

Housing Administration

Housing Unit Application Form (1)

- Information Regarding Residents Who are Housed in Compliance with University Regulations:

Marital Status:	☐ Male ☐ female	Gender		Name	Personal Status
Residence/National Identity Date:				Residence/National Identity Number	
				Residence/ National Identity Place	
Phone				Mobile	
Note: A copy of the family record, national identification card, passport, and labor card must be attached for Saudi citizens.					

☐ Ph. D	☐ Master	☐ Bachelor	Qualification	Employment Data	
☐ Professor	☐ Associate Professor	☐ Assistant Professor	☐ Lecturer		☐ Teaching Assistant
Academic Qualification Obtaining Date:	Note: A copy of the Academic Qualification is provided		Degree		
Are you involved in administrative work at the university?		☐ Yes	☐ No		
Indicate the type of work if the response is affirmative.		☐ Vice-President	☐ Dean		☐ Vice-Dean
		☐ Head of Department	☐ Vice-Department	☐ Others	
Note: Please submit a copy of any past administrative business decisions and the decision's text					

- Information on the family members residing with me during the year and who are now here:

No	Name	Relationship	Date of Birth
1			
2			
3			
4			
5			
6			

- Do you have any relatives who have special needs? ☐ Yes ☐ No

Signature on the validity of the information

Name:

Date: / /

Signature:

Authorizer Signature

Name:

Date: / /

Signature:

Stamp

Housing Department

Form (2)

Personal Data				
Name				
Residence/National Identity Number				
Category		Building NO.		Apartment No.

Receiving of the Housing Unit	I, whose data statement above, acknowledge that I have received the housing unit, and I pledge that I and my family will reside and that no one else than whom legally dependent. And I don't have the right to give up housing for others. If I am not willing to live in the housing unit, I would have to hand it over to the Housing Department. I also pledge to report any malfunctions that I find in two days to avoid my responsibility.
leaving the housing unit	I pledge to leaving and hand over the housing unit to the Housing Department without delay in the event that my right to housing comes to an end, in accordance with the cases mentioned in Article (7), Article (9), and Article (13) of the Housing Regulations.
Insurance	I pledge to authorize the University to deduct a sum of 5000 riyals from my financial dues in four installments, or as the General Department of Human Resources may decide.
Utilities	I undertake to authorize the university to deduct the value of the utilities (electricity, water and sanitation) from my monthly salary in accordance with Article (25) of the Housing Regulations. And I pledge to acknowledging the current reading of the apartment whose data is shown above is: (-----) Meter number (-----).
Handing over the housing unit	I undertake to notify the housing department in writing or by e-mail before leaving the residence within a period of no less than one month and following up before leaving the residence for at least one week, after making sure to repair what has been damaged and to pay the value of utilities and any other financial obligations, in order to look into the housing situation and to receive it in principle.
Terms and Conditions	I have reviewed the housing regulations, conditions, and instructions, and I have received a copy of them, and I confirm my commitment to them, as well as to any other instructions issued by the university. - Any communication sent by the housing department, by email or by a family member, is considered to have been received by me.
for contractors	Does the husband work inside the Kingdom? ☐ Yes ☐ No. If the answer is yes, specify the entity in which he works: Entity name: ----- ☐ Governmental sector ☐ Private sector Was the housing allowance paid to him: ☐ Yes ☐ No Was he provided with housing: ☐ Yes ☐ No

Signature on the validity of the information

Name:

Date: / /

Signature:

Authorizer Signature

Name:

Date: / /

Signature:

Stamp

Form (3)

Residential Unit Inspection

First: Residential information:

Name						Nationality			
National ID/ Residency #									
Mobile									

Second: Housing unit information:

Apartment Number		Building Number		Category	
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Inspection and approval of housing units:

I, the undersigned, inform you that I have seen the housing unit and I agree to live in it, noting that:

☐ No damage

☐ Damage was found, namely:

Fourth: Receiving the key:

That on _____ corresponding —/—/— 14 . I have received the keys for the housing unit described above, and they are in my custody. I pledge to maintain them, and not hand it over to anyone or change it, except with the approval of the Housing Department and returning it upon leaving the housing unit.

Signature on the validity of the information

Name:

Date: / /

Signature:

Authorizer Signature

Name:

Date: / /

Signature:

Stamp

Form (4)

category received		(A) 0			
Building No. () Apartment No. ()					
#	Content	A	B	Type	Comments
1	Triple Sofa			☐ New ☐ Used	
2	Single Sofa			☐ New ☐ Used	
3	Office chair			☐ New ☐ Used	
4	Dining Table Chairs			☐ New ☐ Used	
5	Dining table			☐ New ☐ Used	
6	Hairdo			☐ New ☐ Used	
7	Drawers			☐ New ☐ Used	
8	Mirror			☐ New ☐ Used	
9	Dresser chairs			☐ New ☐ Used	
10	Office wardrobe			☐ New ☐ Used	
11	Desk			☐ New ☐ Used	
12	Large bed			☐ New ☐ Used	
13	Small bed			☐ New ☐ Used	
14	LG TV			☐ New ☐ Used	
15	SHARP washing machine			☐ New ☐ Used	
16	TOSHIBA Refrigerator			☐ New ☐ Used	
17	MAYTAG oven			☐ New ☐ Used	
18	king bed mattress			☐ New ☐ Used	
19	Small bed mattress			☐ New ☐ Used	
20	طاولة ضيافة			☐ New ☐ Used	

I, the undersigned, undertake that I have received the furniture described above, and I undertake to maintain it, and hand it over when leaving the housing unit.

