

University housing administration
University housing guide
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an introduction:

University housing The most important main factors affecting the lives of the university's affiliates, including faculty and staff, as well as students.

In view of the great developments and expansions that have occurred in the university in the past years, it was obvious that the university housing department would follow the university's footsteps in implementing its policies in development and change.

And that is through the great role played by the administration in providing suitable and appropriate housing for its members and securing all housing services through the presence of a specialized administrative and supervisory body that aims to provide comfort and stability so that everyone in his position devote himself to performing the scientific mission in the fullest manner.

First, the housing administration

1-1 Administration establishment:

established Management housingAs a department responsible for implementing the policy set by the university to provide housing for university employees, and in view of the developments that occurred in university housing, which went hand in hand with the great developments and expansions that occurred over the past years, the university worked to provide a number of villas and apartments directly affiliated to the university and also rented To cover the shortage, it is currently working on establishing more units in the university dormitory to go in line with the requirements and expansions witnessed by the university.

1-2 Objectives:

The Housing Department aims to provide housing and an appropriate atmosphere for university employees to help them perform their work in an appropriate healthy and social environment governed by the rules of general social behavior that all residents are committed to within the framework of the teachings of our true religion.

1-3 Management competencies:

- 1- Securing the appropriate housing units.
- 2- Distribution of housing to the beneficiaries in light of the applicable rules.
- 3- Follow-up maintenance and operation services in the residences through the competent authorities upon the entry and exit of the resident.

- 4- Receiving the units from those transferred or leaving, and issuing evacuation records that prove their condition.
- 5- Addressing the relevant departments to complete the regular procedures for housing and eviction cases.
- 6- Securing the university's various needs of rented buildings by completing the legal procedures for the rental process.
- 7- Follow-up approval and disbursement of the item renting the floor.
- 8- Follow up on the house rental contracts for various uses and renew or terminate them as needed and the procedures that follow.
- 9- Contact the owners of the buildings rented by the university in order to follow up on matters related to renting, evacuating and maintaining them in accordance with the instructions regulating that.
- 10- Supervising the university's hospitality in coordination with the Public Relations Department and the Maintenance Department.
- 11- Maintaining the security aspects of the university residences in coordination with the university's security and safety department.
- 12- Provide housing definitions for residents.
- 13- Supervising the event hall in the residential complex and preparing it in coordination with the maintenance department.

1-4 Administrative organization of the administration:

The organizational structure of the housing department has been set to ensure the proper functioning of the work and achieve the goal efficiently. The administrative structure is composed of:

- 1- University Vice Dean.
- 2- Advisor to the Technical Committee and Director of Projects and General Services
- 3- Housing department manager
- 4- Office Manager
- 5- Housing Supervisor
- 6- Leasehold Contracts Officer
- 7- archives

Second: Housing Procedures:

2-1 Saudis:

- 1- Those who wish to obtain housing should be allowed by the system By submitting the application through the university's electronic portal (housing services) The returnee from the mission also brings a letter directly from his employer.
- 2- Fill out Form No.1) Residential unit request, form No.2) To score points with friends A copy of the status card and family book if he is married.
- 3- Fill out a report of inspection and delivery of housing Form No. (3) The size of the housing is determined according to the size of the family in accordance with the standards in force in the Housing Administration and approved by the Permanent Housing Committee.

- 4- Sign the housing terms.
- 5- Signing the acknowledgment of deduction of housing insurance from his salary, Form No. (4) .
- 6- It is sent to one of the housing offices affiliated to the Housing Department according to the housing record, and after receiving the housing, the housing office at the site returns the housing record to this administration.
- 7- Collecting housing insurance from the salary as described in paragraph No. (4)From (2-2)As well as collecting the prescribed rent and the value of water consumption determined according to the size of the housing, by deducting from his monthly salary.

2-2 Contractors:

- 1- friendsA definition from the Department of Teaching and Staff Affairs that explains his employment status, as housing is only for faculty members and the like.
- 2- Submit an application via the university's website (housing services) withFill out Form No.1)Request for a housing unit in the university dormsHe signs the housing conditions and brings a copy of the passport for himself and his family if he is married.
- 3- Fill out a housing inspection and delivery record form, specifying the size of the housing according to the size of the family, according to the standards in force in the Housing Department and approved by the Permanent Committee for Housing.
- 4- Signing the acknowledgment of deduction of housing insurance from his salary.

