

# Private Rental Briefing for Active-Duty Personnel



*Viale Verona  
(Strada Regionale 11)*



*Viale Verona  
(Strada Regionale 11)*



*Corso SS. Felice e Fortunato*



*Porta Santa Maria Pisa*

**WE ARE THE ARMY'S HOME**

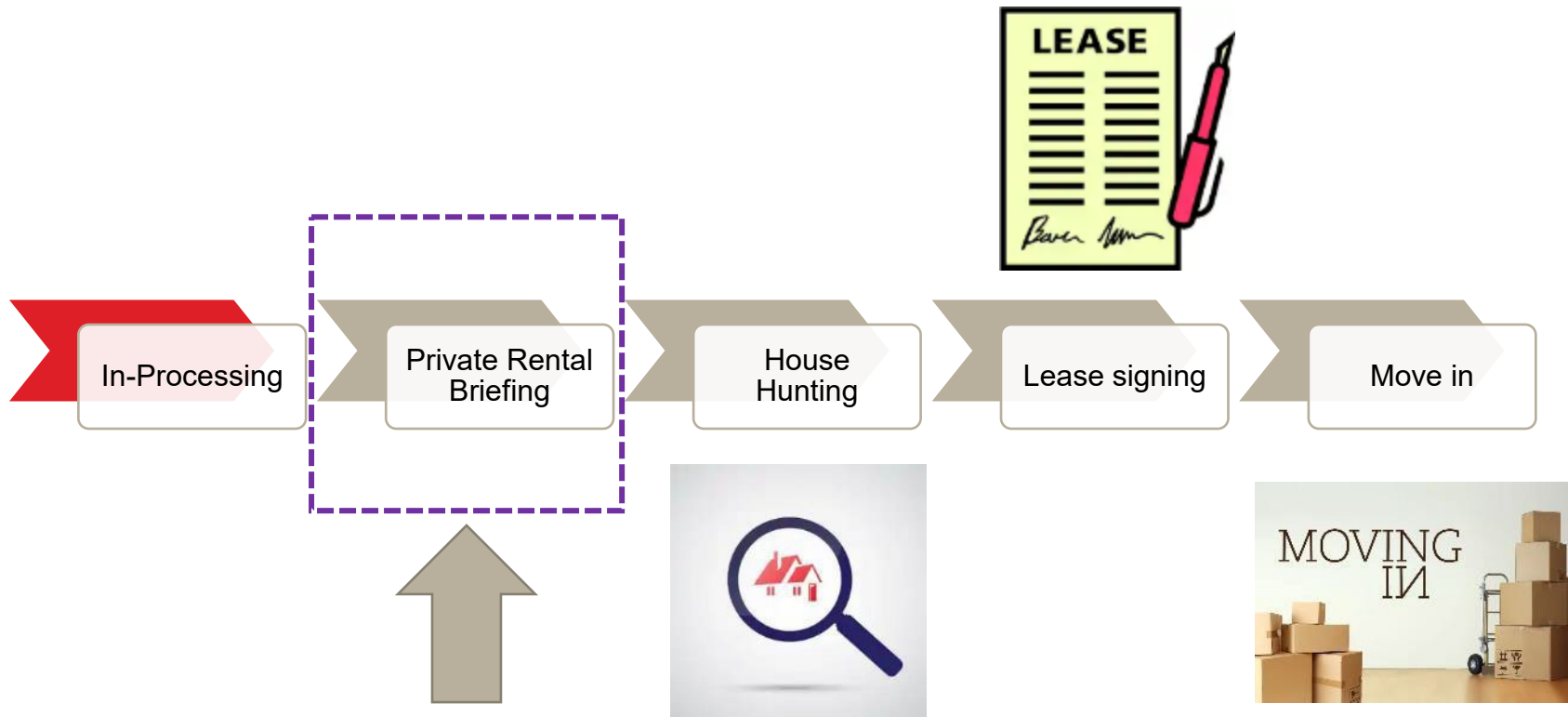


Directorate of Public Works, Housing Division  
U.S. Army Garrison Italy  
U.S. Army Installation Management Command

# Agenda

- ✓ **Private Rental process – Timeline**
- ✓ **Allowances**
- ✓ **Private rental hunting**
- ✓ **Lease signing – “need to know”**
- ✓ **Contacts**

