Application for the rental of ITEA S.p.A affordable housing

To easily fill out the online application and get all the useful information for the choice of the apartments, please read the notice published on the web page of the local authority where you are going to submit your application.
So you will know in detail how many and which apartments are available for your household, the characteristics of each apartment (floor area, number of rooms, type of heating, accessibility barriers, etc.), the floor plans and photographic documentation.

In addition, for the apartments available after a *do-it-yourself-renovation*, you will find the “Estimated Bill of Quantities” describing the works to be carried out and the “Financial Overview” indicating the maximum reimbursable expenditure.
Do-it-yourself-renovation apartments are units that require maintenance works to be carried out by the tenant before moving in. The costs will then be reimbursed by ITEA.

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This guide is provided to assist you in filling out the application. If you need help, please contact the local authority to which your application will be submitted.

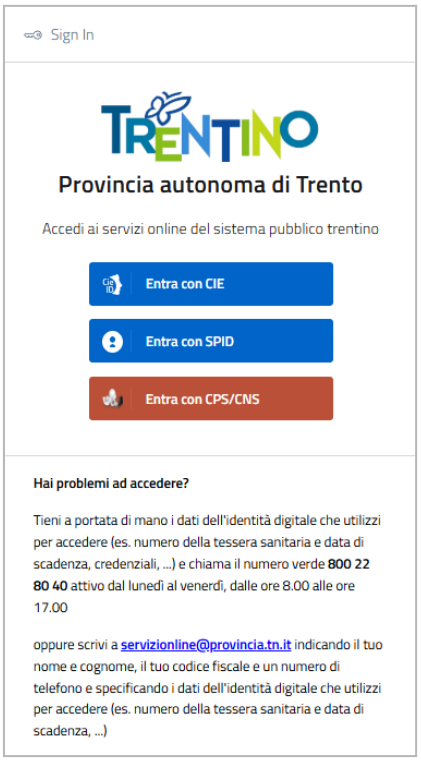
1. Application submission procedures

Starting the Application

Fill out the application on the platform "Stanza del cittadino" of Provincia autonoma di Trento, accessible through the following address Application form

Log in using SPID, CIE, or CPS/CNS.

If it is your first access to “Stanza del cittadino” with CIE or CPS/CNS you will be asked to indicate an email; this email will be used to send you notifications and reports.



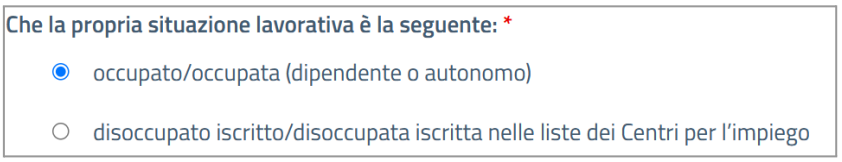
In case of access issues, contact the free number 800228040 (from Monday to Friday, 8:00am - 5:00pm) or send an email to servizionline@provincia.tn.it

2. Useful information to complete the application

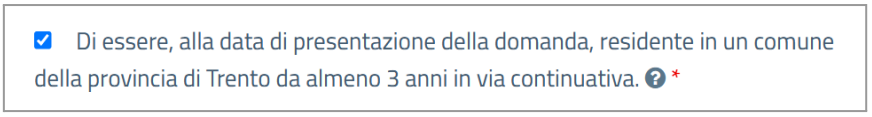
Key

When you see these symbols, it means that:

- there is a brief explanation to help you fill out the form correctly. To view it, hover over the symbol
- * the answer is mandatory
- ○ the declaration have alternative responses, for example:



- ☐ The declaration must be selected to be confirmed, for example:

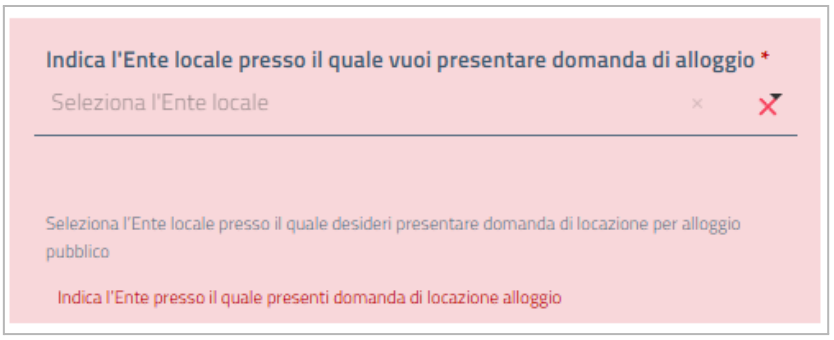


Button to remove rows from a table.

Buttons at the end of the screen: while you fill out the application, at the end of each section, you will see three options:

click this button to proceed to fill out the application. The system will check that all fields are filled out correctly and will not allow you to continue if there is any error. In case of error, the affected field will be

highlighted in red, as shown in the example below:



click this button to save data and resume the application later

click this button to return to one of the previous sections

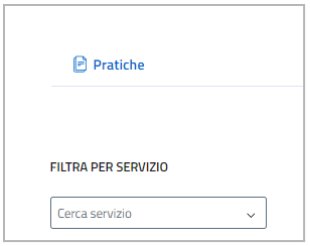
Error message

If you stop filling out the application for several minutes, you will receive the following message. To continue, you must log in again into “Stanza del cittadino” and resume the application (see point 1. Application submission procedures and the section Resuming the Application).

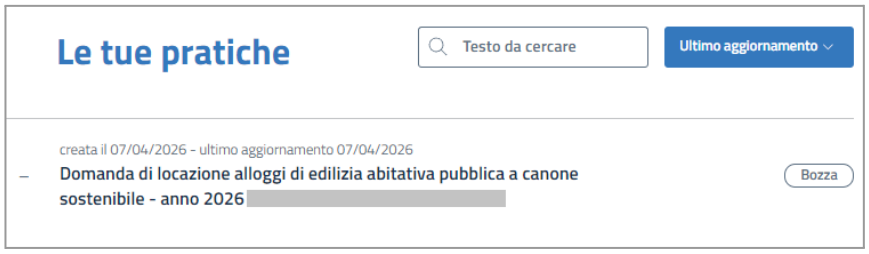
Resume filling out the application

1. Login to Stanza del cittadino through the following link tramite il seguente link https://servizidigitali.provincia.tn.it/lang/it/pratiche/

2. identify yourself
3. go to “Pratiche” (Applications)
4. in “FILTRA PER SERVIZIO” look for: “Domanda di locazione alloggi di edilizia abitativa pubblica a canone sostenibile …”

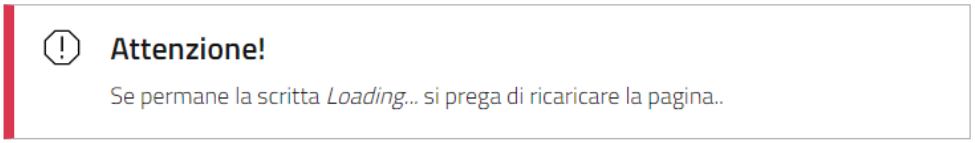


5. in the list “Le tue pratiche” (Your applications) select your application and click on the “In bozza” (Draft) button and then on "Completa ed invia" (Complete and send) to proceed with filling it out



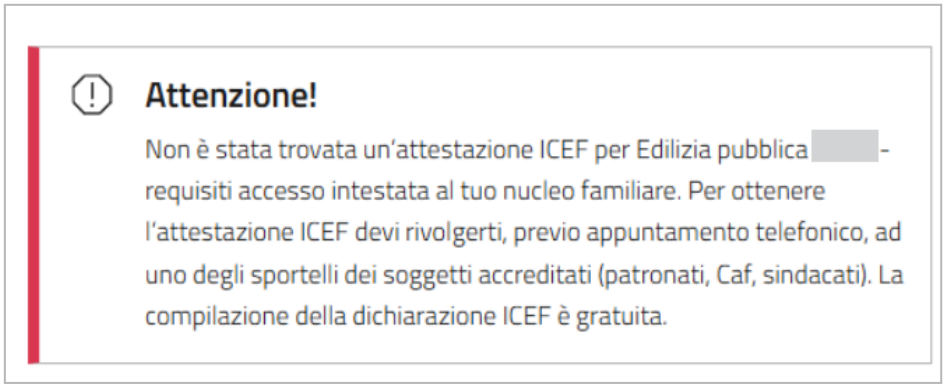
Loading… message

If you see “Loading…” when you are loading an application page, press the F5 button to reload.



ICEF certification absence

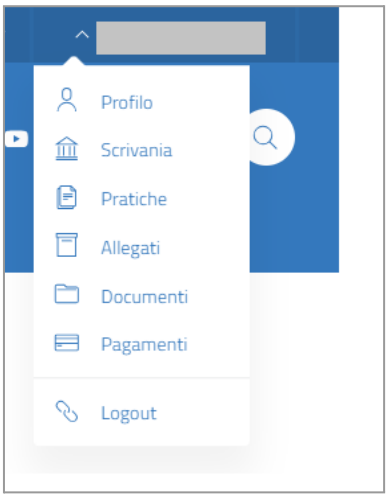
If you have not the ICEF certification, the system will block the fill out and display the following message



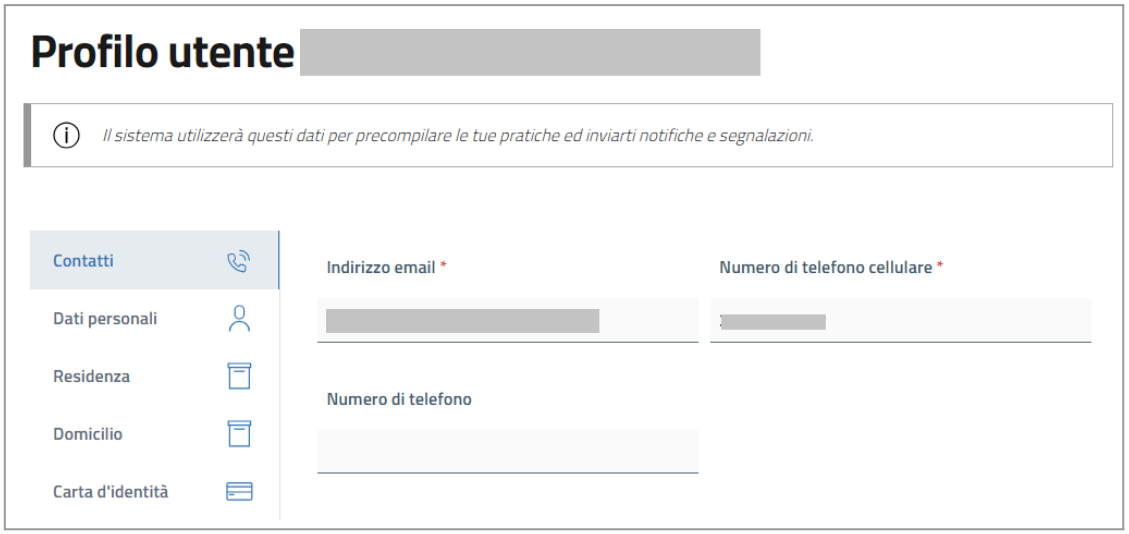
Attention! There is not an ICEF certification "Edilizia pubblica 2026 - requisiti di accesso/Public housing 2026 - eligibility requirements". To obtain an ICEF certification, you must contact an accredited office by appointment. This service is free of charge.

