

## UNIVERSITY HOUSING POLICY

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### A. INTRODUCTION

This University Housing Policy is a guideline for the governance and University housing resident referral.

### B. INTERPRETATION

In this policy:

- (i) “Resident” means staff, family of the staff and those given permission to occupy the University houses.
- (ii) “Family of the staff” refers to staff, wife/husband and children including dependant.
- (iii) “University Housing” refers to houses provided by university like Reserved Quarters, Institutional Quarters, Transit House and any housing category named by the University.
- (iv) “Reserved Quarters” refers to houses appropriated for university higher ranking officers.
- (v) “Institutional Quarters” refers to University houses appropriated for responsibility centre (PTJ) on the purpose of standby staff use according to the importance of the services.
- (vi) “Staff House” refers to University houses provided for the resident, who has been given the permission in a prescribed period.
- (vii) “Guest House” refers to University Houses provided for the guest based on specific purpose and given permission within the applied period with stated rates.

## C. FACILITY

1. The university is basically not committed to provide housing facility for the staffs. However, a number of houses are provided by the university on services interest based on specific justification.
2. Applicants need to submit their application to occupy the university houses.
3. The management of University houses is under Registrar Department.
4. Modification, inspection and maintenance are under the jurisdiction of Department of Property Management & Development (JPPH).

## D. UNIVERSITY HOUSING CATEGORY

1. Reserved Quarters
  - A house built/specifically rented for official residence of the Vice Chancellor.
  - The residence is equipped with furniture subjected to General Circular Letter No 1 Year 2001.
2. Institutional Quarters
  - A house built/specifically rented by the University for its officer who is always has to be near to working place because of the services interest (standby staff like technician, medical officer, security officer and such).
3. Staff House
  - A house built/rented by the University as a temporary housing for stated period.
4. Guest House
  - A house built/rented by the University for guest's convenience with a stated rate.

## E. THE FOUNDATION OF UNIVERSITY HOUSING MANAGEMENT

1. University Housing Management is governed based on General Order Chapter E and Service Circular together with related circular letter issued by Public Service Department (JPA) from time to time.
2. Staff Housing
  - a) The house provided is on temporary basis for the period of minimum **6 months and maximum of 1 year**. However, the extension of tenancy can be considered subject to availability and a valid justification.

- b) During occupying period, they are required to get a house/house for rent.
- c) Staff Houses are equipped with basic furniture as stated in Appendix B.

*Note: The management have the rights to use their discretion in determining (adding, reducing or amending) suitable furniture and other facilities from time to time.*

- 3. Rent for Staff Houses is imposed based on the type of house provided (Refer to Appendix 1).
- 4. Staffs are required to pay all monthly bills for water and electrical supply directly to the relevant authorities and account for settling any fine or compound (if there is any) due to the late payment of the stated bills.

## **F. PLACEMENT POLICY**

- 1. The university has the right to provide any residence to any of its staff, whom is eligible to get one or to share it with the others.
- 2. The university is basically not responsible to provide housing facility for its staffs. However, it can provide a number of houses for them on services interest based on specific justification.
- 3. The university has the right to instruct the resident to vacate a University house for any purpose or reason by giving **one (1) month** notice without having to provide another house as a replacement.
- 4. The university deserves to withdraw approval given if the resident does not occupy the house without any notice within **fourteen (14) days** after key delivery.
- 5. Occupant has to settle the stated deposit before key delivery.
- 6. Housing Allowance (ITP) and Cost of Living Allowance (COLA) will be deducted by 50% from the standby staff entitlement rate for those given the Institutional Quarters facility.
- 7. Staff who is allowed to occupy a Reserved Quarters or a house specifically rented for the purpose is required to pay the rent according to the rate stated by the University from time to time except on the state that they are exempted from doing so based on their service terms.

8. Resident of the University house is prohibited from doing renovation to any part of the house either inside or outside of it. They are also responsible for any damage or shortage to the building or furniture in it caused by improper use.
9. Resident is prohibited to let any part of the provided house. Other than dependant and temporary guests, no other person is allowed to stay in the house. A house should also not been used for other purpose than for a residence.
10. Resident is also prohibited from keeping domestic animal and pet, in any part of the house or inside its compound.
11. Resident of apartment type University house has to use the provided drying area.
12. Resident should be aware of living in the harmonious surrounding especially with the neighbours in order to generate a local life that is peaceful and harmony, which provide ease, leisure and a way out from any trouble or problem.
13. Resident is fully responsible to the house key and any loss of it should be reported immediately at Security Division and a penalty of RM50.00 will be imposed.
14. Resident is also prohibited to change or alter the key set (knob) without university permission and can be charged of RM100.00 penalty if found of doing so.
15. Resident is responsible to take care of a proper cleanliness of inside and outside compound of the house while occupying it and before leaving the house after the end of the period or on any instruction from the university management.
16. Resident is required to report any damage or shortage in the house that they occupy right after it happened or when they are aware of it to the management. A periodical inspection by Registrar Department with cooperation from the Department of Property Management and Development (JPPH) will be conducted with a notice given earlier to the resident.
17. Resident is required to pay for all the loss on damages or loss of facility provided by university due to resident's negligence as stated by the management.
18. Resident who has been provided a University house is required to state the date to enter the house. They have to sign **House Entrance Declaration Letter** as to take the responsibility for all items, equipment and furniture in the house like in **Appendix E**.

19. Resident who is moving out from University house has to notify the management by giving at least a **fourteen (14)** working days' notice before exiting.
20. Resident is also required to hand over all house keys to the University and sign **House Exit Declaration Letter** as in **Appendix F**.
21. House rent will be calculated from the date of check-in until the date of check-out. Payment for the rent is based on the rate stated and it can be made through salary deduction or by cash.
22. If it is found that the resident does not comply with the matters stated in the placement terms above, the University housing facility can be revoke.
23. This policy can be amended from time to time based on the University requirement.

**Registrar Department**  
Universiti Malaysia Pahang

**TYPE OF UNIVERSITY HOUSES AND RENT RATES**

<b>No.</b>	<b>Type of House</b>	<b>Monthly Rent Rate</b>
1.	Three Rooms Single Storey House (Residential College 2, Gambang Campus)	RM800.00
2.	Two Rooms Four Storey Apartment (Block B, Gambang Campus)	RM600.00
3.	One Room Three Storey Apartment (Gambang Perdana Apartment, Gambang)	RM600.00
4.	Four Rooms Double Storey House (Taman Peramu Permai, Pekan)	RM800.00

**Note**

The management can use its discretion in:

- i. Re-examining and determining (adding, reducing or amending) a suitable tenancy with the current rate for existing house, once in every three (3) years.
- ii. Fixing an equivalent tenancy (based on floor area and facility) for soon to build houses, which are different in the form of sizes and structures.