# Process Timeline



# Temporary Lodging Allowance (TLA)

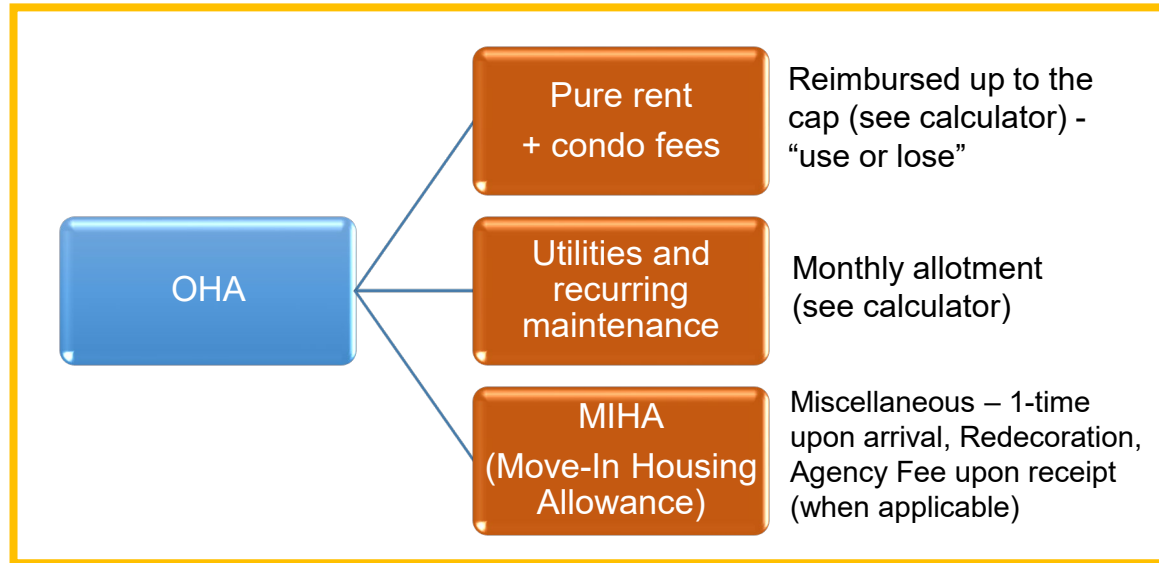
- ✓ The Housing Office authorizes **TLA IAW AE Regulation 37-4**
- ✓ TLA authorized **UP TO** 60-days
  - **TLA will stop:** once quarters are deemed adequate and habitable
  - Reimbursement is only authorized for command sponsored dependents. Pet fees will not be reimbursed.
- ✓ **First TLA memo to be requested to the Housing Office within two working days from report date.**
- ✓ You must be **actively** and **aggressively** searching for permanent quarters to be eligible to receive TLA (meeting w/HSG Manager at day 30).
- ✓ TLA & OHA shall not overlap.

TLA – Viewings spreadsheet

Property Address	Date Visited	Realtor Name (if applicable)	Scheduled (Y/N)	If Yes, Reason for declining property	Other Notes

# Overseas Housing Allowance (OHA)

*OHA compensates Servicemembers for the majority of housing expenses.*



OHA calculator



ITALY		
Location: <b>VICENZA (INCL LONGARE)</b> , Location Code: <b>IT 0 7 3</b>		
PAY PERIOD: 03-01-2024		
Monthly Allowances Effective: 20240216	Local Currency	US DOLLARS
OHA Rental Allowance	1600 EURO	\$ 1781.94
Utility/Recurring Maintenance Allowance	1583 EURO	\$ 1763.00
Move-In-Housing Allowance (MIHA)	519 EURO	\$ 578.02

**\*\*OHA and Cost of Living Allowance (COLA) are separate allowances.**

# SHARERS – Dual Military

- ✓ **OHA** cap is the sum of each sharer's ceiling.
- ✓ **Utility and Recurring Maintenance Allowance**: at the full rate, divided among the sharers.
- ✓ **MIHA – Miscellaneous**: Each sharer receives it, once.
- ✓ **MIHA – Rent**: Only one of the sharers receives it, if applicable.