Changing login information

1. login to Stanza del cittadino through the following link https://servizidigitali.provincia.tn.it/lang/it/pratiche/
2. identify yourself
3. select your name at the top right of the screen
4. select "Profilo"

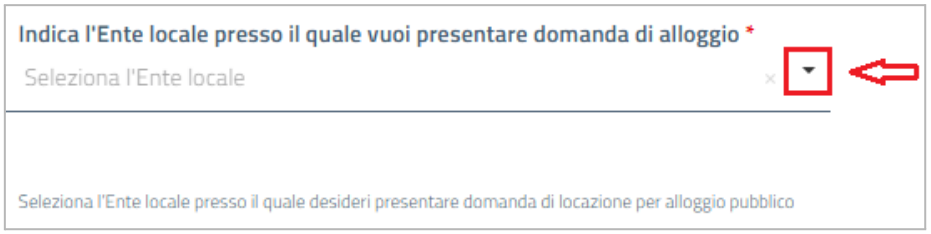


5. select the items you are interested in from the left menu

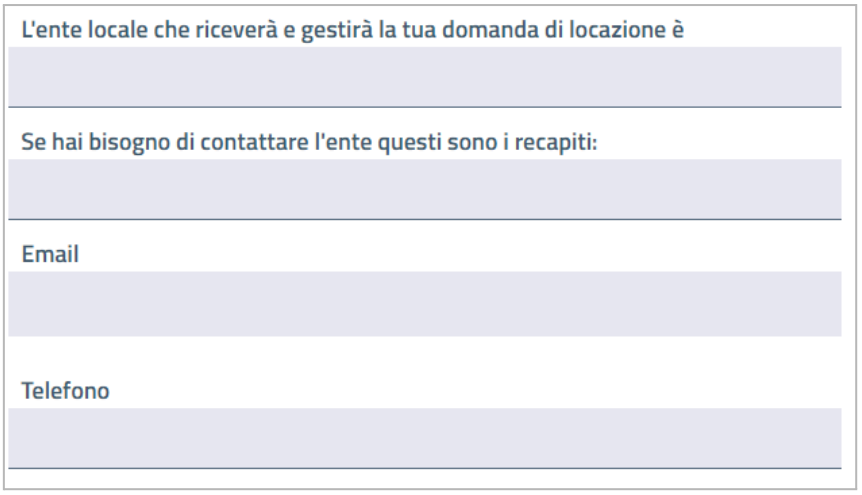


3. Local authority

Select the local authority to which your application will be sent.



Once selected, the details of the local authority will appear. You can also contact this authority for additional information



Local authorities contacts:

COMUN GENERAL DE FASCIA	0462 764500 - lingua 1 - interno 3 tecnico@cgf.tn.it
COMUNE DI TRENTO	0461 884050 politicheabitative@comune.trento.it
COMUNITÀ ALTA VALSUGANA E BERSNTOL	0461 519640 servizio.edilizia@comunita.altavalsugana.tn.it
COMUNITÀ ALTO GARDA E LEDRO	0464 571705

	edilizia@altogardaeledro.tn.it From Monday to Thursday 9:00am-12:00am and 14.40pm-16.00pm; Friday 9:00am-12:00am
COMUNITÀ DELLA PAGANELLA	0461 585230 - interno 2 comunita@comunita.paganella.tn.it
COMUNITÀ DELLA VAL DI NON	0463 601624 - 0463 601619 edilizia@comunitavaldinon.tn.it
COMUNITÀ DELLA VALLAGARINA	0464 087562 (telephone information available from Monday to Friday 8.30am - 10.00am) edilizia.pubblica@comunitadellavallagarina.tn.it
COMUNITÀ DELLA VALLE DEI LAGHI	0461 340163 - interno 3 segreteria@comunita.valledeilaghi.tn.it
COMUNITÀ DELLA VALLE DI CEMBRA	0461 680032 - interno 2 protocollo@comunita.valledicembra.tn.it
COMUNITÀ DELLA VALLE DI SOLE	0463 901029 - 0463 900509 edilizia@comunitavalledisole.tn.it
COMUNITÀ DELLE GIUDICARIE	0465 339522 - 0465 339521 - 0465 339525 ediliziaabitativa@comunitadellegiudicarie.it
COMUNITÀ DI PRIMIERO	0439 64641 tecnico@primiero.tn.it
COMUNITÀ ROTALIANA-KÖNIGSBERG	0461 609886 edilizia@comunitarotaliana.tn.it
COMUNITÀ TERRITORIALE DELLA VAL DI FIEMME	0462 241311 - interno 5 edilizia@comunitavaldifiemme.tn.it
COMUNITÀ VALSUGANA E TESINO	0461 755532 ambiente@comunitavalsuganaetesino.it
MAGNIFICA COMUNITÀ DEGLI ALTIPIANI CIMBRI	0464 784170 - interno 2 segreteria@comunita.altipianicimbri.tn.it

4. Privacy notice

Read the privacy notice clicking on the link; then select the statement to declare you have read it.

5. Applicant details

Applicant

In this section, you will find the fields related to your personal information pre-filled from your digital identity (SPID, CIE, SNS/CPS), which was used to access the application. This information cannot be modified. Verify if they are correct and, in case of any errors, contact the issuer of your digital identity to correct them.

Email address

The email address is the same registered on “Stanza del cittadino”. It can be modified; remember that this address will be used to send you notifications regarding the submission of the application and the possible withdrawal.

ICEF certification for public housing 2026 - admission requirements

If your name is linked to more than one ICEF certification for public housing admission requirements, select from the drop-down menu the certification to use in this application.

If your name is linked to only one ICEF certification, this certification will be

Residence

The residence information (address, civic number, residence municipality, postal code) is automatically filled from the ICEF certification (Edilizia abitativa pubblica/Public housing - anno 2026). In case of errors, you can correct them.

6. Contact details

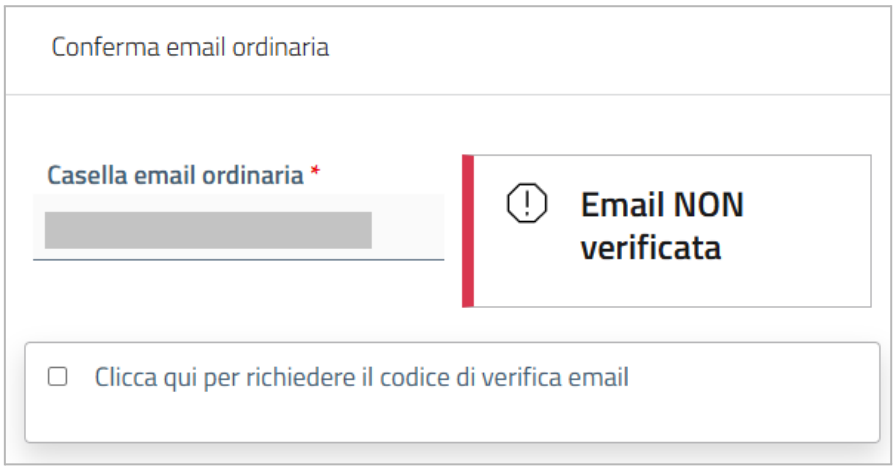
Contact details for sending communications

Enter your contact information for sending communications after submitting the application. The system automatically fills in the fields with your residence information as indicated in the "Applicant Details" section, but you can change them.

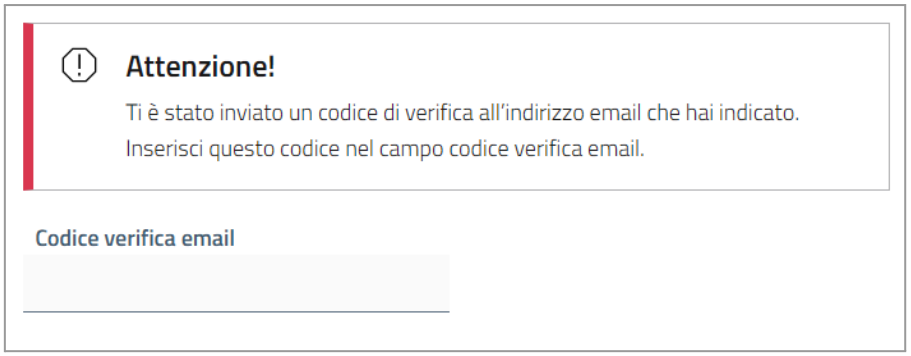
Communications can be sent to your digital address (certified email) or physical address, or to your non-certified email address.

Now you will see the email address associated with your digital identity, the same you entered at the beginning of the application (this is the address to which you will receive notifications about the submission of your application from the Stanza del cittadino).

You can enter a different email address to receive further communications from the local authority managing your rental application; please write it here in lowercase letters.

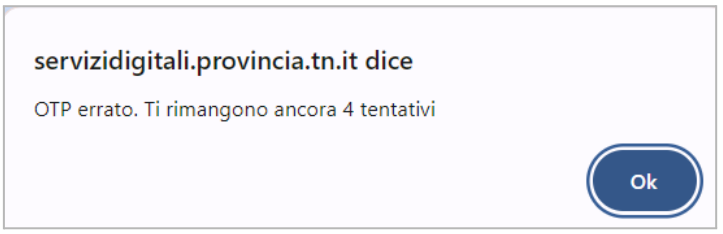


You'll also be asked to verify your email address: select "Clicca qui per richiedere il codice di verifica email (Click here to request your email verification code)". So you'll receive an email with a number code to enter in the "Codice verifica email (Email verification code)" field.



The following message (Email verificata/Email verified) appears to confirm the success of the operation

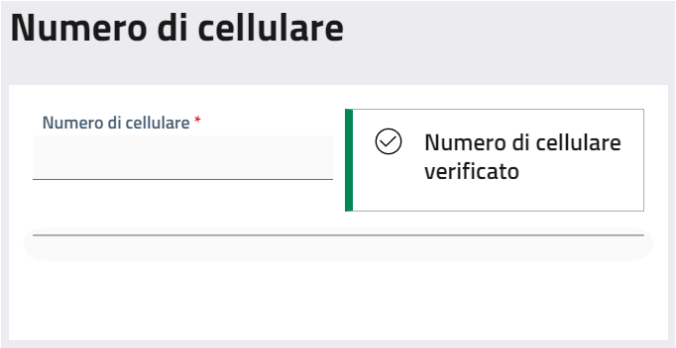
If you enter an incorrect verification code, the message "OTP errato. Ti rimangono ancora xx tentativi (Incorrect OTP. You still have xx attempts left)" appears. You have a maximum of 5 attempts.



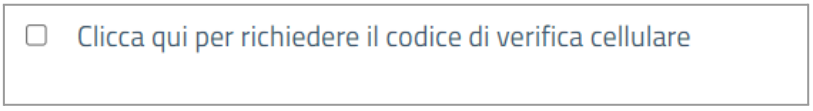
If you do not have an email address, tick the declaration and proceed with the compilation.

Mobile number

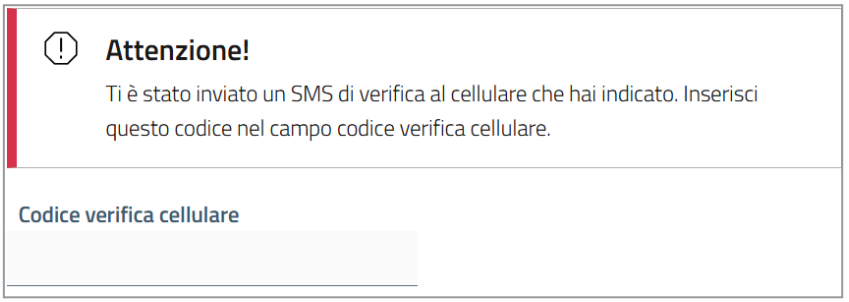
Do the same for the mobile number: indicate a mobile number so that the local authority managing the application can contact you



After entering your mobile number, you will be presented with a number verification request

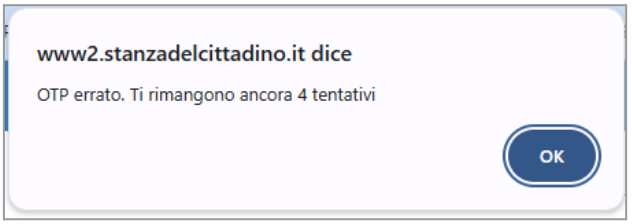


After selecting the verification code request you will receive an SMS with a number to enter in the field “Codice verifica cellulare (Mobile phone verification code)”



The following message (Mobile phone verified) appears to confirm the success of the operation

If you enter an incorrect verification code, the message "OTP errato. Ti rimangono ancora xx tentativi (Incorrect OTP. You still have xx attempts left)" appears. You have a maximum of 5 attempts.

