

Housing Management Regulation



بيت الحكيم

list for the employees of the University of Hafr Al-Batin from among the Members Faculty
Equivalents and Staff was approved by University Council Decision No. (9) of November 15,
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Introduction

Praise be to God, Lord of the worlds, and blessings and peace be upon our Master Muhammad, the most revered of the prophets and messengers, as well as upon his family and associates.

Based on noble directives, including the noble royal order No. (10694) dated: 9/9/1405 AH, which stipulated the importance of securing housing for faculty members, as well as an appropriate environment to help them perform their work, and a reference to Article Twenty-four of the university's constitution, housing is meant to provide adequate housing for those who deserve it among its employees, including faculty members and employees, in an appropriate healthy and social environment.

Chapter One: General Provisions

Article One

Words and phrases - wherever they appear in these regulations - shall have the meanings indicated opposite each of them.

1. **University:** University of Hafr Al-Batin
2. **University City:** the lands, buildings and facilities included in the university's property.
3. **Residential Neighborhood:** the site on which the housing units and their associated facilities are built.
4. **The Residential Unit:** It is the villa or apartment according to the nature of each residential complex, and includes the building, the yard, furniture, appliances, and others.
5. **Resident:** A university employee who has a housing unit.
6. **Housing:** housing for faculty members.
7. **The Regulations:** The housing regulations for the employees of the University of Hafr Al-Batin, including faculty members, the like, and employees.
8. **The Technical Committee:** formed by the university president, provided that it includes a representative from (the Housing Department, the Operation and Maintenance Department, and the Security and Safety Department).

Article Two

According to what is available based on the conditions and regulations set forth in these regulations, housing is distributed to those who are eligible among the university's employees from among the faculty members (Saudi / contracted) and the like and employees, who circumstances require the provision of housing for them.

Article Three

Having a vacant housing unit is a requirement for those who qualify for housing insurance.

Article Four

The Affiliate and his family are obliged to reside there on an ongoing basis; in the event that they are unable to do so, they lost their right to housing and must leave the apartment.

Article Five

The inhabitant is not entitled to enable others to use the housing, whether by assignment or leasing, and he is not permitted to use the housing unit for purposes other than housing.

Article Six

The resident is only allowed to have one housing unit, and if the resident marries a wife who is a member of the teaching staff, a lecturer, or a teaching assistant (without multiple), then the right of the lowest-ranking member of that staff to housing is forfeited, and the right of the other is satisfied, and the points that the other deserves are added. In the academic standing for the overall comparison points mentioned in Article (17) of the rule.

Article Seven

In the following situations, the occupant loses their right to housing:

1. Changing your university of enrollment.
2. Resignation or Termination.
3. A reference to retirement at a normal or young age.
4. A multiple-year scholarship abroad.
5. Death.

Article Eight

1. Those who are legally permitted to use the university home have a one-year deadline to move in, after which time they must leave for anyone whose services are terminated for one of the following reasons:

- a. Transferring to a different university.
- B. Termination or resignation.
- c. Early retirement or regular retirement.

Depending on the situation and the university's resources, the university council has the authority to extend the deadline in accordance with the rules it has approved in this respect.

2. Within two years, the relatives of the deceased university employees who were living in the university house will be relocated there. In accordance with the rules it has approved in this regard, the university council may extend the deadline based on the situation and the university's resources.

3. The required rent in each of the preceding circumstances must be paid.

Article Nine

If the Housing Department decides to remove the resident from the residence for whatever reason after receiving the authority holder's consent, the occupant must leave the property immediately.

Article Ten

A resident's right to a dwelling unit is forfeited, his application is deemed invalid, and his name is deleted from the waiting list if he is late in getting it for thirty days after receiving news that one has been allotted to him.

Article Eleven

If the resident obtains the housing unit and does not occupy it within sixty days of the date on which he or she signed for it, he or she is required to turn the housing unit over to the Housing Department and is not permitted to reapply until one year has passed since the date of delivery. The University Council has the authority to deviate from such rule.