## House hunting:



- ✓ Through our website [www.homes.mil](http://www.homes.mil)
- ✓ Real Estate Agencies
- ✓ Self-found property



# PRIVATE RENTAL HUNTING

[www.homes.mil](http://www.homes.mil) :

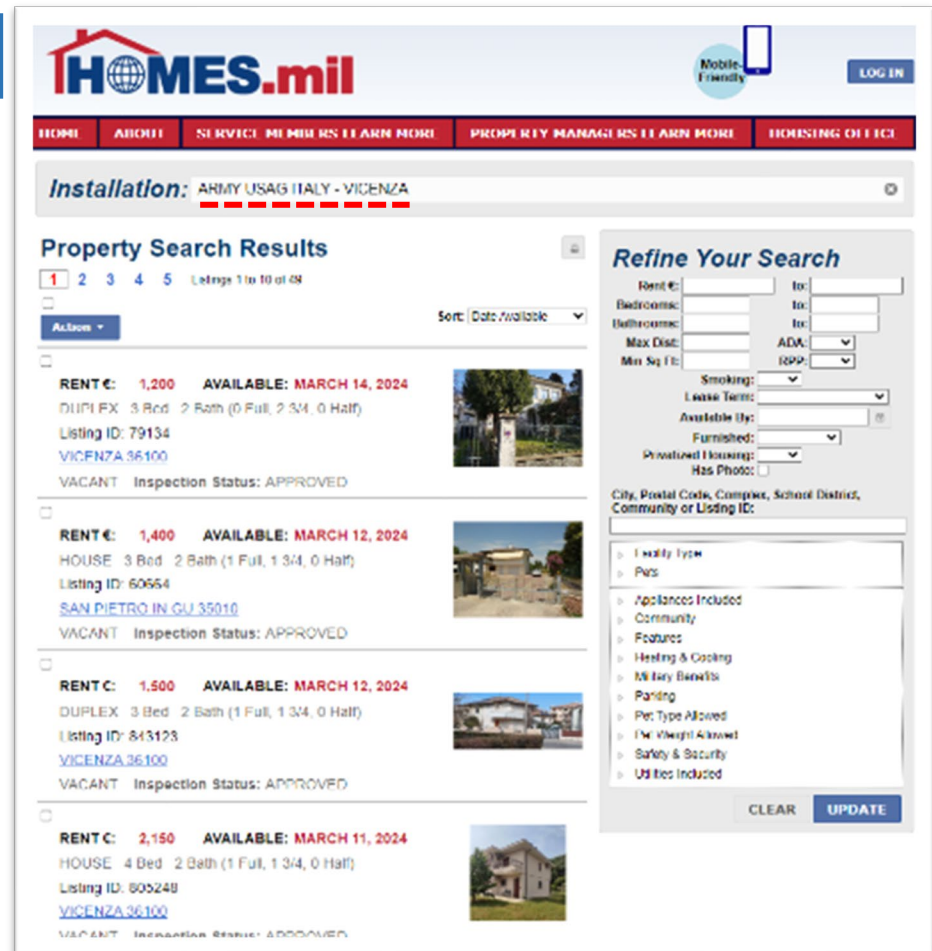
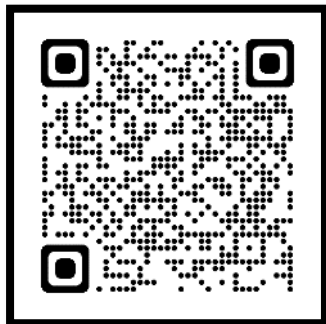


No Agency fee. House adequacy already checked by Housing Office



Vicenza

[www.homes.mil](http://www.homes.mil) QR code







## Real Estate Agency:

- ✓ Agency fee (1 month rent+ 22%VAT) – reimbursed (MIHA-R)
- ✓ See list in the package (English speaking personnel and familiar with VMC members leases)

### List of real estate agencies

List of agencies in the Vicenza area that reported to have English speaking personnel and are familiar with the requirements of Vicenza Military Community members leases. This does not prohibit personnel from using any other Agency, however prior to signing any contract or paying any fees to Agencies customers must coordinate with the Housing Office for advice.