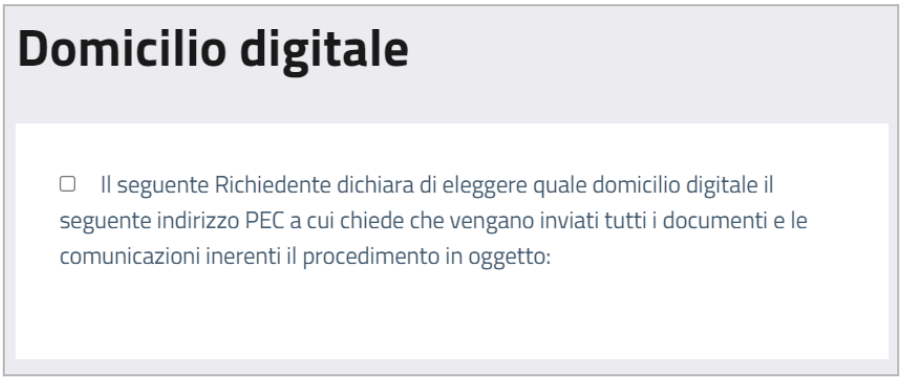


If you don't receive the mobile phone verification code, make sure you have entered a number that can send and receive SMS messages. Otherwise, select the following statement "Non ho ricevuto SMS di verifica al numero di cellulare indicato (I didn't receive the verification code at the entered number)" and proceed with the filling out of the form.

Digital domicile

The digital domicile is the certified email address (PEC) valid for legally binding communications.

Select "Domicilio digitale" to designate your PEC as the digital domicile to which receive all communications relating to this application.



Selecting the item “Domicilio digitale”, the Stanza del cittadino will suggest your name as the applicant and you can enter the certified email address you choose as your digital domicile.

Selecting "Domicilio digitale (Digital Address)" the system displays your name as the applicant, a drop-down menu containing any certified email addresses registered in your name and with INAD (National Index of Digital Addresses), and a certified email address field.

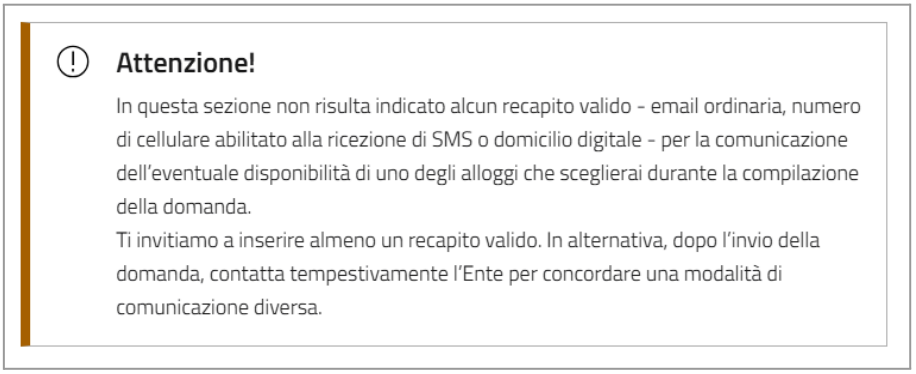
If you have one or more certified email addresses registered with INAD, select the one you wish to use. Otherwise, you can manually enter the address you wish to use as your digital address for this application in the "Certified Email Address" field.

ATTENTION:

You will receive a proposal for one of the chosen apartments at the mobile number and email address you provided. Remember it's important to communicate to the local authority to which you are applying for any change of your mobile number or email address. If you don’t communicate the change, you won’t receive the apartment proposal.

No contact details for sending communications

If you haven't entered at least one valid contact information among those requested, such as a regular email address and/or a mobile number capable of receiving text messages and/or a digital domicile, remember to contact the local authority where you are submitting the application as soon as possible to arrange a way to contact you regarding the availability of one of the apartments you will select during the application process.



7. Requirements

Pay close attention to the statements you make in the application. The local authority can verify if the information you provided is correct. False declarations can lead to criminal and/or administrative consequences.

Citizenship

select the appropriate declaration:

- [x] di essere, alla data di presentazione, della domanda cittadino/cittadina: *
  - * ○ italiano/italiana o di altro Stato appartenente all'Unione Europea
  - * ○ di altro Stato non appartenente all'Unione Europea

If you are a citizen of a European Union (EU) country, select the statements as follows:

- [x] di essere, alla data di presentazione, della domanda cittadino/cittadina: *
  - * ◉ italiano/italiana o di altro Stato appartenente all'Unione Europea
  - * ○ di altro Stato non appartenente all'Unione Europea

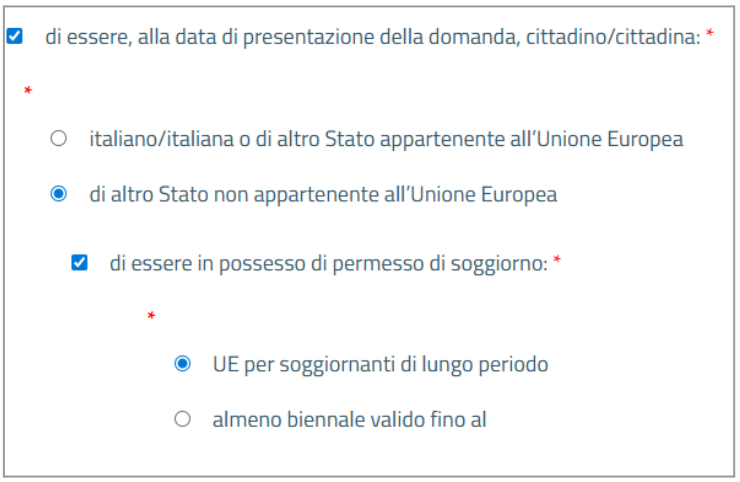
If you are a citizen of a non-EU country, select the statements as follows:

- [x] di essere, alla data di presentazione della domanda, cittadino/cittadina: *
  - * ○ italiano/italiana o di altro Stato appartenente all'Unione Europea
  - * ◉ di altro Stato non appartenente all'Unione Europea

You will then be asked about your residence permit type:

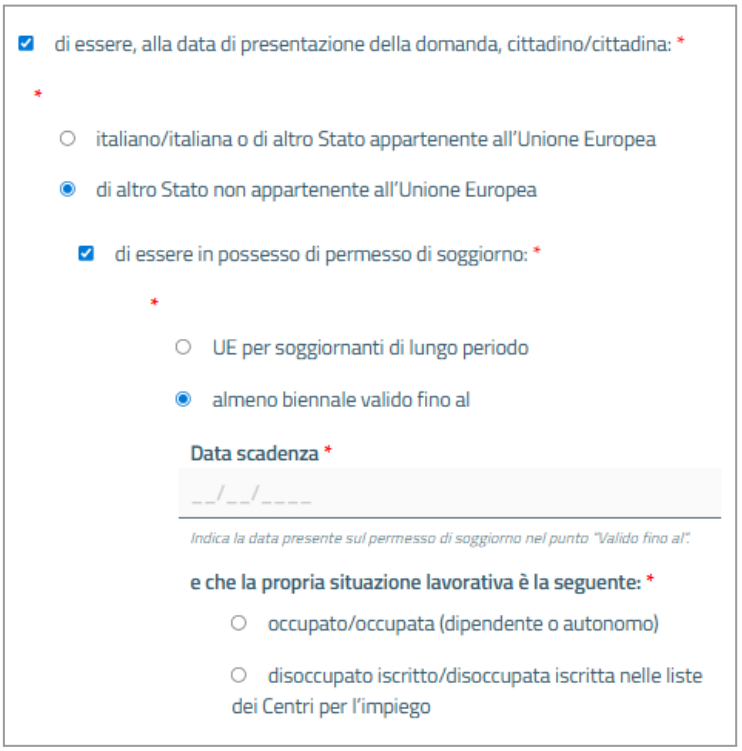
➔ **Do you have a long-term residence permit with unlimited validity?**

Select the statements as follows:



➔ **Do you have a residence permit with a duration of at least two years?**

Select the statement as follows, provide the "Data di scadenza (Expiration data)" as indicated on your residence permit under "Valido fino al (Valid until)" and select your employment situation (employed/self-employed or unemployed registered at the employment center):



If the expiration date is before the date of submission of the grant application, you must provide the ID number of the postal receipt for the renewal request. Without a renewal request, you cannot continue with the application.

Il permesso è da rinnovare, indica l'ID della ricevuta postale di invio della richiesta di rinnovo

ID ricevuta postale della richiesta di rinnovo *

Residence

Select the following statement only if, at the application date, you have been a resident in the Province of Trento for at least 3 years without interruption. If you have moved your residence out of the Province of Trento during the last 3 years, or if your residence has been canceled (e.g., for non-availability) or interrupted even for one day, you cannot submit the application.

☑ di avere, alla data di presentazione della domanda, la residenza anagrafica in un comune della provincia di Trento da almeno 3 anni in via continuativa *

Household for which you are submitting the application

Declare for which household you are submitting the application:

➔ are you submitting the application for the household you belong to on the date of submission? Select the declaration as follows:

☑ di presentare la domanda di locazione per se stesso e: *

*

◉ per il nucleo familiare di appartenenza così come registrato all'anagrafe alla data di presentazione della domanda

○ per un nucleo familiare diverso da quello di appartenenza alla data di presentazione della domanda di locazione

➔ are you submitting the application for a household other than the one you belong to on the date of submission? Select the declaration as follows:

☑ di presentare la domanda di locazione per se stesso e: *

*

○ per il nucleo familiare di appartenenza così come registrato all'anagrafe alla data di presentazione della domanda

◉ per un nucleo familiare diverso da quello di appartenenza alla data di presentazione della domanda di locazione

Complete the declaration selecting your situation selecting one of the situation described:

☑ di presentare la domanda di locazione per se stesso e: *

*

○ per il nucleo familiare di appartenenza così come registrato all'anagrafe alla data di presentazione della domanda

◉ per un nucleo familiare diverso da quello di appartenenza alla data di presentazione della domanda di locazione

Indicare in quale dei seguenti casi: *

○ uno o entrambi i genitori residenti in un comune della provincia di Trento intendono costituire un nucleo familiare autonomo con i propri figli

○ il servizio sociale territorialmente competente ha accertato (secondo quanto stabilito dalla delibera di Giunta provinciale n. 3315/2008) l'esistenza di un bisogno il cui soddisfacimento presuppone la costituzione di un nucleo familiare diversamente formato

○ il richiedente ha l'obbligo di allontanarsi dalla propria residenza a seguito del provvedimento dell'autorità giudiziaria che ha assegnato la casa di abitazione al coniuge o al convivente di fatto come definito dalla legge 20 maggio 2016 n. 76

○ in nessuno dei precedenti casi

- ➔ one or both parents residing in a municipality in the province of Trento are creating an independent family unit with their children
- ➔ the local social service has determined, in accordance with Provincial Council Resolution No. 3315/2008, that a need exists requiring the formation of a different type of family unit
- ➔ the applicant is required to leave the residence following the order of the judicial authority that has assigned the home to the spouse or common-law partner, as defined by Law No. 76 of May 20, 2016

ATTENTION: in these three cases, every person who is going to live in the apartment must be included in the ICEF certificate.

If you do not fall into one of the three categories listed, you cannot submit the application.

Ownership of suitable dwelling

The next declaration will ask you if you and the household for which you are applying for are owners of a suitable dwelling, both at the time of application and in the previous three years.

A dwelling is considered suitable if it has ensuite facilities and has not been declared unfit for use by the competent authority.