- 5- The contractor whose housing is approved returns the remaining portion of the housing and furnishing allowance that was spent on him until the end of his contract.
- 6- Directing the person whose housing is approved to one of the housing offices in whose area the housing is located according to the housing delivery record, and after receiving the housing, the housing office at the site shall return the housing record to this administration.
- 7- A letter is sent to the Department of Faculty and Staff Affairs to deduct the value of housing insurance from the monthly salary in three installments and the ability to:
 - 5000riyals for those who are housed in furnished housing.
 - 2000riyals for those who are inhabited unfurnished housing.As well as to deduct the value of water consumption determined according to housing from the monthly salary.

Third: rent and water:

3-1A faculty member and the like pays a nominal rent and a lump sum for water, which is deducted from the inhabitant's salary according to the size of the housing according to the following:

Apartments

| waters | For rent unfurnished housing | Furnished housing for rent | The number of rooms |
|--------|------------------------------|----------------------------|---------------------|
| 10 | 400 | 500 | 1 |
| 10 | 533.23 | 666.67 | 2 |
| 10 | 666.67 | 883.33 | 3 |
| 10 | 800 | 1000 | 4 |

villas

| waters | The monthly rent | The number of rooms |
|--------|------------------|---------------------|
| 20 | 666.67 | 1 |
| 20 | 800 | 2 |
| 20 | 933.34 | 3 |
| 20 | 1066.67 | 4 |

3-2A resident who is not a faculty member from among the Saudi university employees shall pay a percentage of the monthly salary according to the following:

| | |
|-------------|------|
| furnished | 15 % |
| unfurnished | 10% |

3-3 The resident who does not receive his salary from the university or has been contracted on a specific item after his retirement is required to pay the rent and water according to the specified categories to the university resource fund that is to spend on housing from it and provide the accounting department of the housing department with a copy of the payment receipt with the original for matching.

Fourth: Social and recreational services in residences:

4-1 Health care for the population, where a dedicated clinic is set up for them.

4-2 Services where there are shops in the complex (supermarket, limousine).

3-4 Children's playgrounds in the area designated for games.

4-4A A club for faculty and staff members, where there are a number of gymnasiums and halls for events.

4-5 Kindergartens are available in the residential complex.

4-6 Sports stadiums and swimming pools are subject to the Supervising Committee for the activation of sports fields.

Fifth: General rules for the maintenance and repair of university housing:

The university maintains the housing unit and delivers it to the inhabitant, which is in good condition according to the following regulations:

5-1 The university carries out the following maintenance works whenever needed without cost to the occupant of the housing unit, including spare parts if the damage is a result of normal use:

- 1- Repair of cooling air conditioners (not including compressors).
- 2- Repair of pipes (plumbing) main lines.
- 3- Carpentry, including repair (kitchen cupboards).
- 4- Electrical repairs (not including light bulb replacement)
- 5- Phone maintenance (does not include phone replacement)
- 6- Repair and replacement of exhaust fans and central water heaters in university villas.
- 7- Surface maintenance.
- 8- Structural repairs and building repairs.

5-2 The resident is responsible for securing parts as follows:

- 1- Light switches, lamps, chandeliers, covers, lighting units, electrical outlets, bells and compressors.

- 2- Wheel hinges, kollans, handles and keys.
- 3- Insect repellent wire and accessories for aluminum works, provided that the university bears the frame.
- 4- the glass .
- 5- Sanitary fittings, including bidets, and maintenance shall undertake their installation.
- 6- water heaters.
- 7- Air conditioning unit compressors

5-3

- 1- The university paints the housing unit once every four years if the resident requests, and if he wants to paint his house before the end of the period, this is done at his own expense, after arranging work with the Projects and Maintenance Department. The inhabitant of the housing unit demands payment of costs.
- 2- Paint damages resulting from the expiry of the specified period, or because of cracks that occur on buildings or the effects of leaks, they are considered as part of the maintenance of facilities, and the inhabitant does not bear the cost of it.

5-4In furnished housing, the resident is obligated to pay the value of lost and damaged furniture as a result of misuse, according to its condition upon receipt, and the percentage of furniture consumption is in accordance with the regulations followed in government warehouses.

5-5The occupant of the housing unit must pay the value of the damages he causes to the university's property, which are the result of misuse or neglect as follows:

- 1- The value of the damages during the period of residence shall be paid to the maintenance department on the site.
- 2- After evacuating the housing, the value of the damages shall be paid to the housing department and then handed over to the maintenance department to complete the necessary maintenance procedures.
- 3- The resident may carry out the works resulting from misuse or neglect under the supervision of the maintenance department, in accordance with the specifications and the period determined by the General Administration of Projects and Maintenance, and in case of delay, it is carried out at his expense.