Article Twelve

No person may enter the housing units except with the permission of its residents, and when there is a danger that requires immediate entry, and the inhabitant is not present, this is done by the technical committee, and it is necessary to prepare a report to that effect.

Article Thirteen

If structural issues arise or the university decides to make extensive renovations or significant changes to the university housing, the university has the power to request that the tenant leave his or her apartment.

Article Fourteen

The Housing Department receives housing requests during the first two weeks of each semester.

Chapter Two: The Authorities concerned with the Housing Department

Article Fifteen

Inquiries from the Housing Department include the following:

1. Establishing general housing policies.
2. establishing guidelines, regulations, and requirements for housing.
3. Considering the fundamental challenges and issues relating to housing.
4. In light of the financial resources and housing situations, and after consulting with the necessary authorities, consider renting buildings suitable for housing faculty members or evacuating them while determining the appropriate rental price.
5. Talking with the appropriate authorities about the various housing units' needs.
6. Monitor how the authority's judgments and housing regulations are being implemented and suggest any required changes or additions.
7. Transferring the housing units to their beneficiaries and taking possession of the ones that the owners have vacated.
8. Working together to carry out their responsibilities in the residential neighborhood with the General Department of Security and Safety and the Operation and Maintenance Department.
9. Taking into account the requests, grievances, and suggestions made by the locals and taking the appropriate action.
10. Send bills to the General Administration of Human Resources for all services rendered and the rental cost of the dwelling units, which will be deducted from residents' monthly salaries.

Article Sixteen

It is acceptable to select an advisory committee of residents in each complex that has been approved by the housing department, taking into account the representation of all groups residing in university housing, without affecting the duties of other competent authorities, in order to consider the following issues:

- a. Maintaining contact with the residents, offering feedback on the quality of the services they receive, and suggesting workable solutions.
- B. Taking into account the issues that arise between the locals and suggesting solutions.
- c. Monitoring public amenities in housing, recommending ways to make use of them, and ensuring that their requirements are met.
- D. Take into account what the Housing Department has forwarded to it.

Chapter Three: Distribution of Housing Units Regulations

Article Seventeen

The points earned by each employee are determined based on the following, and are used to compare housing applicants who match the requirements:

1. The Teaching Assistant rank will receive five points.
 2. Lecturers will receive ten points.
 3. Those who hold the position of assistant professor are awarded 15 points.
 4. Associate Professors will receive 20 points.
 5. Anyone holding the position of professor receives 25 points.
- B. Administrative Business:
1. A point will be awarded to an individual who serves as the undersecretary to the head of an academic department for each complete year of employment.
 2. For each complete year that the head of a scientific department works there, his or her efforts receive two points.

3. For each full year a deputy dean works at their job, they receive three points.
 4. A dean will receive four points for each complete year of service.
 5. The agent who works for the institution receives five points for each full year of service.
 6. Those currently employed in the aforementioned businesses will receive a full year's worth of points.7.
- Whoever did not complete the year in the work referred to above, the points he deserves will be calculated for the period he spent attributed to the year.

Article Eighteen

When the sum of the points of more than one person is equal, the highest academic degree is presented. When the academic degrees are equal, the oldest academic degree is presented. When the dates of appointment and housing applications are equal, the oldest academic degree is presented. When the dates are equal, a lottery is conducted.

Article Nineteen

In the event that the university approves residential villas, it is allocated to Saudi faculty members - assistant professors and above

Article Twenty

The needs of people with special needs are met when entering residential homes.

Article Twenty-One

- a. Depending on the availability of unoccupied housing units and the absence of housing requests for faculty members and the like, it is acceptable to house university employees among the employees whose job needs need the supply of housing for them.
- b. It is acceptable to provide accommodations for imams and muezzins who are employed by the housing mosque.
- c. A home in the area may be designated as a hotel.
- D. International students might be given access to a building in the neighborhood.

