



جامعة الإمام عبد الرحمن بن فيصل  
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

إدارة الإسكان الجامعي

## Housing Unit Request Form

**Applicant Name:**

**Employee Number:**



**Form No. (1)**

**Housing Unit Request**

**To:** Director of the University Housing Department

**Subject:** Request for University Housing

I would like to obtain housing in the university residences. Therefore, I kindly request to be granted suitable accommodation in accordance with the rules set by the university. I also confirm my commitment to the attached housing regulations, as outlined below:

Personal Information						
No	Name	Marital Status	Nationality	ID Number	Issue Date	Place of Issue
1						

**Attachments:** (Copy of the National ID for Saudi citizens) (Copy of the passport for non-Saudi residents)

Employment Information				
<p><input checked="" type="checkbox"/> <b>Academic Qualification:</b> <input type="checkbox"/> PhD    <input type="checkbox"/> Master's    <input type="checkbox"/> Bachelor's</p> <p><input checked="" type="checkbox"/> <b>Current Academic Rank:</b> <input type="checkbox"/> Professor    <input type="checkbox"/> Associate Professor    <input type="checkbox"/> Assistant Professor <input type="checkbox"/> Lecturer    <input type="checkbox"/> Teaching Assistant</p> <p><input checked="" type="checkbox"/> <b>Date of Attainment:</b> ___/___/___</p>				
College	Department	Work Phone	Mobile Number	Current Residential Address
		Extension Number		



HOUSING DEPARTMENT UNIVERSITY إدارة الإسكان الجامعي

Date of Starting Work in the Country	Job Title	Employee Number	Date of Starting Work at the University	Current Position Held

Have you held any administrative positions at the university?

University Vice President	Duration	Dean	Duration
Vice Dean of a Deanship	Duration	Department Head	Duration
Vice Dean of a College	Duration	Unit or Department Head	Duration

"If the answer is yes, please attach images from previous administrative decisions."

Email addresses		
Name of a relative to contact in case of need	His/Her address	His/Her phone number

A statement of my family members currently residing in Dammam and who will be living with me throughout the year:"

NO	NAME	Relationship	Date of Birth	NO	NAME	Relationship	Date of Birth
1				6			
2				7			
3				8			
4				9			
5				10			

Please make sure to attach Form No. (2) for point calculation along with the housing request form, and include the following documents with the application:

1. A copy of the family card from the husband's account via the *Tawakkalna* app or through *Absher* government e-services.
2. A copy of the employee's national ID card.
3. A copy of the employee's university ID card.
4. Proof of current administrative assignment for item No. (2) in the point calculation form, if available.
5. A copy of the residence permit (*Iqama*) for the housemaid and driver, if they are part of the housing arrangement.
6. Employee identification from electronic services.