☑ alla data di presentazione della domanda e nel triennio precedente: ? *

*

○ l'assenza di titolarità, per intero in capo al nucleo familiare che chiede l'alloggio, di un diritto esclusivo di proprietà, usufrutto o abitazione su un alloggio adeguato *(un alloggio è "adeguato" se dotato di servizi igienici interni all'appartamento e non dichiarato inagibile dall'autorità competente)*

○ la titolarità, in capo a uno o più dei componenti il nucleo familiare che chiede l'alloggio, di un diritto di proprietà, usufrutto o abitazione su altro alloggio non idoneo per le specifiche difficoltà di uno dei componenti del medesimo nucleo familiare *(la non idoneità è stabilita dell'Ente locale)* con invalidità accertata pari o superiore al 75 per cento, oppure con accertata difficoltà a svolgere gli atti quotidiani della vita, oppure con accertata difficoltà a svolgere i compiti e le funzioni proprie dell'età

○ la titolarità, per intero in capo al nucleo familiare che chiede l'alloggio, di un diritto esclusivo di proprietà, usufrutto o abitazione su un alloggio adeguato, *(un alloggio è considerato adeguato se è dotato di servizi igienici interni all'appartamento e non è stato dichiarato inagibile dalla competente autorità)*

➔ Select the first option if no family member (for which you are applying for, including yourself as the applicant) is entirely (100%) the owner, usufructuary, or holder of a right of residence on adequate housing, or if multiple family members hold shares but the total does not amount to 100%. This must be valid at the date of application and for the entire preceding three-year period.

➔ Select the second option if at least one member of the family (for which you are applying for, including yourself as the applicant) is the owner (100%), usufructuary, or holder of a right of residence of a dwelling non suitable due to specific difficulties affecting one family member. The unsuitability must be determined by the local authority. The family must have at least one member with a certified 75% disability or more, or with a certified difficulty performing daily activities, or with a certified difficulty performing tasks and functions appropriate to age.

➔ Select the third option if at least one member of the family (for which you are applying for, including yourself as the applicant) in the three years preceding the date of the grant application were the owner (100%), usufructuary, or holder of a right of residence on adequate housing or if multiple family members hold shares and the total amount to 100%, but one of the following cases applies:

ma ricorre uno dei seguenti casi: *

- ○ la casa coniugale di esclusiva proprietà del richiedente è assegnata con provvedimento giudiziale all'altro coniuge a seguito di procedimento di separazione legale
- ○ il titolo di disponibilità è cessato a seguito dell'emissione del decreto di trasferimento nell'ambito dell'esecuzione immobiliare
- ○ in nessuno dei precedenti casi

- the housing has been assigned to your ex-spouse by a court order (first option)
- property subject to foreclosure proceedings
- if neither of the above cases applies, you can only select the third option ("in nessuno dei precedenti casi/none of the above cases"), and you cannot submit the application because you do not meet the required conditions.

ma ricorre uno dei seguenti casi: *

- ○ la casa coniugale di esclusiva proprietà del richiedente è assegnata con provvedimento giudiziale all'altro coniuge a seguito di procedimento di separazione legale
- ○ il titolo di disponibilità è cessato a seguito dell'emissione del decreto di trasferimento nell'ambito dell'esecuzione immobiliare
- ◉ in nessuno dei precedenti casi

Attenzione!

La domanda non può essere presentata.

Absence of convictions

Select the following declaration only if, at the date of submission of the application, you have not been convicted, even if not definitive, nor have you agreed to a plea bargain ("patteggiamento"), for domestic violence offenses (Article 3-bis of Decree-Law 14 August 2013, number 93, converted with amendments by Law 15 October 2013, number 119).

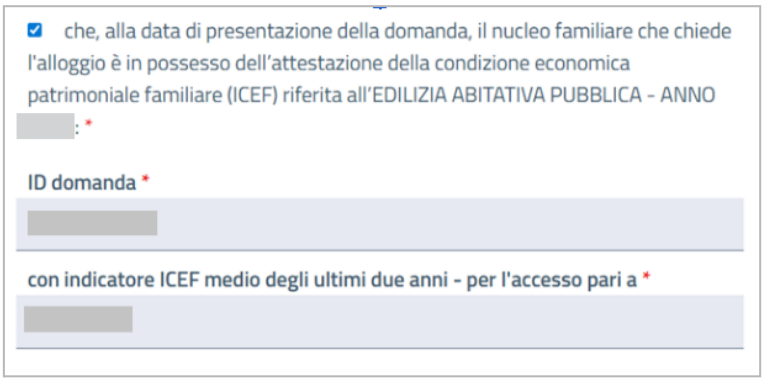
☑ alla data di presentazione della domanda l'assenza di condanna, anche non definitiva, o di applicazione della pena su richiesta delle parti ('*patteggiamento*') nei casi previsti dall'articolo 3 bis (*reati di violenza domestica*) del decreto legge 14 agosto 2013, n. 93 convertito, con modificazioni, dalla legge 15 ottobre 2013, n. 119 *

Select the following box only if, in the ten years preceding the application date, no member of the household (for whom you are applying for, including yourself as the applicant) has received a final conviction for non-culpable offenses for which the law provides a minimum prison sentence of five years, nor for the offenses provided for by Article 380, paragraph 2, of the Code of Criminal Procedure.

☑ nei dieci anni precedenti la data di presentazione della domanda, l'assenza in capo a tutti i componenti del nucleo familiare che chiede l'alloggio, di condanne definitive per delitti non colposi per i quali la legge prevede la pena della reclusione non inferiore nel minimo a cinque anni, nonché per i reati previsti dall'articolo 380, comma 2, del Codice di procedura penale *

ICEF public housing 2026

Continue the application by selecting the statement

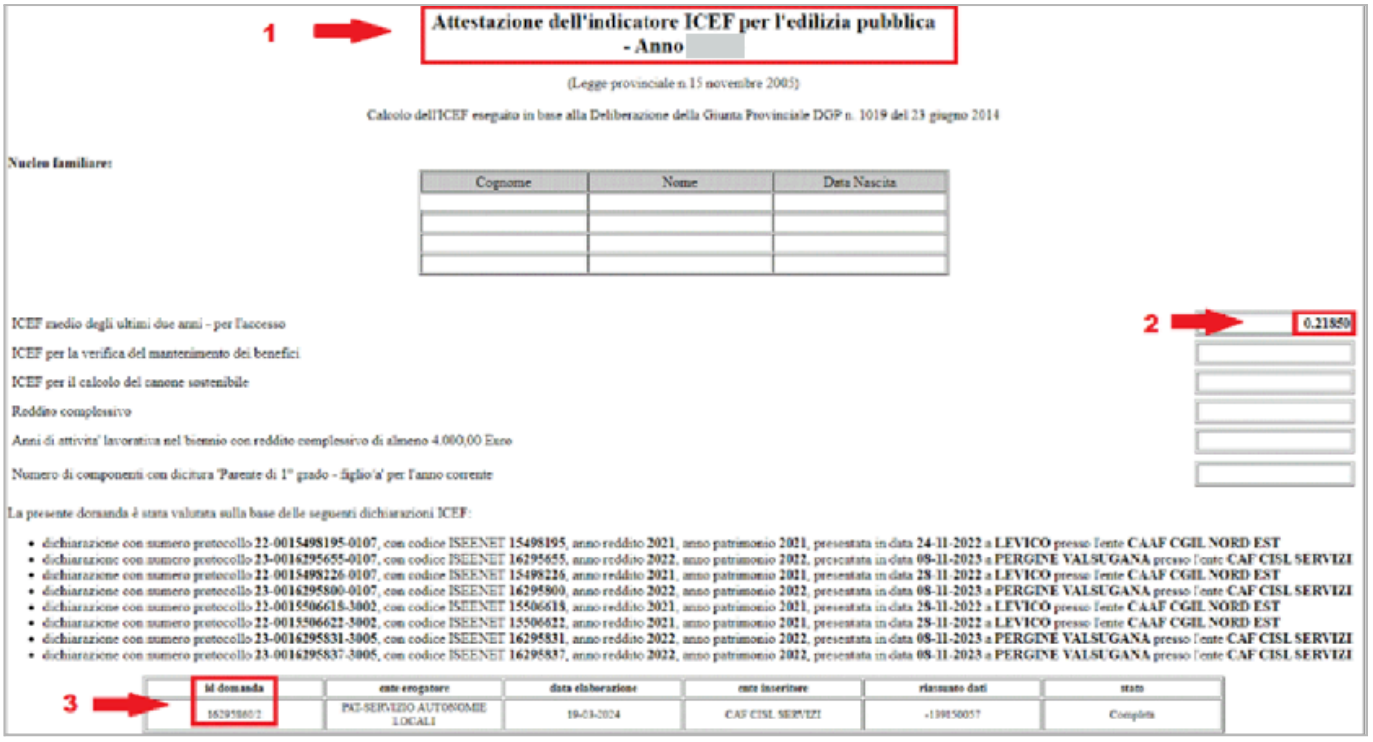


☑ che, alla data di presentazione della domanda, il nucleo familiare che chiede l'alloggio è in possesso dell'attestazione della condizione economica patrimoniale familiare (ICEF) riferita all'EDILIZIA ABITATIVA PUBBLICA - ANNO : *

ID domanda *

con indicatore ICEF medio degli ultimi due anni - per l'accesso pari a *

The system will show your ICEF certification number (arrow 3) and the access indicator (arrow 2).



1 **Attestazione dell'indicatore ICEF per l'edilizia pubblica - Anno**

(Legge provinciale n.15 novembre 2005)

Calcolo dell'ICEF eseguito in base alla Deliberazione della Giunta Provinciale DGP n. 1019 del 23 giugno 2014

Nucleo familiare:

Cognome	Nome	Data Nascita

2 ICEF medio degli ultimi due anni - per l'accesso 0.21850

ICEF per la verifica del mantenimento dei benefici

ICEF per il calcolo del canone sostenibile

Reddito complessivo

Anni di attivita' lavorativa nel biennio con reddito complessivo di almeno 4.000,00 Euro

Numero di componenti con dicitura 'Parente di 1° grado - figlio/a' per l'anno corrente

La presente domanda è stata valutata sulla base delle seguenti dichiarazioni ICEF:

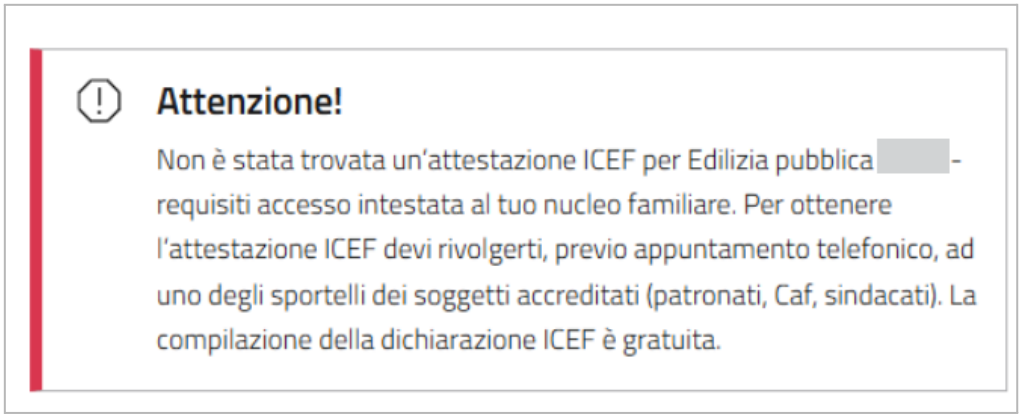
- dichiarazione con numero protocollo 22-0015498195-0107, con codice ISEENET 15498195, anno reddito 2021, anno patrimonio 2021, presentata in data 24-11-2022 a LEVICO presso l'ente CAAF CGIL NORD EST
- dichiarazione con numero protocollo 23-0016295655-0107, con codice ISEENET 16295655, anno reddito 2022, anno patrimonio 2022, presentata in data 08-11-2023 a PERGINE VALSUGANA presso l'ente CAF CISL SERVIZI
- dichiarazione con numero protocollo 22-0015498226-0107, con codice ISEENET 15498226, anno reddito 2021, anno patrimonio 2021, presentata in data 28-11-2022 a LEVICO presso l'ente CAAF CGIL NORD EST
- dichiarazione con numero protocollo 23-0016295800-0107, con codice ISEENET 16295800, anno reddito 2022, anno patrimonio 2022, presentata in data 08-11-2023 a PERGINE VALSUGANA presso l'ente CAF CISL SERVIZI
- dichiarazione con numero protocollo 22-0015506618-3002, con codice ISEENET 15506618, anno reddito 2021, anno patrimonio 2021, presentata in data 28-11-2022 a LEVICO presso l'ente CAAF CGIL NORD EST
- dichiarazione con numero protocollo 22-0015506622-3002, con codice ISEENET 15506622, anno reddito 2021, anno patrimonio 2021, presentata in data 28-11-2022 a LEVICO presso l'ente CAAF CGIL NORD EST
- dichiarazione con numero protocollo 23-0016295831-3005, con codice ISEENET 16295831, anno reddito 2022, anno patrimonio 2022, presentata in data 08-11-2023 a PERGINE VALSUGANA presso l'ente CAF CISL SERVIZI
- dichiarazione con numero protocollo 23-0016295837-3005, con codice ISEENET 16295837, anno reddito 2022, anno patrimonio 2022, presentata in data 08-11-2023 a PERGINE VALSUGANA presso l'ente CAF CISL SERVIZI