5-6In the event that the resident causes damage to some of the facilities of the housing unit as a result of not reporting maintenance work, such as leaks and cracks, he shall bear the costs incurred in the housing unit in which he resides and the other damaged housing unit.

5-7Maintenance requests are sent by the occupant of the housing unit to the maintenance unit (the maintenance unit on site), and the inhabitant must immediately report his need for maintenance in order to protect it from damage.

5-8The university performs the periodic work of the housing unit and maintenance of public approval, such as lighting roads and corridors inside and outside buildings, and maintenance of water, sewage and telephone networks. Residential unit occupants are prohibited from tampering with the components of public approval.

5-9In the event that the resident causes damage or breakage to the sanitary fittings, he shall demand the value of the replacement from the national industry if the technical conditions necessary for the installation are met.

5-10These rules do not include external villas rented to faculty members.

Sixth: The system of independent housing units for faculty members and Saudis:

6-1Residential units rented outside the university in Dammam are allocated to Saudi faculty members with the rank of lecturer or teaching assistant.

6-2Allocating housing units after unifying the lists according to the priority of registration.

6-3The inhabitant is obligated to maintenance work, water and electricity expenses during his stay in the housing unit, and damages when evacuating the housing.

6-4The university does not bear any additional amounts for maintenance, guarding and cleaning.

6-5The resident pays rent to the university according to the rules and regulations.

Seventh: Some articles from the university staff housing list:

- A permanent housing committee will be formed and its functions are as follows: -

- 1- Drawing up the university's general housing policy.
- 2- Setting the rules, conditions and standards regulating housing in all its aspects, including determining cases of entitlement to housing and cases of forfeiture of the right to housing
And the rent due in this case (in case of forfeiture of the right to housing) and the ways to oblige the inhabitant in the event of forfeiture of his right to it.
- 3- Consider requests and issues related to housing that are received by the Housing Department.
- 4- Consider renting suitable buildings or vacating them in light of the financial funds and housing conditions.
- 5- Deciding on the selection of housing units, estimating the appropriate rental value, negotiating with owners, recommending the conclusion of rental contracts, and determining their terms in accordance with the system.
- 6- Assessment and approval of the various needs of housing units with the competent authority.

The housing for the resident is decided according to the number of his family members, based on the organizational rules set by the Permanent Housing Committee.

- The resident must prove that the number of his family members has increased until it is decided in the light of a move to another residence according to the available possibilities and the availability of conditions after being presented to the committee.

The distribution of university housing units shall be in accordance with the standards set by the Permanent Committee for Housing.

The beneficiary of the housing is obligated to pay the prescribed rent, as well as insurance, and water and electricity expenses referred to in the noble Royal Directive No. 10694, dated 9/9/1405 AH, and Civil Service Council Resolution No. 959, dated 7/17/1405 AH, as the case may be.

- The resident contractor is obligated to return the full furnishing allowance that was previously disbursed at the beginning of the contract with him, if furnished housing was secured for him within two years at most from the beginning of the contract

With him, if this was done before the lapse of four years from the beginning of the contract with him, he is obligated to return half of the furnishing allowance that was paid to him. the remainder of his contract.

- If the resident is approved to vacate the furnished residence within four months from the beginning of his first contract with the university, a portion of the furnishing allowance is paid to him in proportion to the rest of his contract term.

- The imams and muezzins who are insured shall be accommodated in the university residences in accordance with the applicable regulations and rules for that.

- The university is obligated to return the value of the insurance paid by the beneficiary or the remainder of it after deducting the compensation for damages or any other obligations when evacuating the housing.

Eighth: The inhabitant's right to housing is forfeited in the following cases: -

- 1- Secondment or assignment outside Imam Abdulrahman bin Faisal University for more than one year.
- 2- Transfer from the university to another.
- 3- Resignation, dismissal, or termination of the work relationship between the resident and the university.
- 4- Abuse of housing, harm to neighbors, or violation of the instructions in this regulation.
- 5- Death .
- 6- Expiration of the contract .

- A maximum period of one year is granted to vacate and hand over housing for the categories (3.2.1) mentioned in the previous article of this regulation and the like, and the pensioner who has reached retirement age. As for the family of the deceased, a maximum period of two years is granted, and the category mentioned in (5) is given a grace period For six months .

