

COMUNE DI VERDERIO

Provincia di Lecco

DOCUMENTS REQUIRED FOR REGISTRATION OF THE HOSPITALITY DECLARATION

Hospitality of non-EU citizens – Municipality of Verderio (LC)

The hospitality communication is receivable and registrable only if accompanied by the following complete documentation. The lack of even a single document entails non-registration.

A COMMUNICATION FORM

- Hospitality communication model duly filled in every part, indicating the period of stay (fixed or indefinite).

B IDENTITY DOCUMENTS

- Copy of valid ID of the **HOST** (for foreign citizens: passport with visas/stamps or valid residence permit or renewal application).
- Copy of the **GUEST's** passport with visas/stamps and, where available, valid residence permit or renewal application.

C TITLE OF AVAILABILITY OF THE PROPERTY

Attach **ONE** of the following based on your situation:

1. OWNER – hosts for free in the property where they reside:

→ *Copy of the deed of ownership or equivalent documentation.*

2. OWNER – hosts for free in a property where they do NOT reside:

→ *Copy of the loan for use contract (comodato) registered with the Revenue Agency.*

3. OWNER – hosts for a FEE (with payment):

→ *Copy of the lease contract registered with the Revenue Agency.*

4. TENANT (renting host) – hosts for free or for a fee:

→ *Copy of the lease contract between host and owner (registered, without prohibition of subletting).*

→ *Copy of the sublease or sub-loan contract registered with the Revenue Agency.*

5. BORROWER (Comodatario) – hosts for free or for a fee:

→ *Copy of the loan contract between host and grantor (registered, with express admission of subletting/sub-loan).*

→ *Copy of the sublease or sub-loan contract registered with the Revenue Agency.*

⚠ IMPORTANT WARNING: If the host has already presented another hospitality communication for the same accommodation in the previous 12 months, it is mandatory to contact the Office in advance for a verification of the state of the premises.