3

id domanda	ente erogatore	data elaborazione	ente inseritore	riassunto dati	stato
162958602	PAT-SERVIZIO AUTONOMIE LOCALI	19-03-2024	CAF CISL SERVIZI	-139850057	Completa

The ICEF certification must relate to Edilizia abitativa pubblica (Public housing) - Anno 2026 (arrow 1), and the indicator (arrow 2) must be calculated based on the income and assets of the 2024-2025 biennium for the household you are applying for, including yourself as the applicant). The income and assets of a legally non-separated spouse, even if not part of your household registry, must be included. Income and assets of any individuals in your household who are employed full-time and exclusively for the care and assistance of household

members under a regular contract must be excluded. The indicator (arrow 2) must not exceed 0.2300 (or 0,2100 for Comune di Trento only). If the ICEF indicator is higher, the application cannot be submitted, and a message will appear



Attention!There is not an ICEF certification “Public housing 2026 - eligibility requirements” for your household . To obtain an ICEF certification, you must contact an accredited office by appointment. This service is free of charge.

8. Household as registered in the municipal registry

When you select the statement:

the system will automatically populate the personal data of your household members based on the ICEF certification, excluding the “Non-resident spouse” if applicable. Verify that the information is correct, and if there are any errors, contact the authorized office that released the ICEF certification for you.

Complete the information by specifying for each household member their relationship to you (the applicant) and their marital status, as registered in the municipal registry.

Marital Status as registered in the municipal registry

Select one of the options from the dropdown menu.

Nubile/celibe (Single) is an unmarried person and not in a civil union

Coniugata/Coniugato (Married) is a person who is married, meaning legally bound by marriage; choose this option even if you have a separation decree

Vedova/Vedovo (Widowed) is a married person whose spouse (husband or wife) has died

Divorziata/Divorziato (Divorced) is a person who has obtained a divorce, meaning the legal end of the marriage; if you only have a separation decree, indicate your marital status as "Married"

Unito civilmente (In a Civil Union) is a person who has formed a civil union (recognized by Law Cirinnà no. 76/2016) with a person of the same sex

Stato libero a seguito di decesso parte unita civilmente (Single due to death of civil union partner) is a person in a civil union who has lost their partner due to death

Stato libero a seguito di scioglimento dell'unione civile(Single due to dissolution of civil union) is a person previously in a civil union, but whose union has been legally dissolved.

Relationship by kinship or other bond compared to you, the applicant

Seleziona una delle voci della tendina:

Richiedente (Applicant) This is you, the person submitting the application. This option is set automatically and should not be changed

Coniuge non separato residente (Non-separated resident spouse) it refers to your husband or wife who resides in your household registry. Select this option for a civil partner that resides in your household registry

Convivente di fatto (De facto partner) (Legge Cirinnà n. 76/2016) it is the adult person who lives with you and with whom you have a relationship and moral and material support, without having family, affinity, adoption, marriage, or civil partnership bonds

Figlio/a del richiedente o del coniuge/convivente (Child of the applicant or the spouse/partner): refers to your children, the children of your spouse, or your de facto partner (Cirinnà Law n. 76/2016)

Soggetto equiparato a figlio (a person treated as a child under the law) è:

a) a person entrusted, according to the state regulation on custody, to you and/or your spouse or common-law partner (Law No. 76 of May 20, 2016).

b) a person for whom you or your spouse or common-law partner (Law No. 76 of May 20, 2016) are appointed guardians by the competent judicial authority

You will be asked to write down the data of the custody or appointed legal guardian judgment.

Genitore del richiedente e del coniuge (applicant or spouse parent) it includes your father, mother, father-in-law, and mother-in-law (your spouse's parents)

Parente o affine di II grado (Second degree relative or in-law) it includes grandparents, siblings, grandchildren (children of your children), and in-laws (siblings of your spouse)

Parente o affine di III o IV grado (Third or fourth degree relative or in-law) this includes great-grandparents, uncles, nephews (children of your siblings or of your spouse's siblings), great-grandchild/nephews (children of your grandchildren, children of nephews from siblings), cousins (children of uncles), and great-uncles (siblings of grandparents)

Altro soggetto residente (Other resident person): members of the household who do not fall within the previous definitions.

Degree of kinship and affinity

First Degree	father, Mother (including adoptive parents), Child (including adopted children, except for adoption of adults), Father-in-law, Mother-in-law
Second Degree	Grandfather, Grandmother, Grandchildren (child of your child), Brother, Sister, Grandparents of your spouse, Brother-in-law, Sister-in-law
Third Degree	Great-grandfather, Great-grandmother, Great-grandchildren (child of your grandchildren), Uncle, Aunt, Nephew (child of your brother or sister), Great-grandparents of your spouse, Uncle/Aunt of your spouse, Nephew (child of brother-in-law/sister-in-law).
Fourth Degree	Cousins, Great-nephews (children of nephews from siblings), Great-uncles (siblings of grandparents), Cousins of your spouse

Additional household members and presence of disabled individuals

If you are a legally separated or divorced parent, or a ex cohabiting partner (Law Cirinnà no. 76/2016), and you have minor children in shared custody who reside with the other parent, select the following declaration:

☑ alla data di presentazione della domanda, in qualità di genitore legalmente separato, divorziato o ex convivente di fatto, come definito dalla legge n. 76 del 2016, di avere in affido condiviso il seguente numero di figli minori residenti con l'altro genitore

and indicate the number of minor children residing with the other parent and not present in your ICEF household

Numero di figli minori NON presenti nel nucleo ICEF del richiedente *

Select the following statement if there is at least one family member (for whom you are applying for, including yourself as applicant) with a motor disability with a certified disability rating equal to or greater than 75%.

☑ che, alla data di presentazione della domanda, nel nucleo familiare che chiede l'alloggio è presente almeno un componente con disabilità motoria con grado di invalidità certificata pari o superiore al 75 per cento:

Now select whether the certification refers to a verified difficulty or inability to walk ("collegata a una accertata difficoltà o incapacità di deambulazione"), or if it does not ("collegata a una accertata difficoltà o incapacità di deambulazione").

○ collegata a una accertata difficoltà o incapacità di deambulazione

○ non collegata a una accertata difficoltà o incapacità di deambulazione

If you choose that the certification is linked to a verified difficulty or inability to walk, you will be offered accessible accommodations ("barrier-free") as well as any **NON**-accessible accommodations (not "barrier-free").

Attenzione!

Nell'elenco degli alloggi idonei per il tuo nucleo, saranno presenti anche alloggi NON accessibili (NON "sbarrierati").
Ricorda che se rifiuti uno degli alloggi che ti verrà proposto tra quelli selezionati verrai escluso dalla graduatoria e per i successivi 6 anni non potrai presentare nuove domande presso l'Ente al quale stai presentando la domanda. Inoltre, potresti decadere dal contributo integrativo all'affitto se lo stai ricevendo.

9. Apartment selection: preference order

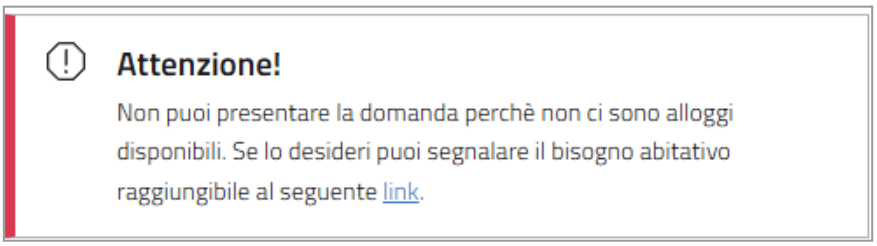
Apartment selection

The system displays the number of available apartments based on the household composition indicated in the application:

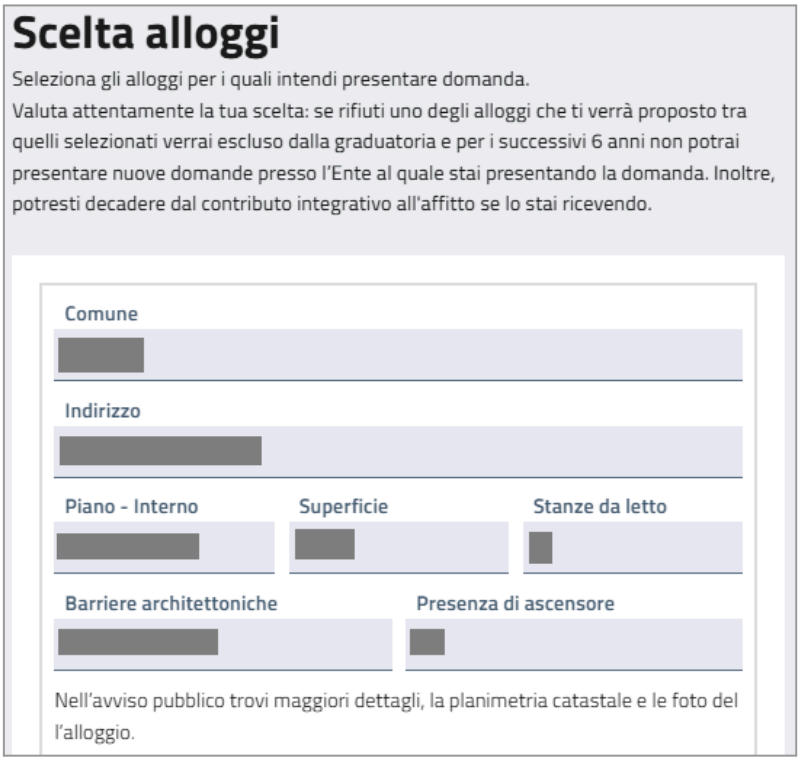
Attention! To choose the most suitable apartment for your household, consult the local authority's notice for all useful information (minimum and maximum number of occupants, surface area, rooms, heating, facilities for motor disabilities, etc.) in addition to the floor plan and photos. Also check if the apartment requires work at your expense; in this case, ITEA will reimburse you for the costs (do-it-yourself-renovation apartments).

If there is at least one apartment, click on the “Avanti” button to continue.

If there are no available apartments, you can't continue the submission of the application. You can read the following message "Attention!You can't submit the application because there are no available apartments. If you want you can report your housing need at this link". More information at Chapter 14. Segnalazione del bisogno abitativo di alloggi a canone sostenibile).



If at least one apartment is available, each one is presented with a summary sheet containing key information. The notice published on the web page of the local authority provides a complete description, including all the details, a cadastral map, and photos of the properties.



Apartments selection. Select here apartments for which you are going to submit

the application.
Carefully consider your choice: if you refuse one of the apartments offered to you from those selected, you will be excluded from the ranking and for the next 6 years you will not be able to submit new applications to the local authority to which you are submitting the application now. Furthermore, you may lose your rent contribution if you are currently receiving it.