Chapter Four: Rents for housing units and services

Article Twenty-Two

According to Cabinet Resolution No. 10694 from 9/9/1405 AH, the resident is required to give the university the following as a symbolic annual rent:

1. Housing with Furnishings:

- a. (6000) A one-bedroom flat costs 6,000 riyals.
- b. (8000) The cost of a two-bedroom flat is 8,000 riyals.
- c. A three-bedroom flat costs c. (10,000) ten thousand riyals.
- d. (12,000) One thousand two hundred twenty riyals for a home with four or more bedrooms.
- e. 10,000 riyals for independent housing with one bedroom.
- f. 12 000 riyals for independent housing with two bedrooms, or f. the.
- g. (14,000) Fourteen thousand riyals for a three-bedroom, independent home.
- h. For independent homes with four bedrooms or more, the price is 16.000 riyals.
- I. Unarmored prefabricated dwellings will be considered as apartments.

2. Unfurnished Housing:

The symbolic wage (20%) will be decreased by the amount of the annual home rent, which was previously mentioned.

Article Twenty-Three

Residents of faculty members and other comparable personnel who do not match the requirements for university housing, as well as residents who stay in residences after the legal time limit for doing so and with the authority to settle their stay has passed, are subject to the same rates.

Article Twenty-Four

The occupant's salary will be withdrawn each month, commencing on the day he signs the lease for the dwelling unit, to pay the unified annual rent, which is collected annually in advance.

Article Twenty-Five

The resident is required to pay for the use of water, electricity, telephone, sewage, and other services according to the invoices issued by the official authorities in accordance with the government tariff.

Article Twenty-Six

The resident is responsible for covering all costs associated with adding telephone or optical fiber service to the residential unit.

Article Twenty-Seven

The beneficiary of the housing is required to pay the university an insurance of (5000) five thousand riyals for furnished housing units and (2000) two thousand riyals for unfurnished housing units before receiving the housing unit, and the university will return it or the remaining amount after deducting any damages or other obligations (if any) when the beneficiary vacates the residence.

Article Twenty-Eight

If the insurance mentioned in Article (Twenty-Seven) does not pay for the repair of damages and the payment of utility bills, and the resident does not offer to make up the gap in money, the university will deduct this amount from his monthly wage or from the dues he pays with it.

Article Twenty-Nine

The university will deduct it from the resident's monthly wage or from his dues with it if he is late with paying the annual rent for the housing unit, the service fees, or fixing any damages he does while residing there.

Article Thirty

The university has the right to deduct the resident's dues in order to recover any fines it imposed against him for failing to follow these restrictions, and the resident is responsible to pay those fines.

Chapter Five: Operation, Maintenance and Hygiene Instructions

Article Thirty-One

1. The resident may not perform these works themselves or through others, and if he violates this, he will be held responsible for the consequences, whether inside or outside his housing unit. The university performs all necessary preventive and corrective maintenance work, or whenever the need arises.
2. Residents make requests for maintenance on forms created by the operation and maintenance department, and repair work is done in accordance with the importance of the repairs and the order in which they were reported.

Article Thirty-Two

In the case that the occupant damages the housing unit's amenities by failing to disclose issues, such as leaks or cracks, but not limited to these, he is responsible for the expenditures incurred.

Article Thirty-Three

The resident is required to insure consumable parts with the same specifications as the damaged part, such as heaters, lighting, cabinet hinges, coils, handles, switches, cambers, and nuts. The university is only responsible for the cost of installation.

Article Thirty-Four

The resident is responsible for paying for any maintenance charges as well as any replacement parts that are required as a result of his negligence or misuse. In this situation, the subsequent actions must be taken:

1. The Operation and Maintenance Department informs the inhabitants of the estimated costs of the necessary staff.
2. The Operation and Maintenance Department starts working on the repair after the resident pays the necessary expenses in accordance with the university's policies.