## University Housing Terms and Conditions for Faculty Members at Imam Abdulrahman Bin Faisal University

- 1 The resident commits to paying the security deposit and waives the right to receive housing and furnishing allowance or housing assistance. If such benefits have already been received, they must be returned. Saudi employees must also pay the symbolic rent.
- 2 The resident is not allowed to transfer the housing unit to any of their children or dependents, legally or otherwise. In case of violation, the university has the right to demand immediate evacuation of the unit, and the resident permanently forfeits their housing rights and will be listed among housing regulation violators.
- 3 The University Housing Department reserves the right to verify the actual residence of the faculty member and their family and ensure the unit is not used for other purposes.
- 4 The resident must treat other residents, supervisors, security personnel, and service workers within the housing compound with respect and courtesy.
- 5 The university is not financially liable for any damages or losses of any kind resulting from fires, water leaks, or structural damage caused by the resident.
- 6 The university is not obligated to provide any financial or material compensation to the resident in case no vacant housing unit is available, except for those entitled to housing allowance under university regulations.
- 7 University employees (spouses) are not allowed to combine university-provided housing with the housing allowance granted to dentists, physicians, and health professionals under the faculty salary scale.
- 8 If both spouses working at the university apply for housing, only one will be allocated a unit.
- 9 Any communication sent by the Housing Department to the resident via university email or mobile SMS is considered officially received.
- 10 The resident must pay for their water and electricity consumption according to the rates set by the respective utility companies.
- 11 The cost of water and electricity consumption will be deducted from the resident's salary based on the approved rates by the National Water Company and the Saudi Electricity Company.
- 12 The resident must immediately report any defects in the housing unit to the Maintenance Department and allow maintenance technicians to enter the unit for preventive maintenance and repairs. The resident bears full responsibility if access is denied and damage occurs.
- 13 It is strictly prohibited to make any modifications or additions to the housing unit. Any such action is considered a breach of contract, resulting in its termination and immediate evacuation of the unit, which must be returned to the University Housing Department.
- 14 If the resident damages or loses any item from the housing unit, they are responsible for repairing the damage at their own expense and must pay for the lost item as estimated by the relevant university department.
- 15 The resident must maintain the cleanliness of their unit and return it in good and clean condition. They are also responsible for keeping the building and surrounding residential area clean, including preserving trees, lighting, and other facilities.
- 16 Residents must comply with traffic regulations and all safety measures to prevent accidents. Children or individuals without a valid driver's license are strictly prohibited from driving within the university campus.
- 17 If a resident repeatedly parks their vehicle improperly or leaves a car parked for an extended period, occupying another resident's space more than three times, the University Safety and



- Security Department has the right to tow the vehicle. The resident will bear any damages resulting from the towing.
- 18 Garbage and waste must be disposed of in designated areas after being placed in tightly sealed plastic bags.
  - 19 It is prohibited to place sanitary tools, furniture, or hang laundry on the sidewalks of the housing unit.
  - 20 Residents are not allowed to remove household furniture or electrical appliances from the unit without prior coordination with the University Housing Department to return the items and clear them from the resident's responsibility.
  - 21 Throwing or collecting food and beverages on the sidewalks of the housing unit is strictly prohibited.
  - 22 The resident is responsible for cleaning the yards and caring for the plants inside the housing unit, as well as maintaining the cleanliness of the outer sidewalk.
  - 23 The resident must trim and maintain trees, ensuring branches do not extend beyond the unit's fence. Tree pruning must be done at the resident's expense, and they are responsible for collecting the branches. Coordination with the Security Department is required to provide a container for branch disposal.
  - 24 If visual pollution violations are observed, the resident will be notified via email. If no action is taken within five working days, the General Services Department will remove the violations, and the resident will bear the cost of removal and the container. These costs will be submitted to the Human Resources Department for monthly deduction.
  - 25 Residents must adhere to public decency in appearance and behavior and avoid any form of violence toward others.
  - 26 Children should not play in building entrances, halls, or corridors, and personal belongings such as bicycles must not be stored in these areas to avoid disturbing others. Parents are responsible for any damage caused by their children or guests to university property inside or outside the housing unit, and they are accountable for the behavior of their guests, children, and domestic workers.
  - 27 Vehicle access cards must be returned upon vacating the housing unit or when selling the vehicle, even if the card is damaged.
  - 28 Electricity and water must be used efficiently and only for necessary purposes. Misuse will be subject to procedures issued by the National Water Company, the Saudi Electricity Company, and other relevant authorities.
  - 29 The resident must vacate the housing unit immediately if the Permanent Housing Committee issues a decision for eviction for any reason it deems valid.
  - 30 If a housing unit is assigned to a university employee and they delay receiving it for more than 10 days from the date of notification, they forfeit their right to that unit.
  - 31 In case of an emergency requiring immediate access to the housing unit while the resident and their family are absent, the Technical Committee may enter the unit. A report must be prepared, and the resident must be informed of the incident.
  - 32 It is strictly prohibited to employ housing workers for personal tasks inside the unit or for car washing. Residents may not employ workers who are not under their sponsorship and will be held liable for any resulting damages.
  - 33 Keeping animals is prohibited, except for fish and ornamental birds.
  - 34 Male drivers and domestic workers are not allowed to reside in apartment units.



