

# Caretaker Authorization Form

RESIDENT INFORMATION			
Resident Name:		Date:	
E-mail:		KAUST ID:	
Tel. Number:		Unit Number:	
TERMS AND CONDITIONS			
<p>This form and the policy described below are for the purpose of administering requests by KAUST resident's to provide a Caretaker during the resident's proposed temporary absence from KAUST, as referred to in General Condition 6 of the KAUST Housing Agreement.</p> <p><u>During a temporary absence or vacation, a caretaker, as per housing policy who is properly registered with housing office, may reside in the house for security and maintenance purposes.</u></p> <p><u>Housing Caretaker Policy:</u></p> <ol style="list-style-type: none"> <li>1. In the event a KAUST resident intends to temporarily vacate his/her house/unit, a Caretaker may be authorized to occupy the house/unit during the resident's absence.</li> <li>2. The Caretaker must be an authorized resident at KAUST Community.</li> <li>3. You also can choose to leave your house / unit unoccupied and locked and leave your keys with a custodian. The Custodian you select may have the keys to your house/unit and make a periodic check of the premises.</li> <li>4. A resident may also leave his house/unit in the care of his authorized full time domestic servant(s) where they will be limited to performing domestic and caretaking duties.</li> <li>5. Safeguarding your personal effects during your absence remains your responsibility.</li> <li>6. Maintaining and taking care of your house/unit landscaped area also remains your responsibility during your absence.</li> <li>7. The resident and the resident's Caretaker will otherwise be required to comply with the terms of the KAUST Housing Agreement.</li> </ol>			
ACKNOWLEDGEMENT			
I depart from KAUST:		returning on	
I acknowledge reading and understanding the Housing Caretaker Policy and during my absence I seek approval for:			
Appoint Name:		KAUST ID:	
Unit No.:		Contact No.:	
to act as Caretaker and occupy my house /unit during my absence.			
OR			
Leave my assigned house/unit unoccupied and locked. Keys will be left with:			
Name:		Phone Number:	
Unit No.:			
Signed: Primary Occupant		Date:	
Signed: Caretaker/Custodian of Keys		Date:	