update: Apr 2024

Agency	City	Address	POC	Phone numbers	email	web
Abitare a Vicenza	Longare	Via Roma, 32	Giovanni Balbo	0444 953 188 349 463 9072	<a href="mailto:info@abitaresvicenza.it">info@abitaresvicenza.it</a>	
Agenzia Pellegrini	Vicenza	Corso Padova, 148	Mara Meda	320 283 3330	<a href="mailto:info@agenziapellegrini.it">info@agenziapellegrini.it</a>	<a href="http://www.agenziapellegrini.it">www.agenziapellegrini.it</a>
Assenza Francesca	Vicenza	Via Battaglione Monte Berico, 9	Francesca Assenza	328 212 2692	<a href="mailto:assenzafrancesca.vi@gmail.com">assenzafrancesca.vi@gmail.com</a>	<a href="http://www.assenzaimmobiliare.it">www.assenzaimmobiliare.it</a>
Bellieni Immobiliare	Vicenza	Piazza Matteotti, 20	Filippo	0444-525262 324-8751491	<a href="mailto:affitti3@bellieni.com">affitti3@bellieni.com</a>	
Domus Immobiliare	Vicenza	Viale Trento, 86	Betty Vit	0444 526377 335-538 4946	<a href="mailto:info@domusvi.it">info@domusvi.it</a>	<a href="http://www.domusvi.it">www.domusvi.it</a>
Immobiliare Zanguio di Coppolino Luca	Vicenza	Contrà' Carpagnon 1	Luca Coppolino	0444 544433 338 593 1372	<a href="mailto:Luca.Coppolino@sanguio.it">Luca.Coppolino@sanguio.it</a>	
