

HOUSING DEPARTMENT – Assignment Letter

To:	Rizwan Ahmed 21735	From:	Indira Omari Housing Supervisor
Cc:	Personnel Administration	Tel:	44734500
Date:	22/05/2023	Fax:	44734524
Ref:	AKC/AL250/2023/IO/GA		

Reference to HR instruction, AKC housing department pleased to confirm that a semi furnished **apartment # C12211** has been assigned to you in Al Khor Community. This unit is ready for occupancy. General obligations of tenants are based on the assignment Letter & Final Inspection during relocating or resigning. AKC Housing, stipulate clearly that you should abide by the rules set by the Housing and property management.

Tenants are advised as follows:

- It is the tenant's responsibility to take care of the unit fixtures & fittings, appliances and maintain them in a clean condition. Damage caused by lack of care or unreasonable behavior will be checked by Housing Department with cost to be borne by the tenant.
- The inspection should be conducted at your new resident by a member of AKC housing team in your presence before moving in.
- Previous accommodation (if applicable) keys must be returned to AKC Housing within seven days from the date of moving out.
- Keep noise to a level that will not disturb your neighbors.
- Repair any damages resulting from your own negligence or the negligence of dwellers.
- Take reasonable care and not damage property.
- Keep the accommodation and surrounding area clean and in good condition.
- Notify maintenance in case of any damage.
- The Housing Dept. has permission to enter the apartment at reasonable times and with advance notice to inspect it. In case of emergency your villa will be accessed by the housing /security team.
- When moving out, notify the Housing Dep. In advance. Be sure that the accommodation is in the same condition as when the tenant moved in. Return the keys to AKC Housing promptly.

Household Insurance:

- If you wish to insure your household belongings against fire, theft, water, wind, storm damage etc., you need household insurance cover. Insurance coverage is an individual preference and one should shop round for the appropriate company that would cater to your needs.

In case of any emergency, please contact:

Position	Name	Phone	Email address
AKC Housing Supervisor Housing & Transport Officer	Indira Omari	4473-4500	IOmari@qatargas.com.qa
Safety Officer	Abdulla Al-Shamari	4473-4510	AALSHAMARI@qatargas.com.qa
Senior Housing Assistant	Mohammed Al-Muhannadi	4473-3643	MAIMuhanadi@qatargas.com.qa
	Gouson Al Dosari	4473-5812	GAlDOSARI@qatargas.com.qa
AKC Emergency Number	Emergency Helpdesk	4472-2600	

Regards,


Indira Omari
Housing Supervisor