Employee Name: _____

Recipient Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

General Provisions

1. The person who is housed undertakes not to obtain housing from another party.
2. The Housing Department has the right to ensure that the resident and his family members live in the housing and that the housing is not used for other purposes, and if he/ she is not permanently present in the housing unit, he is required to leave the housing unit.
3. Correspondence sent by the Housing Department to the place of residence shall be deemed to be received if it is delivered to him/ her personally or to a member of his family, as well as the correspondence sent to the University's e-mail.
4. Residents shall abide by the regulations and instructions issued by the University and the amendments or additions thereto. This includes traffic regulations, the organization of accommodation facilities, the rules of public morals and the Islamic ethics of appearance and conduct.
5. If a resident's car stands in violation, the traffic violations law shall apply to him.
6. Residents must maintain the cleanliness of the residential neighborhood and the safety of its assets.
7. The university does not compensate the resident materially for harm or damage of any kind resulting from fires, water leaks or damage to the building facilities caused by the resident.
8. The University shall not be bound by any monetary or in-kind compensation to the faculty member in the absence of a vacant housing unit, except for those whose housing allowance is provided for by the regulations.
9. The resident shall maintain the housing unit and its contents and shall not introduce any changes to the housing unit allocated to him without prior permission from the university.
10. Dumping garbage and waste in designated places shall take into account after placing it in sealed plastic bags.
11. Residents shall deal with respect and appreciation to other residents, supervisors, security personnel, and service workers inside the residential complex, and refrain from harming others in any way.
12. Residents should rationalize their electricity and water consumption. Legal procedures will be applied in case of misuse, and these procedures may amount to a request for leaving the housing unit.
13. The resident is fully responsible for his actions, the actions of his visitors, all the people living with him, and those who work for him. He/ she bears all compensation for the damage resulting from them, which occurs inside the housing unit or inside the residential complex. non-payment or delay in payment, the university has the right to deduct it from his/her financial dues.
14. Residents shall immediately report the breakdowns of the housing unit and allow housing supervisors and maintenance officials to enter the residential unit in urgent and dangerous situations, whether the resident is present or not.
15. Residents should allow specialists to enter the housing unit to perform preventive maintenance.

16. Residents shall not change the locks of the housing units without prior permission from the university and provide a copy to the housing Department.
17. Disturbance of residents shall be prohibited. Children shall be prohibited from playing or storing bicycles and personal property in undesignated facilities and on the walkways of buildings. If it exists, it will be removed without any responsibility on the university.
18. Tampering with or damaging housing units are Prohibited, including pin-ups on walls or doors or making openings or extensions thereof.
19. Housing of male drivers and servants in apartments is forbidden.
20. It is prohibited to keep pets, with the exception of fish and birds.
21. Housing workers shall not be employed in private jobs inside a housing unit or in car wash.
22. It is forbidden to employ workers who are not sponsored by the resident, and the resident shall bear the legal responsibility as a result.
23. It is forbidden to employ workers who are not under the sponsorship of the resident, and the resident bears the statutory responsibility as a result.
24. Residents must take all safety measures to maintain their apartments. in case of travel, water locks should be shut, disconnecting electrical and electronic devices from electricity, and shutting windows and doors.
25. Residents shall secure and maintain the furniture and electrical appliances they need at their own expense. Coordination with the Department of Operating and Maintenance is required to match the devices with the electrical grid. In case of violation, residents shall bear the damage that may result from this violation.
26. Housing units shall be handed over to the Housing Department at the time of residence, thus obtaining a record clarifying the obligations and responsibilities of the housing unit.
27. Residents shall be obligated to pay all their dues for services (electricity, water, sanitation, and telephone). If residents do not comply, the university shall have the right to deduct them from their dues.
28. When the house is vacated or the car is sold to others, the occupant must return the entry card, even if it is torn.
29. The right of the resident to continue living shall be forfeited:
 - If the resident violates the regulations of the Kingdom of Saudi Arabia, or the regulations, rules, and instructions issued by the University.
 - Misuse of housing, causing harm to neighbors and residents, or violating the instructions contained in these regulations.

- If the inhabitant uses the housing unit for other than its assigned purposes, rents it or allows others to use it, or violates public regulations and morals.
- If the resident made any additions or modifications to the residential unit without adhering to the rules set by the university, or if he encroached on the ground in the residential neighborhood.
- If the housing unit is used in a way that would harm the building, the environment, or others.

I am aware of the conditions, and I pledge to abide by them and by any regulations or instructions issued by the housing department in the future, and so I sign.

Name: -----

Date: -----/-----/-----144 H

Signature: -----