La Corte Dei Miracoli SAS	Vicenza	Piazzola San Giuseppe, 4	Stefania Zocche	348 480 8470 0444 525218	<a href="mailto:info@lascortedeimiracoli.eu">info@lascortedeimiracoli.eu</a>	<a href="http://www.lascortedeimiracoli.eu">www.lascortedeimiracoli.eu</a>
Progetto Studio Immobiliare	Vicenza	Contrà' Delle Barche, 33	Laura Forellosso	0444 324 023 348 383 1046	<a href="mailto:laura@agenziaprogetto.it">laura@agenziaprogetto.it</a>	
Stabilia Zoso Immobiliare	Vicenza	V.le Trento 326	Claude Zoso	0444-570366 348 230 5501	<a href="mailto:Claude.zoso@stabilia.it">Claude.zoso@stabilia.it</a>	
Tedino Palladio	Vicenza	Contrà' Santi Apostoli, 26	Miriam	340 708 4749 340 243 8289	<a href="mailto:tedinopalladio.imm@libero.it">tedinopalladio.imm@libero.it</a>	
Von Poll Vicenza srl	Vicenza	Contrada Porta Padova 132	Silvia Schiavo	0444 317652 339 706 9790	<a href="mailto:silvia.schiavo@von-poll.com">silvia.schiavo@von-poll.com</a>	

## ✓ House Hunting:

- Functionality
- Pets
- Location
- Safety and Security

## ✓ During the Occupancy:

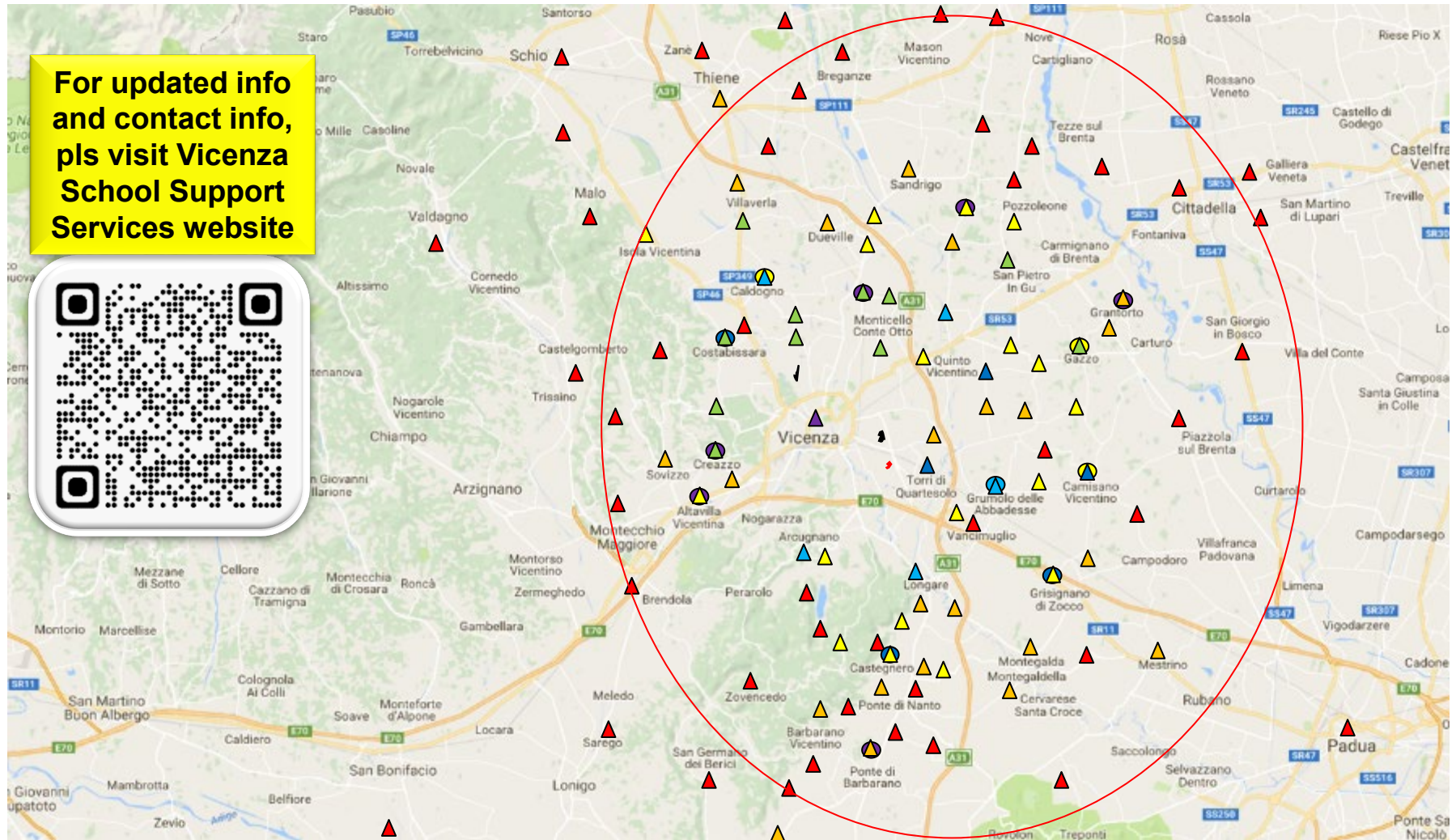
- Build positive relationship with Agency/Landlord
- Avoid Lockouts
- Utility bills payment + tracking
- Rent payments tracking
- Damages 