The President of the University, based on the recommendation of the Permanent Housing Committee:

- 1- Reducing the period grantednoEmpty housing mentioned inParagraph(1)This article is in the public interest.
- 2- Laying down the rules regulating the determination of the due wages and their collection from those who exceed these periods (provided that the wage is not less than what is specified in the Supreme Order No. 10694For the year1405E and Civil Service Council Resolution No959For the year1405e) It shall not exceed the estimated equivalent wage.

Ninth: General Conditions

A- In each housing complex, an advisory committee may be chosen from among the residents, approved by the Permanent Housing Committee, in which the representation of all groups is taken into account, in order to consider the following matters:

- 1- Follow-up care of the residents' affairs, express their opinion on the level of services provided to them, and propose appropriate solutions.
- 2- Considering the problems that lie among the residents and suggesting ways to solve them.
- 3- Supervising the public utilities in the housing and the way to make the most of them and following up on their needs.
- 4- Consider what is referred to it by the university administration.

B- The inhabitant is obligated to maintain the housing unit and its contents, as well as the following:

- 1- He shall not make any changes to the housing units allocated to him without prior permission from the Housing Administration.
- 2- The unit key shall be handed over to the housing administration upon the expiry of the housing period, and a report shall be drawn up, a copy of which shall be delivered to him.
- 3- Adhere to the instructions of the housing administration, such as:
 - . Adherence to the rules of public morals in appearance and behavior.
 - . Do not allow children or those who do not have a license to drive cars inside the residential complex.

. It is taken into account to throw garbage and waste in the places designated for it, and the resident maintains the cleanliness of the building in which he resides.

. Maintaining the safety of the residential area and its assets such as trees and lighting, and preventing children from tampering with elevators and writing on the walls and corridors of buildings.

Prevent children from playing and riding bicycles in the entrances and corridors of buildings, or storing furniture and bicycles in these places to prevent disturbing others.

Tenth: Scholarships:

The scholarship student is treated internally by discounting him as usual, provided that all members of his family remain in the residence on an ongoing basis, and the scholarship student is treated externally accordingly, provided that the following conditions are met:

- 1) All members of his family and those who are legally dependent on them remain permanently residing.
- 2) No tickets were issued to them.
- 3) Notification of the cultural attaché to treat him as single.
- 4) Writing a pledge that includes that if he wants to take his family with him, he must vacate the residence, and in the event that he does not respond to this, the university applies the same fee to him.

Eleventh: The fare of the proverb:

- 1) The rent of the apartment is estimated at 25000) Twenty-five thousand riyals annually.
- 2) The estimated rent of a two-bedroom villa is (30000) Thirty thousand riyals annually.
- 3) The estimated rent of a three-bedroom villa is (35000) Thirty five thousand riyals annually.
- 4) The estimated rent of a four-bedroom villa is (40000) Forty thousand riyals annually

Twelfth: Housing Eviction Procedures:

- 12-1 Fill out Form No. (5) to vacate housing at the housing office on the site, specifying the final eviction date.
- 12-2 Bring the last electricity bill that has been paid and obtain from the housing office a letter addressed to the electricity company to filter the electricity consumption on the day specified for the final evacuation of the housing unit.
- 12-3 On the specified date for receiving the housing unit and after completing the previous requirements, the committee formed to examine and receive the housing unit examines the unit and monitors the damages, if any, in the final evacuation record and signed by the members of the committee

12-4After the inhabitant pays the damages and clears the electricity, he reviews the housing department with the final eviction report to be disbursed the housing insurance for him.

12-5In the event that the resident is unable to receive the housing insurance on the same day of the evacuation, he has one of the following options:

- 1- He left his address in the country he wishes to send the insurance to, and the Financial Affairs Department sends a check for the amount to the address given to this department.
- 2- A power of attorney for one of his relatives or colleagues to receive the insurance, and the power of attorney must be personally signed by him and approved by the director of the department in the workplace and stamped with the official seal.
- 3-

Thirteenth: Discharge Procedures:

Evacuation of the party from the housing administration requires the following: -

13-1Delivery of the housing unit.

13-2Liquidation of electricity consumption liquidation of phone dues.

13-3Paying rent for those who do not receive a salary from the university

Fourteenth: Housing Models:

Form number (1)

Form number (2)

Form number (3)

Form number (4)

Form number (5)