Article Thirty-Five

Before transferring ownership to the present occupant, the university takes care of the housing unit's upkeep and cleanliness. The Operation and Maintenance Department estimates the material costs associated with the resident's maintenance, and those expenses are deducted from the insurance value paid by the previous beneficiary.

Article Thirty-Six

1. The resident is responsible for cleaning his or her apartment and taking out the trash, which must be placed in specially designated bins adjacent to each building.
2. The university, through the cleaning contractor, handles garbage collection from its locations as well as cleaning of public buildings, exterior spaces, residential building entrances, stairs, and hallways.

Article Thirty-Seven

1. These rules supersede the faculty housing guidelines at the University of Hafr Al-Batin established by University Council Resolution No. (1-4-1438 1439 AH), and the University Council reserves the right to interpret or modify them.
2. Any earlier rules that clash with these bylaws are repealed.
3. After being approved by the University Council, this bylaw becomes operative.
4. Everything that isn't covered by this regulation must adhere to the rules, laws, judgments, and directives that are in effect in the Kingdom.

Appendix One: Furnishing and Housing Equipment

Appendix Two: Security and Safety Instructions

Appendix Three: Housing Eviction Procedures

Appendix One: Furnishing and Housing Equipment

First: The University provided the following furniture items in accordance with the construction categories:

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	Hospitality table			☐ New	☐ Used	

Second: With the exception of any furniture that is covered by the university's insurance policy, the resident is responsible for securing the furniture and appliances he need at his own expense and is entitled to take them with him if he vacates the housing unit that was assigned to him.

Third: The resident should think about compatibility when buying electrical equipment with the house's electrical network. He could inquire with the Operation and Maintenance Division about this.

Appendix Two: Security and Safety Instructions

First: Security and safety rules must be followed during visits to protect the residents' security and comfort.

Second: When requested by their authority, housing employees are given their own cards that permit them to enter at particular hours. Everyone else is only permitted to enter with permission from the housing department.

Third: One of the two residents may be picked up by a taxi. As for loading, this is done in accordance with the resident's wish and after consultation with security operations.

Fourth: The Housing Department's operations are called in the case of a security issue to make the required preparations with the appropriate authorities.

Appendix Three: Housing Eviction Procedures

When a residential unit is being vacated, the following procedures must be followed:

First: Resident Obligations:

1. Complete the necessary paperwork at the housing department.
2. Liquidation of any outstanding amounts owed for utility (telephone, electricity, water, and sanitation) or housing rent.
3. Compensation for losses brought on by misuse.
4. Removal of his possessions, including furniture, carpeting, and appliances, from the residential unit.

Second: The technical committee shall examine the housing unit to be evacuated, and ensure that it is free of damages, if any.

Third: The eviction report is published by the housing department.

Fourth: The resident receives their insurance payment back.

Fifth: After being warned by the Housing Department and the Technical Committee, the services will be severed from the residential unit in the event that the resident refuses to leave the residence after his association with it has ended or if he disobeys the rules outlined in this regulation.

Sixth: technical committee opens the housing unit, takes an inventory of its belongings, records the material duties resulting from that, and deducts it from the housing insurance when the resident's affiliation with the university expires and he vacates before turning over the housing. If the coverage is not covered, the cost is subtracted from his financial obligations or collected by the appropriate authorities.

Seventh: The university has the right to charge the contractor the actual rent value of the housing unit for the time between the end of his vacation and the delivery of the housing unit, based on the university's estimation and final determination in that regard, in the event that the contractor does not return from vacation and his or his representative is late in handing over the housing unit to the Housing Department.