## **Strongly recommended:**

- Renter's Insurance
- Italian Bank account (or w/IBAN code)



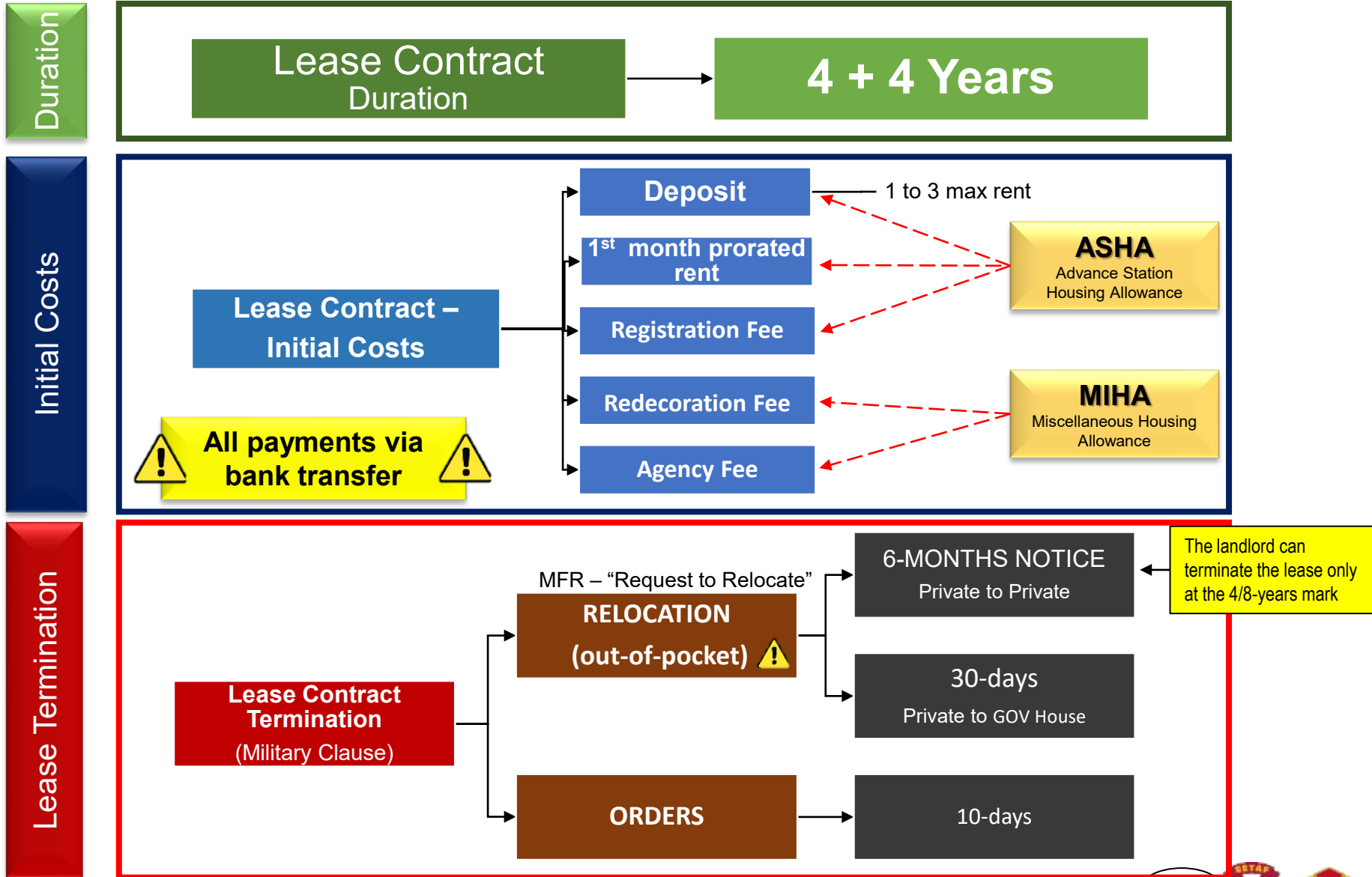
# VICENZA AREA – SCHOOL BUS ROUTE



# LEASE SIGNING PROCESS



# Lease Contract – duration / initial costs / termination



# Utilities/Services

Utility / Service	Description	Notes	Bills	TRO/UTEP applicability
<b>GAS</b>	Heating, Cooking Gas, Hot water	CITY GAS LPG TANK FUEL OIL tank	Monthly (City Gas) Depends on usage (LPG, fuel)	YES YES N/A
<b>ELECTRICITY</b>	Electricity	Consider to upgrade available Kwh	Each month, in the tenant's name	N/A
<b>WATER</b>	City Water	Tenant will reimburse the Landlord directly for the consumption or a contract (may be entered directly on the Tenant's name)	Each three months	N/A
<b>GARBAGE</b>	Garbage removal fee	The cost may be reimbursed to Landlord at the presentation of the bill paid or included in the monthly rent	Quarterly, 6- months or yearly (it depends on the location)	N/A
<b>INTERNET SERVICE</b>		Internet providers and plans are available at the cell-phone store at the PX		N/A



## TRO (Tax Relief Office) services:

- ✓ **City Gas or LPG consumption, not FUEL OIL** (Utilities Tax Exemption Program - UTEP); tax-free purchases on local economy.
- ✓ TRO contacts: DSN: 646-5101/5105, COMM: 0444-71-5101/5105, located across the high school in BLDG #367 (Ederle).

**Please visit the Tax Relief Office to understand the many services they provide to the community.**




### Tax Relief Office Utility Tax Exemption Program (UTEP)

Reduce your natural gas bills with UTEP, an initiative from the Tax Relief Office to serve our community abroad.

**Avoid Italian Tax**  
The Italian government imposes several taxes on natural gas for domestic uses ranging from **37-48%!** It's taken OH taxes. Why pay more if you don't have to?


**Save Money**  
The average UTEP participant **saves \$570 a year** on domestic gas consumption.

**Stateside Familiarity**  
Moving abroad can be intimidating to say the least. With UTEP, you will have an English-speaking local USIA and the option to set up auto-billing.

**Who is Eligible?**  
US ID Card holders UTEP is available to both American military and DoD civilian personnel.  
Whether you are new to the Vicenza community and just beginning the housing search OR you've been living in your current home for years, you are eligible to enroll in the program.

**SO, WHAT NOW?**  
Flip this card over for a list of required documents!  
Questions? Head over to the Tax Relief Office to speak with a representative that can answer your questions and coach you through next steps.  
In the meantime, use the QR code to check out FAQ's and more details about the program.