The following messages can appear:

> **ALLOGGIO IN AUTORECUPERO**: allegato all'avviso pubblico trovi il "Computo metrico estimativo" con la descrizione dei lavori che dev i eseguire prima di accedere all'alloggio e il "Quadro economico" co n l'importo di spesa massima rimborsabile.

if it is a do-it-yourself-renovation apartment, meaning it requires renovation work at your expense before it can be occupied. The expenses incurred will then be reimbursed by ITEA. The complete list of renovations, costs, and maximum reimbursable expenses can be found in the notice of the local authority.

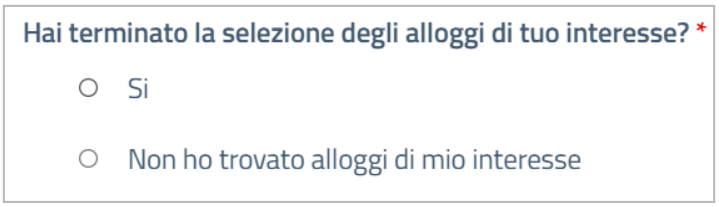
> Questo alloggio è assegnato con priorità ai nu clei familiari residenti nel comune di
> Consulta la guida alla compilazione alla voce "Selezione alloggi: ordine di preferenza".

if it is an apartment with a specific priority in the assignment, meaning it will be given as a priority to families residing in the municipality where it is located, provided that they have indicated this as their priority among their expressed preferences. Failure to indicate this priority is equivalent to the applicant's waiving priority in the assignment proposal. Further details can

be found in the next section of the guide (“Alloggi selezionati: ordine di preferenza (Selected Accommodations: preference Order”).

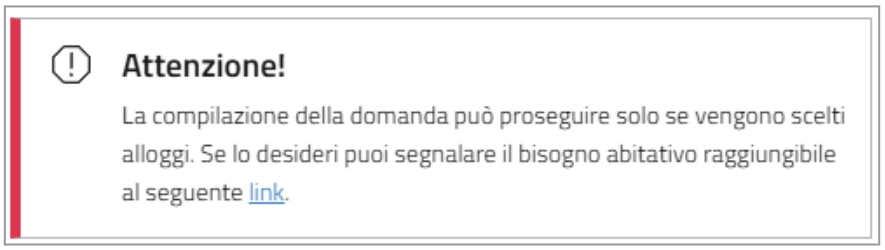
To select one apartment, tick “Scelgo questo alloggio (I choose this apartment)”

At the end of the apartments list the following statement appears (“Did you finish the selection of the apartments?”)



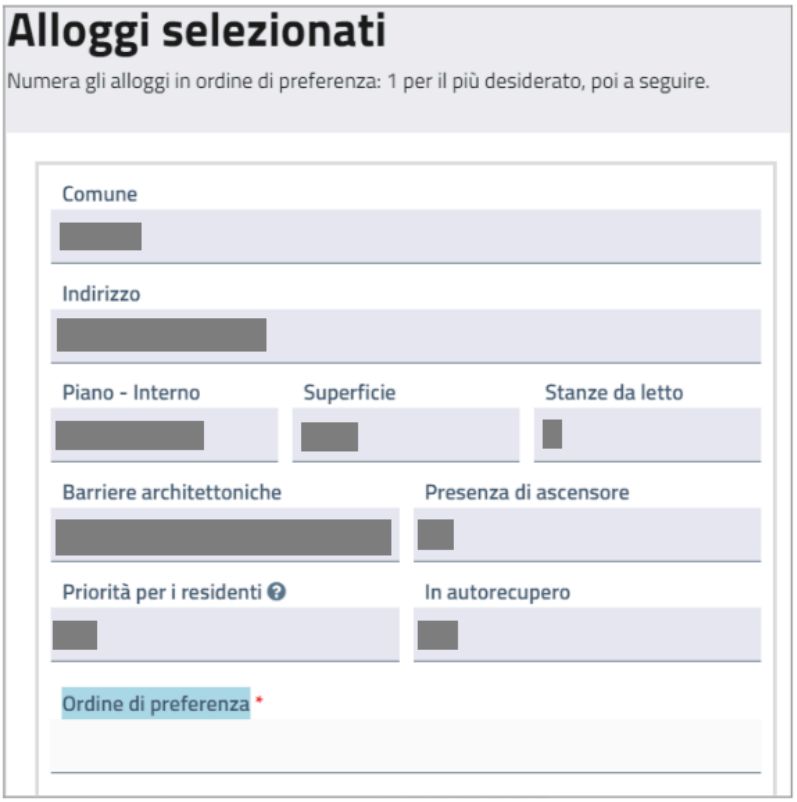
If you select "Non ho trovato alloggi di mio interesse (I have not found accommodations that interest me)" you cannot continue with the application.

You can see the following message and if you want you can report your housing need at this link”. More information at Chapter [14. Segnalazione del bisogno abitativo di alloggi a canone sostenibile](#)).



Selected apartments: preference order

Now the system shows you the list of apartments you have selected and asks you to indicate, in the appropriate field, the order of preference for the possible assignment proposal of one of them.



In the field:

- “In autorecupero (do-it-yourself-renovation)” you can read if the apartment is a do-it-yourself-renovation one or not.
- “Priorità per i residenti (Priority for families residing)”:“Sì (Yes)” means that the apartment will be given as a priority to families residing in the municipality where it is located, provided that they have indicated this as their priority among their expressed preferences. The following examples help you to better understand this mechanism.

Example 1:

An available accommodation is located in Municipality X and has a priority assignment constraint for residents in the same municipality. The household resides in Municipality X.

Case 1 – The household chooses the accommodation as first preference:

👉 *in this way, it expresses the priority choice of the accommodation*

Case 2 – The household chooses the accommodation as second preference or doesn't choose it:

👉 *in this case, it doesn't express the priority choice of the accommodation and effectively waives priority in the assignment proposal*

Example 2:

Two available accommodations are located in Municipality X and have a priority assignment constraint for residents of the same municipality. The household resides in Municipality X.

Case 1 – The household chooses the accommodations as first and second preference:

👉 *expresses priority choice for both accommodations*

Case 2 – The household chooses one accommodation as first preference and doesn't choose the other as second preference:

👉 *expresses priority choice only for the accommodation chosen as first preference*

Case 3: – The household does not choose the accommodations as first and second preference or does not choose them at all:

👉 *in this case, it does not express priority choice for the accommodations and effectively waives precedence in the assignment proposal.*

Example 3:

There are accommodations available located in Municipality X and they have a priority assignment constraint for residents in the same municipality. The household is NOT resident in Municipality X.

👉 *if the household chooses these accommodations, it will NOT have priority in the assignment proposal: the assignment will instead be tied to any households resident in Municipality X who have expressed a priority choice for the accommodations.*

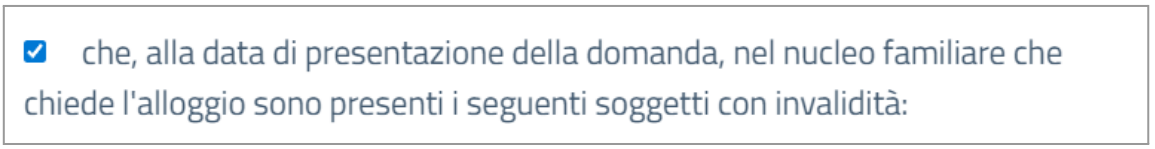
ATTENTION:

Any notification of availability of one of your selected apartments will be sent to the contact information listed in the "Contacts for sending communications" tab (6. Contact details) (email, mobile phone number enabled to receive SMS, or digital address), if they have been correctly provided. Report any changes promptly to ensure you receive this notification.

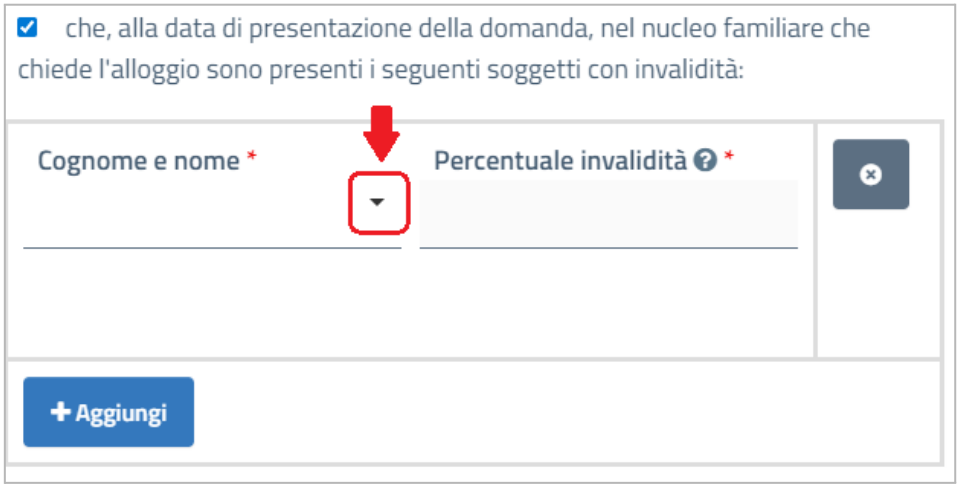
10. Family condition

Disability

Select the following declaration if one or more members of the household (for whom you are applying for, including yourself as the applicant) have certified disabilities:



then select the names from the drop-down menu and indicate the percentage of disability reported in the report issued by the medical commission:



In the report of the medical commission, the type of disability is indicated by the following codes:

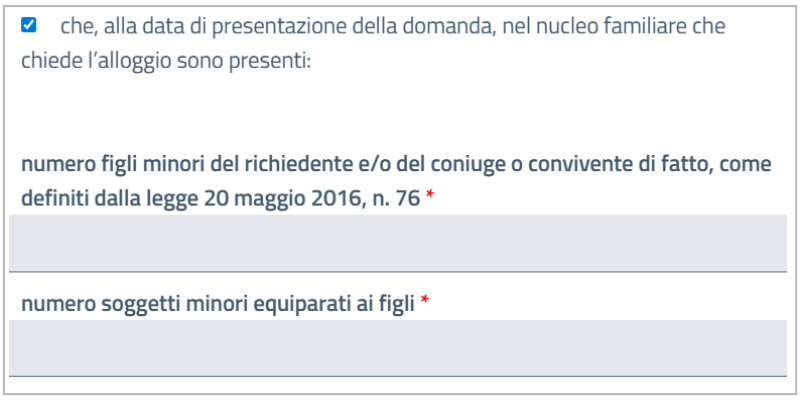
- Code 01: the person should not be included in the box, as not considered disabled
- Under 18 person with disability codes 05, 06 and 07: enter 100% in the application

- Over 65 person with disability codes 05, 06 and 08: enter 100% in the application
- Other person 18-64 years: report the percentage of disability indicated in the certificate.

PLEASE NOTE: The “Verbale accertamento sanitario per l’assistenza ai fini dell’inclusione scolastica” (*Medical assessment report for school inclusion support*) is not a valid certification for declaring disability status.

Household with minor children or with persons treated as a child under the law

If your household includes minor children of yours and/or your spouse or de facto partner (Law 76/2016) or persons treated as a child under the law, select the following statement



The system will automatically fill in the number of minors in your household based on the relationship declared in the "Household" section. This number is not editable, and if it is incorrect, verify and correct the relationship in the "Household" section.