General Provisions

1. The individual who is being sheltered promises not to find accommodation elsewhere.
2. The housing administration is entitled to make sure that the resident and his family occupy the home and that it is not put to any other use. In the event he is not a permanent resident of the housing unit, he must leave the house.
3. Letters sent from the Housing Department to a resident are deemed received if they are handed to him personally or to a member of his family. Letters sent to his university e-mail are also considered received.
4. The resident is required to abide by all rules and directives issued by the institution, as well as any modifications or additions that may be made, including those regarding traffic laws, the arrangement of housing facilities, codes of public morality, and Islamic values in terms of dress and conduct.
5. The resident will be subject to the system of traffic fines if his car is parked illegally.
6. The resident is responsible for preserving the residential neighborhood's cleanliness and the security of its assets.
7. The resident is not financially compensated by the university for losses and losses of any type brought on by fires, water leaks, or damage to the building's amenities that are attributable to the resident.
8. With the exception of those who are allowed by regulations to be given a housing allowance, the university is not required to provide a faculty member with any monetary or in-kind compensation in the event that a vacant housing unit is not available for him.
9. The resident agrees to maintain the housing unit and all of its contents and to refrain from making any changes to the housing unit that has been assigned to him without the university's prior approval.
10. After being placed in tightly closed plastic bags, waste and garbage should be disposed of in approved locations.
11. Within the residential complex, the resident is expected to treat other residents, as well as the supervisors, security personnel, and service providers, with respect and courtesy and refrain from abusing or harming them in any way.
12. The resident must rationalize their usage of water and electricity, and if they don't, legal action may be taken against them, which could cause them to leave their home.

13. The resident is fully responsible for his actions, as well as those of his visitors, fellow residents, and employees, and he must pay for any damages that result from their actions inside the residential unit or within the complex. If the resident refuses to pay or makes payment arrangements that are late, the resident may be held legally responsible. The institution has the right to take it from his financial dues.
14. Whether or not the resident is present, the resident must report any malfunctions of the housing unit immediately and let housing supervisors and maintenance staff to access the housing unit in emergency and dangerous situations.
15. The resident must permit specialists to do routine maintenance on the housing unit.
16. The resident is not permitted to alter the locks on the housing units unless they first obtain permission from the university and give a copy of that approval to the housing department.
17. Children are not allowed to play or keep bicycles or other personal items in undesignated areas or in building corridors, and if they do, the university is not responsible for removing them. It is also observed not to disturb the residents.
18. It is against the law to tamper with or harm the dwelling units, including by nailing them, drilling holes in them, or adding extensions.
19. It is against the law to have male servants and drivers in residential apartments.
20. The keeping of animals is prohibited, with the exception of fish and decorative birds.
21. Employing housing staff for private jobs inside the housing unit or at vehicle washes is not permitted.
22. It is against the law to employ people who are not sponsored by the resident, and as a result, the resident is legally responsible.
23. The resident is required to take all necessary precautions to protect the home, including closing the water faucets, unplugging electrical and electronic equipment, and locking the windows and doors in the event of travel.
24. The resident is responsible for keeping the furniture and appliances he needs secure and maintained at his own expense. Coordinating with the Operation and Maintenance Department is necessary to match the devices with the electrical network, and the resident is responsible for any damages that may result from a violation of this rule.
25. The resident is required to turn in the dwelling unit to the housing department at the conclusion of his stay and to produce a report outlining the commitments he has taken on.

26. The resident is responsible for paying all service fees, including those for telephone, water, sewage, and electricity. The university has the power to deduct them from the resident's fees if he doesn't abide by this.

27. Even if it is torn, the admission card must be brought back to the house when leaving or selling the car to someone else.

28. If the resident violates the laws of the Kingdom of Saudi Arabia or the rules, regulations, and directions set forth by the institution, the resident's right to live continues to be forfeited.

improper use of a residence, threat to surrounding property or occupants, or disregard for these regulations.

- If the occupant utilizes the dwelling for a purpose other than that for which it was designed, if he lets others use it or rents it out, or if he transgresses moral and societal norms.

- If the resident encroached on the ground in the residential neighborhood or added anything to the residential unit without following the university's standards.

- if he applied the dwelling unit in a manner that endangers the structure, the environment, or other people.

I have read the terms and agree to follow them as well as any further rules or directives the Housing Department may issue.

I hereby sign this

Name: -----

Date: -----

Signature: -----