**CASERMA EDERLE, BUILDING 367**  
DSN - 646-5101  
COMM - 0444-71-5101


### Tax Relief Office Utility Tax Exemption Program (UTEP)

The following documents are required to start the process of obtaining tax-free natural gas

- 1 AIM/AGSM Energy Contract for Natural Gas**  
(Contratto di somministrazione di gas naturale) in the customer's name. Only the first 2 pages of the document are required.
- 2 Copy of Lease Agreement**  
Complete copy of lease agreement is required.
- 3 Copy of PCS Orders**  
Complete copy of PCS orders are required.
- 4 Photocopy of Official Passport or SETAF Drivers License**  
Please provide both front and back.
- 5 Picture of Most Recent Gas Meter Reading**  
Please provide a picture of your meter ensuring both the reading and meter number are visible.
- 6 Cover Sheet**  
Customers whose leases were signed before 28 August 2022 and customers who bought a house require a Cover Sheet from the Housing Office stating the applicant is authorized to join UTEP.

**HAVE ALL YOU NEED TO GET STARTED?**  
Let's start saving you money!  
Head over to the Tax Relief Office with required documents and speak with a representative that can get the ball rolling!  
In the meantime, use the QR code to check out FAQ's and more details about the program.

**CASERMA EDERLE, BUILDING 367**  
DSN - 646-5101  
COMM - 0444-71-5101






# Central Furnishings Management Office (CFMO)

**Eligibility:** All service members and DOD civilian personnel entitled to LQA.

**Permanent Issue Items:**

- ☐ Stove
- ☐ Refrigerator
- ☐ Washer
- ☐ Dryer
- ☐ Wardrobes (one per family member plus one)
- ☐ Kitchen Cabinets (if not provided by the Landlord)
- ☐ One AFN Decoder

**Temporary Furniture** (Loaner Sets) – up to 90 days:

- ☐ Beds and night stands
- ☐ Chest of Drawers or dressers
- ☐ Sofa and easy chairs
- ☐ Tables (dining table, coffee table, end tables)
- ☐ Dining Chairs

**Location:** The CFMO office is in Torri di Quartesolo, near the Vehicle Registration Office.  
There is a shuttle bus (please contact the Transportation Office for details).



**CFMO: 0444 71 2560/61/62/63 – DSN: (314) - 676 – 2560/1/2/3**  
[usarmy.usag-italy.id-europe.list.cfmo-vicenza@army.mil](mailto:usarmy.usag-italy.id-europe.list.cfmo-vicenza@army.mil)

# Army Family Housing “U-do-it” Center

U-DO-IT Center is at VILLAGGIO, next to swimming pool

## U-DO-IT Opening Hours

**Monday/Friday**    **1030hrs**    **1830hrs**

**Saturday**            **0900hrs**    **1500hrs**



DSN:     314 646 2515

COMM:   0444 71 2515



Directions to Via Veronese Gate

Items	Government Controlled Quarters - Residents	Private Rental - residents
<b>DURABLE – LOAN</b> <i>(lawn mowers, weed eaters, rakes, dollies, sanders, garden tools)</i>	YES	YES
<b>EXPENDABLE</b> <i>(batteries, light bulbs, screws, nails, filters, neon lamps)</i>	YES	NO



# Mold, Trash and Flushing



## MOLD:

- Only dangerous when at high levels;
- **VENTILATE YOUR HOUSE FOR AT LEAST 10 MIN A DAY**, especially kitchen, bathrooms and laundry rooms;
- **TREATMENT:** solution of 1-cup chlorine bleach & 1-gallon of warm water, soak, scrub, rinse and wipe dry.

## TRASH:

- Recycling is MANDATORY;
- Follow the policies of your area;
- Improper disposal of trash is punishable by law.