Household with only one parent or adult and with one or more minors

If you are the only adult in your household and you have minor children or persons treated as a child under the law, select the following statement:

☑ che, alla data di presentazione della domanda, il nucleo familiare che chiede l'alloggio è composto da un solo genitore con uno o più figli minori o da un solo soggetto maggiorenne con uno o più soggetti minori equiparati ai figli minori

Unsuitable dwelling

Select the following declaration:

☑ che, alla data di presentazione della domanda, il nucleo familiare che chiede l'alloggio, risiede:

*

- ○ in un alloggio privo di servizi igienici o con servizi igienici esterni
- ○ in un luogo impropriamente adibito ad abitazione *(spazio chiuso o all'aperto che per la sua struttura e caratteristica non è idoneo a uso abitativo)* da almeno due anni in via continuativa
- ○ in un alloggio non idoneo a ospitare il nucleo familiare in quanto dotato di un numero di stanze da letto inferiore a:
  - 1 stanza da letto per nuclei da 1 o 2 persone
  - 2 stanze da letto per nuclei da 3 o 4 o 5 persone
  - 3 stanze da letto per nuclei da 6 o 7 o 8 persone
  - 4 stanze da letto per nuclei da 9 persone
  - 5 stanze da letto per nuclei da 10 persone
  - Per ogni ulteriore componente oltre i 10 si considera una stanza da letto ogni 3 persone

  Per stanza da letto si intende un vano con finestra e superficie minima di metri quadrati 8, ulteriore rispetto a quelli adibiti a servizi igienici, cucina e soggiorno.
- ○ in un alloggio che non rientra nei casi precedenti

if you live with your family:

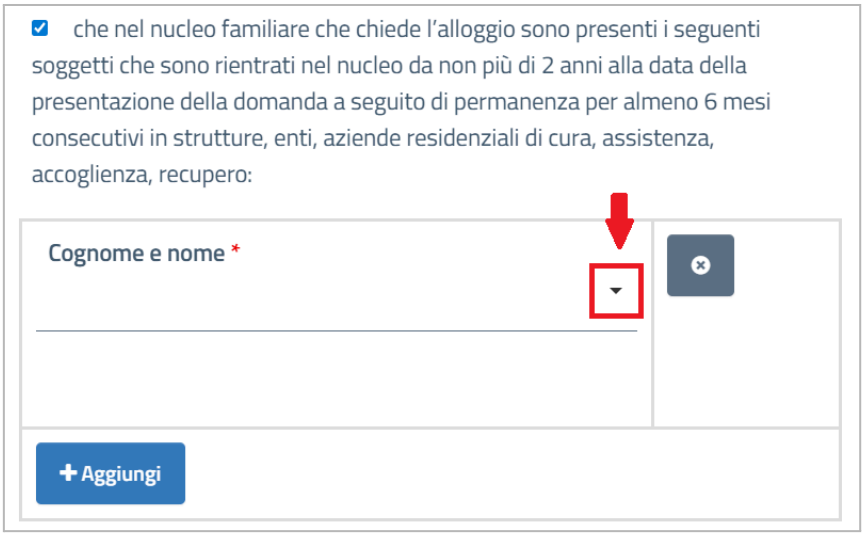
- in accommodation without sanitary facilities or with external sanitary facilities

- for at least two continuous years in an enclosed or open space which is not suitable for residential use, due to its structure and characteristics,
- in accommodation unsuitable for your household as it has a number of bedrooms less than:
    - 1 bedroom for 1 or 2 people
    - 2 bedrooms for 3, 4 or 5 people
    - 3 bedrooms for 6, 7 or 8 people
    - 4 bedrooms for 9 people
    - 5 bedrooms for 10 people
    - for each additional component over 10, one bedroom is considered for every 3 people

  A bedroom is defined as a room with a window and a minimum surface area of 8 square metres, in addition to those used as bathrooms, kitchen and living room.
- in accommodation other than those listed above

Individuals returned to the household

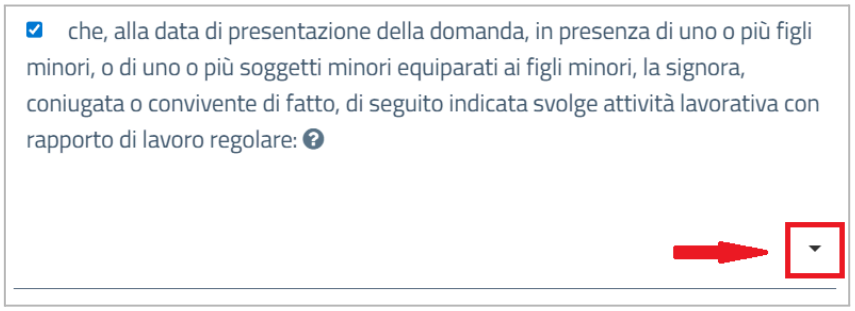
If a person who has spent at least 6 months in care facilities has returned to your household in the past two years, select the following statement and provide the name and surname of the person by selecting them from the list provided



The system summarizes the number of subjects you have indicated

Working woman in a household with minor children

If your household includes minor children or persons treated as a child under the law and you are a married or cohabiting working woman, or your spouse or common-law partner (as per Law 76/2016) is a working woman, select the following statement and provide the name by selecting it from the list:



Single or young couple

Select the following statement if your household at the date of application is made up only of

- a person under 35 years old
- a legally separated or divorced person who, following a judge's ruling, is required to assign the family home or pay the maintenance allowance
- a young couple made up of spouses or common-law partners (law 20 May 2016, n. 76) from no more than 5 years to the date of submission of the application, provided that both are not older than 35 years

☑ che, alla data di presentazione della domanda, il nucleo familiare che chiede l'alloggio è composto esclusivamente da:

*

○ un componente di età inferiore a 35 anni

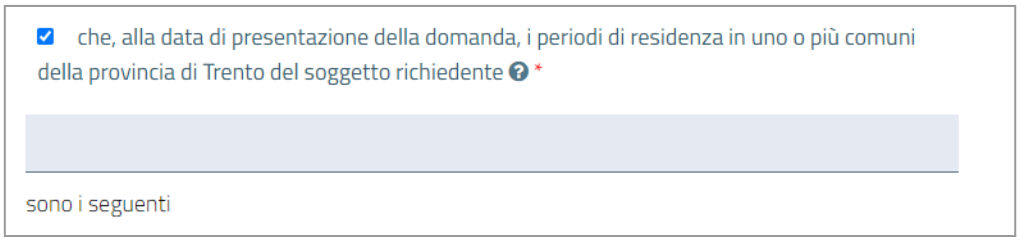
○ un soggetto legalmente separato o divorziato tenuto, a seguito di una pronuncia dell'organo giurisdizionale, all'assegnazione della casa familiare o alla corresponsione dell'assegno di mantenimento

○ una giovane coppia composta da coniugi o da conviventi di fatto, come definiti dalla legge 20 maggio 2016, n. 76, da non più di 5 anni alla data di presentazione della domanda, purché entrambi di età non superiore a 35 anni

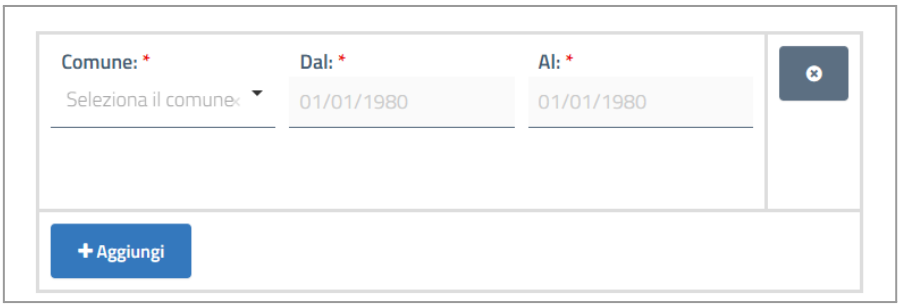
11. Local and work condition

Local condition

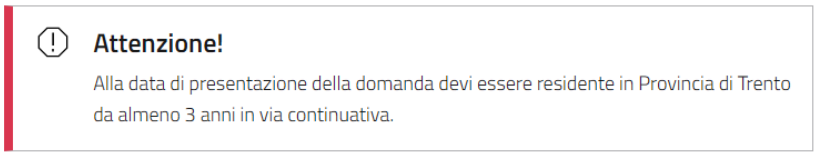
The declaration regarding your residence in the Province of Trento refers to your situation as the applicant. Your name will be automatically displayed once you select the declaration:



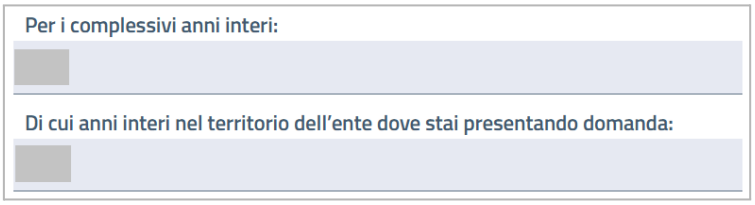
Enter the periods of time of your residence in the Province of Trento by specifying the municipality and the start date (From) and end date (To) of each period. Ensure that you enter the periods from the oldest to the most recent, without overlapping dates; the last period entered should match your current residence, and the final date must be the same date of the application.



Based on the periods entered, the system will check if you have been continuously resident in the Province of Trento for at least 3 years as of the date of application. If this is not the case, you will see the following error message, and you will not be able to submit the application because you do not meet the required criteria.

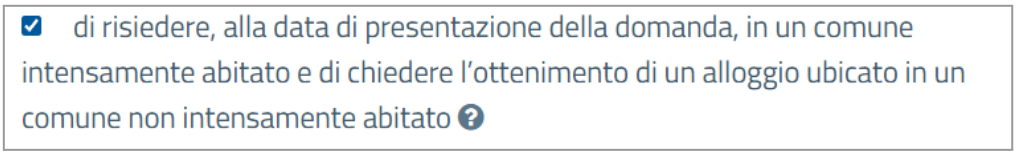


The system will automatically calculate the total full years of residence and the number of full years of residence in the municipality or community where the accommodation is located



Heavily Populated Municipalities

If you reside in a heavily populated municipality and are applying for accommodation located in a non-heavily populated municipality, please select the



Municipalities heavily populated are:

- Trento
- Rovereto
- Pergine Valsugana
- Arco
- Riva del Garda
- Mori
- Lavis
- Levico Terme
- Mezzolombardo
- Cles
- Borgo Valsugana

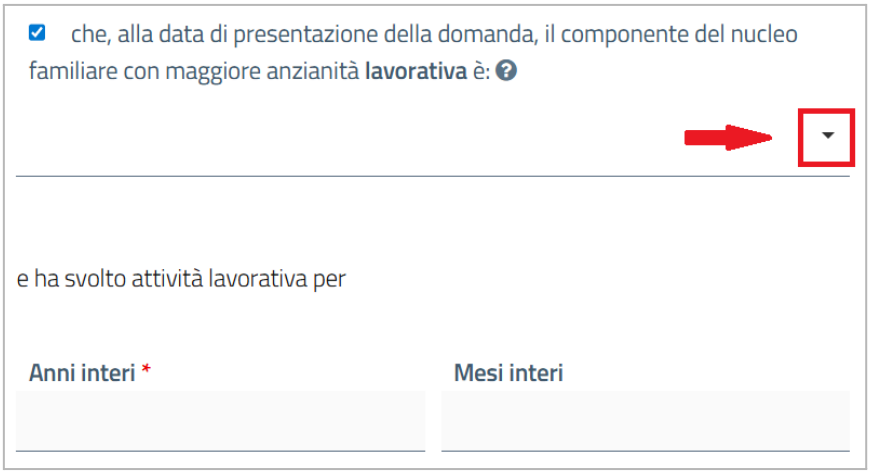
- Mezzocorona
- Dro

Work condition

Select the following statement and indicate, by choosing from the dropdown menu provided, the member of your household who has the longest work history (you can choose a member other than you as applicant). Then, specify the number of years and months this person has been employed.

Be sure not to include periods related to unemployment, Aspi/Naspi, mobility, special agricultural and/or construction treatments, mandatory leave outside the employment relationship, voluntary leave, and military service if they are not periods of active employment.

If you have difficulties in filling out this declaration, you can contact the Local authority to which you are submitting your application for assistance (address details are provided at the beginning of this guide)



12. Other statements

At the end of the application process, with the following declaration you confirm to know the reasons for ineligibility of the application you are sending:

DICHIARA INOLTRE

☐ di essere a conoscenza di quanto previsto dall'articolo 6 "Inammissibilità della domanda" del decreto del presidente della Provincia 12 dicembre 2011, n. 17-75/Leg consultabile al seguente link.

