

KAUST Housing Agreement

Personal Information			
Name(First, Last):		KAUST ID#:	
Expected Date of Occupancy:		Phone Number:	
Previous House Number:		House Type:	
New House Number:		House Type:	
Affiliation:	<input type="checkbox"/> KAUST Employee	<input type="checkbox"/> Student	<input type="checkbox"/> Post Doc
	<input type="checkbox"/> Business Partner	<input type="checkbox"/> Other	Rental:
Remarks:			

Terms and Conditions of Housing Agreement

General

- The resident may not transfer this Housing Agreement to anyone else.
- Unless otherwise terminated as set forth below, this Housing Agreement is valid up to the end of the specified occupancy period and renewal is at the sole discretion of KAUST.
- The resident will comply with all KAUST Policies and Procedures including the KAUST Code of Conduct. In case of any non-compliance, KAUST reserves the right to terminate this Housing Agreement.
- All residents occupying a unit must be registered with Housing Services prior to occupancy. Guests or visitors in the KAUST unit must comply with the KAUST Personal Visitors Policy.
- A Resident is not allowed to lease the unit to another person. The resident can provide house keys to a registered dependent (as per KAUST records) or the approved caretaker. In the event the key is lost or stolen the resident must report this immediately to the Housing Office to arrange for locks to be changed and the replacement of the keys.
- The changing of locks in a unit is the sole responsibility of Housing Services. Residents are not allowed to independently change locks to their unit.
- During temporary absence or vacation, a caretaker who is officially registered with Housing Services may be assigned and may reside in the unit for security and maintenance purposes.
- All vehicles including cars, scooters, buggies, bicycles must not be parked in areas that are not reserved for car parking. Roads must be kept clear at all times.
- If the unit contains a Telecommunications Equipment Room, KAUST Information Technology (IT) department reserves the right to access the unit in emergencies without prior notice.
- Rental charges, where appropriate, will be deducted from the resident's salary on a monthly basis. If the rental deductions do not occur, the resident must inform Housing Services as early as possible to avoid any accumulated charges.
- The resident must comply with the KAUST's Recycling Policy on all household waste.
- It is prohibited to install satellite dishes or any external cable TV services.
- The housing unit is intended for residential use only. Residents are not allowed to set up any in-house business-like activities in the provided residence.
- All residents are to respect other community members and not create a disturbance to others (including playing loud music and shouting) and in shared accommodation maintain clean and tidy common areas as provided in Sharing Accommodation Guidelines. Any recurring complaints may result in corrective and / or disciplinary action for the resident.
- Housing Services reserves the right to:
 - Relocate the resident on a temporary basis to a similar or smaller house type for critical operational/maintenance reasons.
 - Access the unit or the backyard for maintenance/inspection with prior notice.
 - Correct clerical errors due to any oversight in processing (for example incorrect rental charges).

Repairs and Maintenance:

- KAUST is responsible for all maintenance and repairs of the unit prior to occupancy.
- During occupancy, the resident is responsible for providing timely access to his/her residence for maintenance teams to perform planned, preventive and reactive maintenance activity.
- The resident is responsible for the general upkeep of the unit interior and exterior and all assets requiring maintenance should be reported to KAUST Maintenance Services in a timely manner.
- The resident must keep the mechanical room and external areas free of hazardous materials which could hinder access for required maintenance.
- If the unit has a backyard it is the responsibility of the resident to maintain its upkeep. If the backyard is not properly maintained, Horticulture Services may perform the necessary work and charge the resident. Any trees and shrubs must be left where planted unless prior permission is granted by the Horticulture Services.
- The resident cannot make any alterations to the interior, exterior or backyard areas without the express consent of KAUST Housing Services. Requests should be made through a Home Improvement Program (HIP).
- Upon departure from KAUST and/or from the unit, the resident is required to return the unit to the Housing Department in the same condition as it was received, subject to normal wear and tear. The resident shall be responsible for the following costs, if applicable, which KAUST may claim through a deduction from the resident's salary/stipend or via an invoice.
 - Property Damage:
 - Up to 50% of the repair costs, with a maximum amount of SR 10,000, will be charged to the residents who cause accidental damage to on-campus housing or other KAUST property.
 - Up to 100% of repair costs will be charged to the residents who cause damage to on-campus housing or other KAUST property through negligence, repeated actions, willful or deliberate damage, or unauthorized alterations of KAUST property.
 - Reports of damage to KAUST property will be reviewed by the Property Damage Review Committee which will comprise of representatives from Housing, HR, HSE, Finance, and Graduate Affairs. Please refer to the Property Damaged Review Committee Charter for further information.
- Should a resident fail to observe KAUST Health and Safety Regulations associated with their unit, the resident may be subject to disciplinary action.
- Upon departure from KAUST and/or from the unit, the resident may not remove any fixtures, fittings or furniture which are the property of KAUST.
- If for any reason employment or studentship is terminated this Housing Agreement will be terminated automatically and the resident must vacate the unit on or before the leave date specified by KAUST Human Resources/Graduate Affairs.
- It is the responsibility of the resident to safeguard their personal property and independently secure adequate insurance cover for personal items.
- In accordance with the KAUST Pet Policy only domestic pets like cats, dogs, indoor birds and fish are allowed. No pets are allowed in the apartments and sharing units. Please refer to the prevailing Housing Policy and Pets in the Community Guidelines for further information including the number of pets allowed per household.
- After giving reasonable notice to the resident, KAUST reserves the right for the Housing services to enter and inspect the premises, and may, in an emergency situation, enter without any notice.
- In collaboration with Graduate Affairs, and with prior notice, student units are subject to ad hoc, random inspections.

Assignment / Internal move:

- From the time a new unit is assigned and as agreed upon by all parties, the resident must vacate the existing property within seven (7) days.
- Keys to the new unit will not be available until a move date has been confirmed by Housing Services to the resident. KAUST will not be responsible for personal items left in a unit after being vacated.
- KAUST Material Management will assist residents in moving within the community; however the resident is responsible for packing all belongings. KAUST Material Management is not responsible for the dismantling and assembling any personal furniture or items.
- A resident who is assigned and rejects a unit through the bidding system will be excluded from the next round of bidding.
- A resident who fails to move within the agreed moving schedule (except in exceptional circumstances at KAUST's discretion) may be subject to additional rent charges.
- KAUST reserves the right to correct clerical errors due to any oversight in processing (for example, inaccurate rental deductions).
- The unit rental rate is subject to change in accordance with KAUST Housing Policy.

Signature of Assignee:	Date:	Signature of Resident Relations Lead:
Signature of Housing Advisor:	Approved by: Manager, Accommodation Services:	