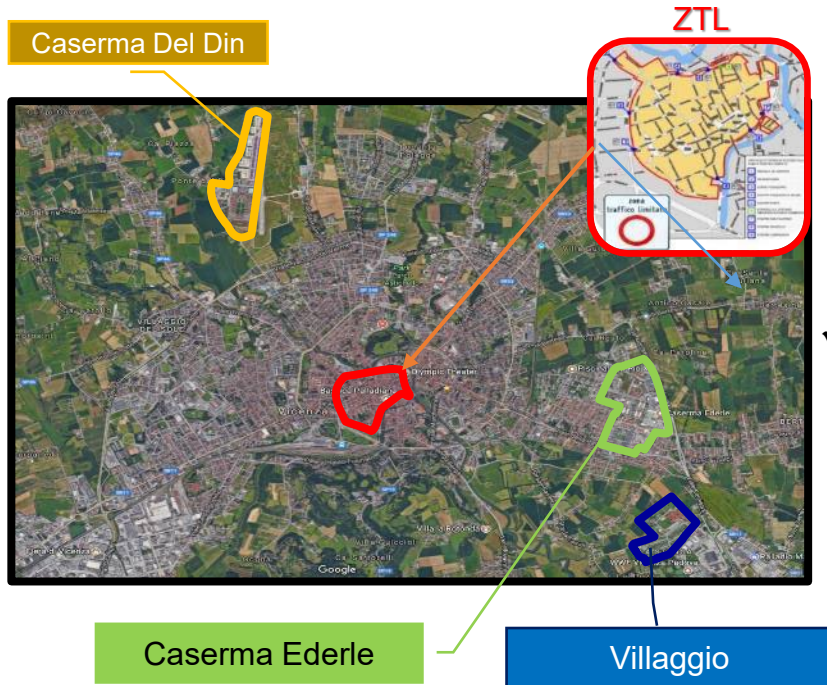


## DO NOT FLUSH:



- Paper towels, facial tissues and so-called flushable wipes
- Condoms
- Feminine Hygiene products

# DOWNTOWN – PARKING and DRIVING



## ✓ ZTL Area (Limited Traffic Zone)

- It's located in the historical city center. Residents with official permits and pedestrian traffic only are authorized.
- Cameras are located at access and exit points. Fines are issued if vehicles are not in compliance.
- Housing Office will assist with your ZTL permit application to the Local Police, if you meet the requirements.
- ZTL Area can be found in other cities (Rome, Milan, etc.)



**ZTL permits expire yearly on 31 May regardless of when the initial permit was submitted**

## ✓ Blue Lines Permits

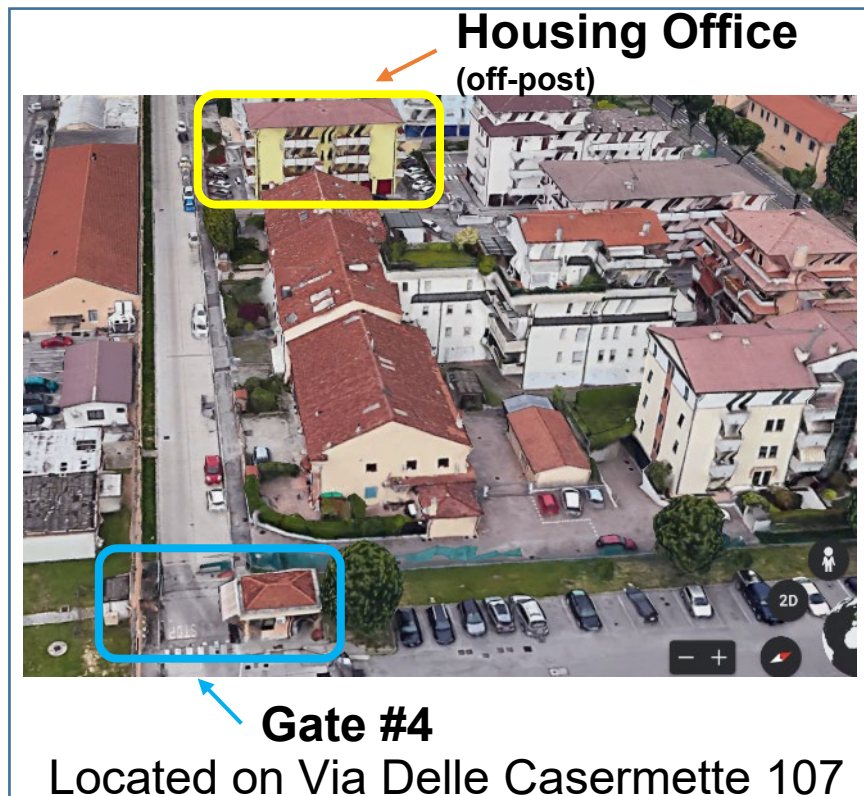
Info:





# HOUSING OFFICE – HOURS of OPERATION

Monday/Friday	0830hrs	1630hrs
Thursday	1200hrs	1630hrs



CPF SATELLITE OFFICE:  
0444 71 2724/53

FRONT DESK:  
0444 71 2725/26/30

HELP DESK:  
0444 71 2720/21/43

CFMO:  
0444 71 2560/61/62/63



DSN: 646-XXXX

Housing Mail



**EMAIL:** [usarmy.usag-italy.id-europe.mbx.housing-division@army.mil](mailto:usarmy.usag-italy.id-europe.mbx.housing-division@army.mil)

# QUESTIONS

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