Click the link to read all the reasons for ineligibility.

Then, you will be asked to tick the box indicating your commitment to notify the local authority of any changes to these contact details, otherwise you will lose the opportunity to receive any accommodation offer.

SI IMPEGNA

☐ a comunicare tempestivamente all'Ente, presso il quale stai presentando domanda, qualsiasi informazione o variazione relativa ai recapiti forniti - indirizzo fisico, email ordinaria, cellulare, domicilio digitale - consapevole che altrimenti non sarà possibile ricevere l'eventuale comunicazione relativa alla disponibilità di un alloggio tra quelli scelti. *

13. Check and submission of the application

At the end of the application process, this page will open :

COMUNICAZIONE DI FINE COMPILAZIONE

Per inviare correttamente la domanda premi sul tasto **"Avanti"**.

Ti viene presentato un riepilogo con tutti le dichiarazioni, controlla di aver compilato correttamente tutti i dati. Se le risposte sono corrette clicca su **"Conferma e Invia"** presente alla fine del riepilogo.

Se dopo aver premuto sul tasto "Avanti" non ti viene presentato il riepilogo, vuol dire che nel modulo ci sono errori. Per correggerli scorri le pagine premendo sul tasto **"Indietro"** e modifica le voci evidenziate in rosso, poi scorri le pagine premendo sul tasto "Avanti" fino ad arrivare al riepilogo.

Dopo l'invio della domanda non sarà più possibile modificare le informazioni inserite.

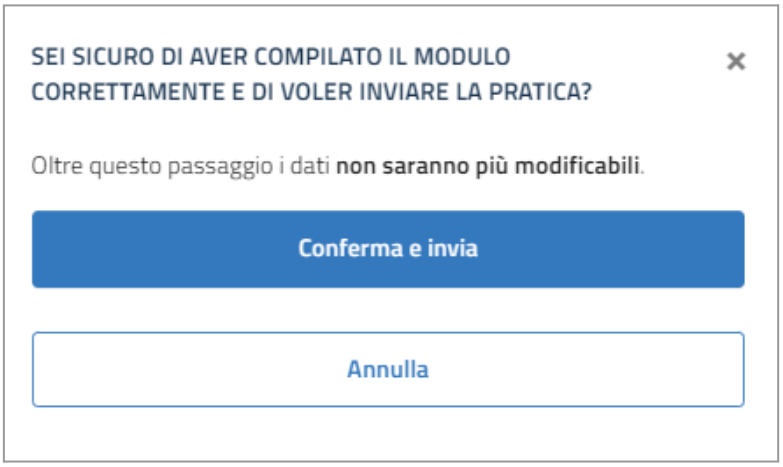
< Indietro | Salva richiesta | Avanti >

When you select the "Avanti" button

a page will open containing a summary of all the data entered. Carefully read the declarations you have made and if you find errors, you can correct them by returning to the compilation of the application by selecting the "Indietro" button at the bottom of the page.

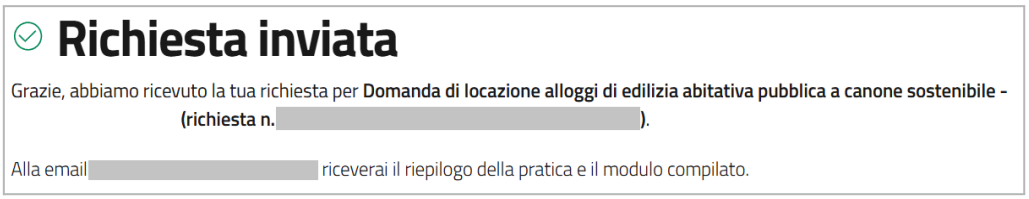
Check the application summary and if the entered data is correct, select the "Conferma e invia (Confirm and send)" icon at the bottom of the summary.

A screen opens where you are asked to confirm the submission of the application, click on the "Conferma e invia (Confirm and send)" button.



If you select "Annulla (Cancel)" you will return to the application compilation.

Once the application has been confirmed and sent, the following message will be displayed:



and you will receive the following email at the email address indicated at the beginning of the application (Applicant Details section) confirming that the application has been acquired by the system, with the application attached in PDF format:

Provincia autonoma di Trento

Gentile
ti comunichiamo che la tua richiesta per il servizio **Domanda di locazione alloggi di edilizia abitativa pubblica a canone sostenib** è stata correttamente acquisita con il numero

Fai sempre riferimento a questo identificativo in caso di comunicazioni relative alla tua richiesta. In allegato il modulo da te compilato.
Attenzione: questa è la ricevuta di presentazione, NON è l'esito della domanda.

Ti ringraziamo per la collaborazione.

Per ulteriori informazioni visita il dettaglio della pratica

Ricevi questo messaggio perché hai usato un servizio su Provincia autonoma di Trento. In caso di problemi non rispondere a questa e-mail perché l'indirizzo non è presidiato, ti invitiamo a usare i contatti riportati sul sito web.

The application process is complete when you receive the following registration confirmation email:

Provincia autonoma di Trento - Stanza del cittadino

Gentile
ti comunichiamo che la tua richiesta per il servizio **Domanda di locazione alloggi di edilizia abitativa pubblica a canone sostenibile** è stata protocollata. Il numero di protocollo è
Il prima possibile verrà presa in carico da un nostro operatore che provvederà al controllo e all'elaborazione della richiesta.
Ti ringraziamo per la collaborazione.

Per ulteriori informazioni visita il dettaglio della pratica

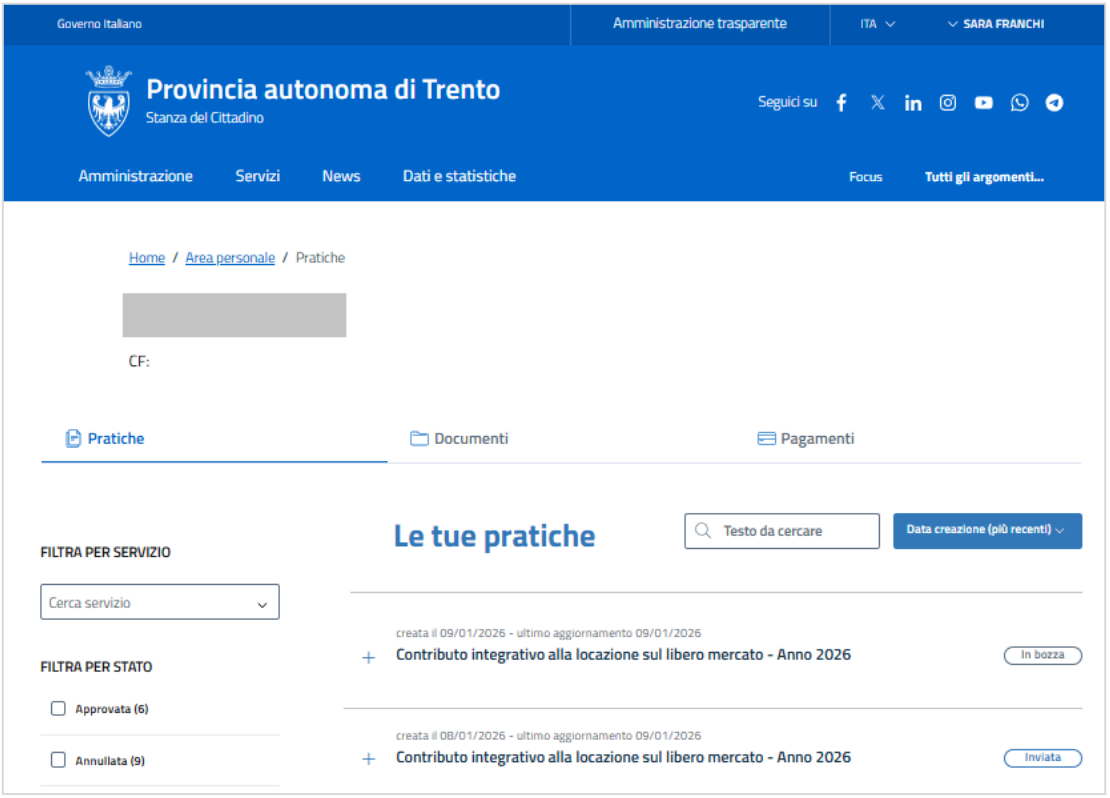
Consultation of messages

You can check the messages sent to your email in the “Stanza del cittadino” as well.

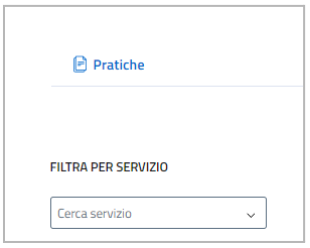
Access with the link: https://servizidigitali.provincia.tn.it/lang/it/pratiche/

1. Identify yourself

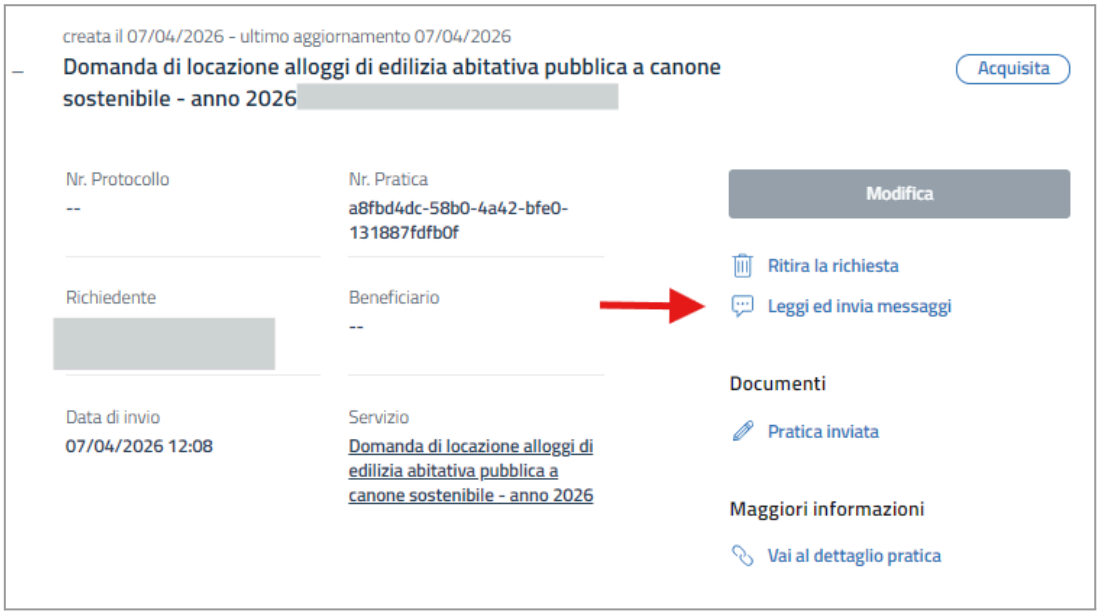
2. go to “Pratiche” (Applications)



3. in “FILTRA PER SERVIZIO” look for: “Domanda di locazione alloggi di edilizia abitativa pubblica a canone sostenibile …”



4. Select the application you have submitted clicking on it and click on the “Leggi e invia messaggi” (Read and send messages) button:



5. In the following screen, select “Messaggi” (Messages)

ATTENTION: always contact the local authority to which your application was submitted.

14. Withdrawal of the application

Before the contribution is granted, you can withdraw the application. Contact the local authority for the withdrawal.

15. Reporting the need for affordable housing

If there is no apartment available for your household in the area of the local authority where you wish to submit your application, or if you have not found any apartment of interest to you, complete and submit the "Segnalazione del bisogno abitativo (Report of housing need)" by accessing the link Report of housing need

Log in using SPID, CIE, or CPS/CNS. To know the access method see Chapter 1. Application submission procedures.

Completing this form is very important. It enables the authorities to identify household housing needs and plan housing provisions effectively.

The form can only be completed once.

In the form, you can indicate up to five municipalities in the province where you would like to live. If you have no preference, select the option "In qualsiasi comune della Provincia (In any municipality in the Province)".