- 35 The resident is responsible for any damage caused by themselves or their guests who reside in the unit but are not registered as permanent residents with the University Housing Department.
- 36 If inappropriate behavior is observed from the resident's children or guests—such as disturbing neighboring residents with noise—based on reports from the University Safety and Security Department, the resident will be notified. Repeated violations may result in eviction.

## Conditions for Termination of University Housing Rights

The resident forfeits their right to continue residing in university housing under the following circumstances:

1. **Non-permanent residence of the family:**  
If it is found that the resident's family is not living permanently with them, the Housing Department will grant a grace period. If it is confirmed that the resident is living alone, they may be asked to vacate the unit immediately.
2. **Repeated violations:**  
If the resident, a family member, a visitor, or a domestic worker violates housing regulations three times.
3. **Serious violations:**  
If the resident commits an offense determined by relevant authorities inside or outside the housing area, such as endangering lives or property, harassment of residents or visitors, or involvement in theft of property belonging to residents or their guests. The university will issue a decision regarding the resident's continuation in housing.
4. **Unauthorized modifications:**  
Making additions or alterations to the housing unit or encroaching on neighboring land.
5. **External assignment or secondment:**  
If the resident is assigned or seconded outside the university for more than one year.
6. **End of employment:**  
Retirement, resignation, termination, or any other reason that ends the resident's employment relationship with the university.
7. **Official retirement:**  
Upon reaching official retirement from the university.
8. **Transfer to another institution:**  
If the resident moves to another organization outside the university.
9. **Misuse of housing:**  
Improper use of the housing unit or causing harm to neighbors.
10. **Failure to respond to housing allocation:**  
If a resident is approved for housing but does not contact the Housing Department within 10 days of notification, their request is canceled and their right to housing is forfeited.
11. **Declining housing offer while on the waiting list:**  
If a resident on the waiting list declines the housing offer, their name remains on the list for a maximum of 60 days.
12. **Violation of any of the above conditions:**  
Breach of any of the aforementioned terms results in loss of housing rights.



## Housing Evacuation Procedures

### First: Actions required from the resident:

1. Fill out the designated evacuation form at the Housing Department.
2. Settle any outstanding payments related to the housing unit rent or service bills (electricity, water, maintenance).
3. Remove all personal belongings, furniture, and appliances from the housing unit.
4. If the unit is vacated without removing furniture or cleaning, the resident will be charged for cleaning and furniture removal based on the issued invoices, including the cost of providing a removal container.

**Second:** A committee from the Housing Department and the Maintenance Department will inspect the vacated unit, document any damages caused by misuse, and notify the resident to settle the costs with the relevant department. The Housing Department will then issue the evacuation report.

**Third:** The security deposit will be refunded to the resident.

**Fourth:** A resident who delays payment of any expenses related to the housing unit or damage removal will be required to pay all resulting costs and fees.

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## Travel During Vacation and Moving Between Units

1. Before traveling during vacation, the resident must ensure all water valves are closed, lights are turned off, electrical appliances are unplugged, windows are secured, and the refrigerator is emptied of meat and other perishables. All safety measures must be taken to protect the unit and its contents.
  2. If the resident's employment with the university ends and they leave without formally vacating the unit, a committee will be formed to open the unit, inventory its contents, and assess financial obligations. These will be deducted from the housing deposit, and if insufficient, the resident will be held liable by the relevant authorities.
  3. If a contracted resident does not return from vacation and delays returning the unit to the Housing Department, the university has the right to charge them the actual rental cost for the period between the end of the vacation and the return of the unit. The university's decision in this matter is final.
  4. When moving from one housing unit to another, the resident must return the old unit within a maximum of **10 days** after receiving the new unit, ensuring it is cleaned and any damages are repaired. If delayed, the resident will be charged rent for both units.
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**Key Handover Statement:**

"I have received the keys to the housing unit, number ( ), on the day of ( ), dated ( / / )."

**Accordingly, I take full responsibility for the housing unit and all related financial obligations.**

**I have reviewed these terms and commit to complying with them, as well as with any future regulations or instructions issued.**

**Name:** .....

**Signature:** .....

**Date:** \_\_\_ / \_\_\_ / \_\_\_