

Form NO (5)

Release Letter

The Honorable Director of Housing Department

Peace, mercy, and blessings of Allah be upon you

Kindly instruct the relevant party to facilitate my departure from the university housing for the following reasons:

.....

Please be informed that I reside in category () Building No. () Apartment No. ()

Greetings to you,

Application Submission Date:

Applicant Name:

Mobile Number:

Signature:

Respected / Head of the Inspection Unit in the Housing Department.

Peace, mercy, and blessings of Allah be upon you

We kindly request that you prepare a report on any existing malfunctions in the apartment of the resident whose name and details are mentioned above, if applicable. in coordinance with the maintenance department.

We are thankful and appreciative of your efforts

Best Regards

Director of Housing Department

Maintenance Report: We would like to inform you that after inspecting the residential unit, the following was found:

☐ There are no malfunctions or observations in the housing unit. ☐ There are malfunctions or observations in the housing unit, which are as follows:

.....

The cost of repair is estimated at an amount of () Saudi Riyals

☐ Handed over: ☐ Apartment key ☐ Remarks:

Services & Housing Control Supervisor

Maintenance Department

Name: Signature:

Name: Signature:

The resident's release was carried out on: / / 14 AH. After auditing and reviewing the follow-up records, the following was identified:

☐ There are no outstanding financial or material obligations.

☐ There is a financial obligation amounting to () Saudi Riyals, deducted from the deposit, as follows:

☐ There is a material obligation amounting to () Saudi Riyals, deducted from the deposit, as follows:

Official Seal

Director of Housing Department

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