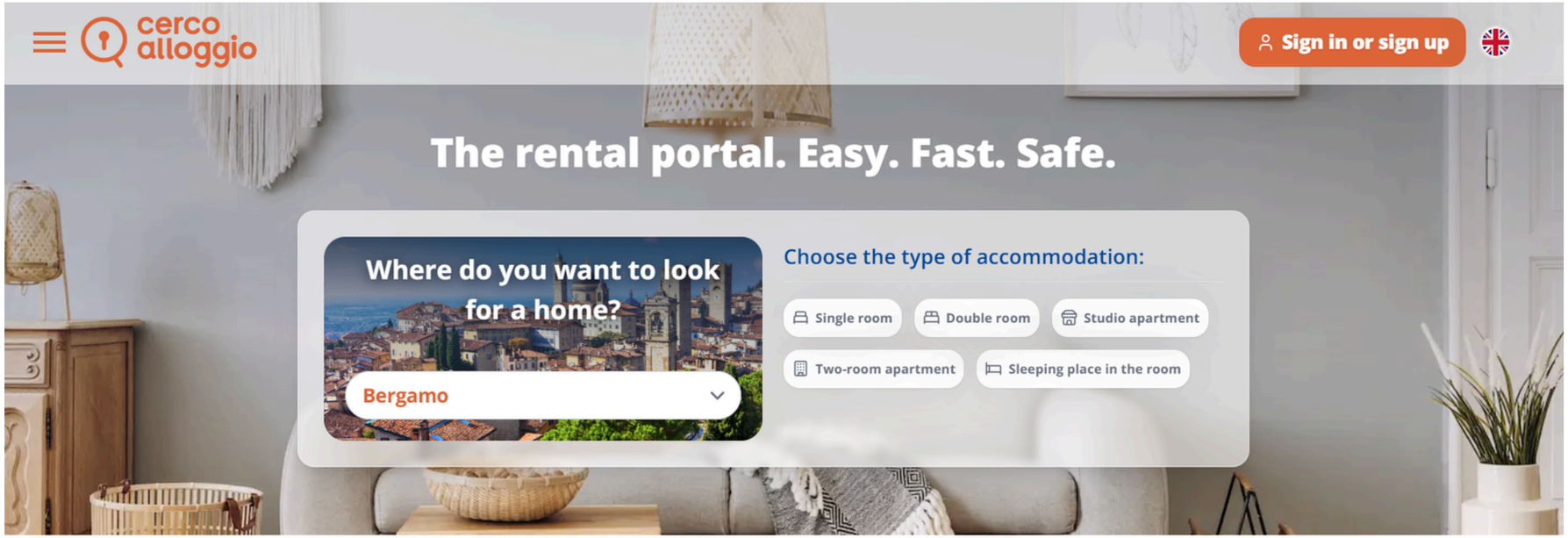

cerco
alloggio

Who are we?

We are **Cerco Alloggio**, an agency that has been **collaborating with the University of Bergamo** for years, and we **help students find accommodation** during their studies.



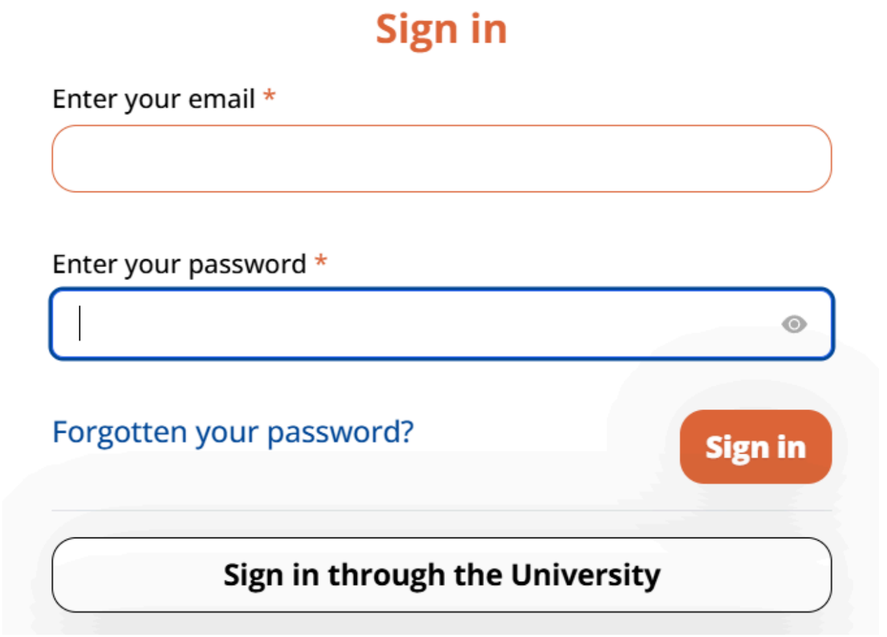
How to access the site

To **access our website**, you have **two options**:

1) If you have already **created an account on the University of Bergamo website**, simply use the same credentials and **log in to our website** by clicking **"Accedi tramite Ateneo".**

2) If you **don't have credentials yet**, simply click "**Login/Register**" in the top right corner of our website and **create a new account**.

This way, you can **independently search for the accommodation that best suits your needs**.
Remember that once you've found what you're looking for, you'll still need to let us know via **WhatsApp at +39 329 6836882** or email **accommodation.service@unibg.it** so we can confirm the room. Alternatively, **you can contact us directly via WhatsApp or email**, and we'll then offer you two or three options based on the information you provide, based on availability.



How to contact us?

1. Send us a WhatsApp message or email (preferably by email).
2. We'll send you an automatic reply with the information we need to help you.
3. Once we receive the information, we'll offer you 2-3 options.
4. Once you've chosen your room, send us confirmation via email or WhatsApp.
5. From the moment you confirm, you have 24 hours to secure the room permanently through payment.
6. You'll be asked to pay a deposit (equivalent to one month's rent) and a fee for drafting and registering the contract. The monthly rent payment will be due 1-2 weeks before your arrival.

Since this will be a busy period for requests, it may take 24-72 hours to get a response, but we'll do our best to respond promptly.

How do we do it?

Once we have found the most suitable solution, we take care of all the **bureaucratic aspects** such as: payments, contracts, contract registration, receipts and in some cases even the declarations of hospitality .

Let's look together at some of the **most important** and sometimes critical **aspects of rental agreements**, including:

- **Payments**
- **Early termination contract**
- **The deposit**
- **The hospitality declaration**
- **Tax code**

Payments

Once the accommodation is confirmed, **two payments must be made,** one to the owner and one to us, the agency:

Two payments must be made **to the owner: the deposit** (equivalent to one month's rent in most cases) and **the first month's rent.**

One payments must be made **to the Agency (us) a €100 fee,** which **includes finding accommodation and/or preparing and registering the rental agreement.**

Please note that the €100 fee is also due in the event of renewal or early termination.

Early termination contract

If for any reason **you need to terminate the contract before** the expiration date, **you must follow this procedure:**
Send a registered letter within the cancellation deadline set out in the contract (which can be done at any post office) containing the owner's information, yours, the property's information, and the exit date.
Some owners also accept a text or email with the cancellation.

Pay €100 to us for the early termination procedure

At the link below: **https://www.unibg.it/vivere-unibg/spazi-e-risorse/alloggi/accommodation-service** you can find the University of Bergamo website page with **all the forms you may need for these procedures.**

Deposit

The deposit is paid to the landlord at the beginning of the lease and is then returned a few days after the end of the lease, after an inspection of the room, by bank transfer.

If during or at the end of the lease, **after an inspection of the room,** it is discovered that something **has been damaged or the room is in poor condition (dirty), an amount equal to the damage caused will be withheld from the deposit.**

It may also be withheld in the event of non-payment by the tenant.

Hospitality Declaration

The hospitality declaration is a document certifying to the Bergamo Police Headquarters that you will be living in the property for the entire duration of the contract.

It is only required for non-EU students.

It is a document **provided by the owner** within 48 hours of moving into the property.

However, **some owners do not provide it,**
so you will have to arrange it yourself,
at your own expense.
We can help you with this,
providing it for you at a cost of €50.

Tax Code

To **register the contract** and **receive the relevant receipt** (we have 30 days), however, **we will need your tax code** issued by Agenzia delle Entrate.
But don't worry, **if you need to apply we will send you everything you need to request it** in person or online

Our contacts

My name is **Alessia** and for any accommodation and related bureaucracy you can contact me.

Our email is: accommodation.service@unibg.it
Our phone number is: +39 329 6836882
Website: cercoalloggio.com

Our hours

Monday: 8.30 - 10.30 am
Tuesday: 3.30 - 5.30 pm
Wednesday: 8.30 - 10.30 am
Thursady: 3.30 - 5.30 pm

Via Moroni 255, Bergamo

Thanks for being here and listening to me, do you have any questions?

Thank you