

# **Housing Handbook**



**U.S. Embassy  
Doha, Qatar  
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## Introduction

Welcome to Doha!

This Handbook has been prepared to assist you in understanding your rights and responsibilities, as well as those of the Government, for your Government-leased housing.

## Housing Policy

The objective of the overseas housing policy is to provide safe and secure housing which adequately meets the professional and personal requirements of U.S. Government employees at a cost most advantageous to the U.S. Government. The Management Counselor MGT/C serves as the Single Real Property Manager (SRPM) for this mission and is assisted by the GSO Housing Section and the Post Inter-Agency Housing Board (IAHB). The policies and procedures in this handbook have been approved by the IAHB and therefore apply to all agencies. Much of the information is based upon pertinent U.S. Government regulations as contained in the Foreign Affairs Manuals (15 FAM and 14 FAM), Diplomatic Security Residential Program, and the Office of Overseas Building Operations.

If you desire clarification of any housing policy or regulations, feel free to consult with the Management Counselor (MGT/C), the General Services Officer (GSO), or the Administrative Officer of your agency/section.

## Post Inter-Agency Housing Board (IAHB)

The IAHB consists of voting members from agencies operating under Chief of Mission Authority. The SRPM, Housing Officer, CLO, and the Residential Security Officer serve as ex-officio members. The IAHB's primary responsibility is to ensure fair and equitable treatment within the parameters of the established housing policy and U.S. Government Rules and Regulations for all employees covered by the overseas housing program.

## Housing Assignments

U.S. Embassy Doha maintains an inventory (pool) of leased residences. Assignments are made by the IAHB from this pool of residences that are available at the time of the employee's arrival and that meet the standards applicable to the employee's position rank and the number of official family members (included on the employee's official travel orders). The SRPM and the IAHB also takes into consideration special circumstances.

## Change of Quarters

At times, The U.S. Government must terminate leases under certain circumstances thus requiring the current employee to relocate. Circumstances in which this might occur include relocation authorized by the IAHB:

- The addition of full-time resident family members such that original quarters are clearly unsuitable.
- Fire or other major damage to quarters through no fault of the employee.
- Moves necessitated by landlord refusal to renew leases, abide by the lease terms, landlord financial issues, or significant deterioration in buildings or surroundings which landlords cannot or will not correct.

Change of quarters at the request of the employee is a Housing Appeal.

## Housing Appeals

The SRPM and the IAHB will consider housing appeals provided the employee will be at post for at least one year.

New employees who wish to appeal their assignment must make their appeals in writing to the IAHB within one month of the IAHB's assignment or their arrival at post, whichever is later.

Current employees that experience a significant change in the number of employee's dependents residing at post can submit a housing appeal.

An appeal to relocate due to medical reasons must be cleared by Post's Health Unit.

- Requests should be routed through the employee's agency head through the SRPM to the IAHB.
- Once the IAHB has made a decision about relocation, the employee can either accept the reassignment made by the Board or choose not to relocate. The Board will not consider renewed requests for moving unless new circumstances arise which would justify a new relocation request.
- If the IAHB denies the appeal, employees may appeal the board's decision to the DCM within five working days of his/her notification of denial.

## Moving Costs

Should it become necessary to move an employee for official U.S. Government reasons (as stated above) the cost of moving will be borne by the employee's agency.

All other relocations requested by employees under procedures described above and approved by the Housing Board are considered to be voluntary moves. In these circumstances, the employee is responsible for all costs associated with the move. These include actual charges for make-ready costs to make the current/old, and the cost of moving personal belongings to the new residence.

## Occupancy of Government-Provided Quarters

The employee and the Government share the custodial and maintenance responsibilities for Government-held residential properties, including grounds, buildings, and furnishings. The Management Counselor –as the SRPM – has overall responsibility for managing the housing program. Day to day management of the housing program rests with the GSO and the GSO Housing Staff.

### U.S. Government Responsibilities

In short-term leased quarters, the Government is responsible for ensuring landlord compliance with any the terms of the lease. In addition, the U.S. Government is responsible for costs of the rental, water, and electricity – along with the required safety and security upgrades. The Government is not permitted to make capital improvements or extensive repairs (roof replacements, septic systems, built-in stove replacements, etc.) to leased properties from its own funds. The Embassy will make every effort to ensure that the landlords carry out their responsibilities to maintain the premises in good repair and livable condition.

## U.S. Government Responsibilities (cont.)

In order to carry out certain aspects of the housing program at the Embassy, GSO Housing, Residential Security, and Facility Maintenance are required to conduct certain inspections of occupied residences. Inspections will be coordinated with the occupant.

## Occupant Responsibilities

According to 15 FAM 632.2-2a, "Occupants of U.S. Government-held residences are responsible for maintaining them in a presentable condition and returning them to the U.S. Government in a clean and habitable condition."

No employee shall enter into a separate contract with his/her landlord without the express written approval of the SRPM (e.g. for furniture rental, etc.). Individual employees have no authority to commit USG funds or resources. Any contract an employee enters into over his/her own signature exposes the employee to the full weight of applicable Qatari Law.

Occupants are permitted to make minor alterations such as hanging pictures, but are not permitted to undertake significant alterations or improvements. The housing office will help you determine if your requests or concerns can be supported under existing government regulations and lease agreements. Here are examples of improvements outside of what is considered minor:

- Installing hobby equipment and related hardware.
- Installing bars, room dividers, built-in bookshelves, porches, etc.
- Hanging wallpaper.
- Changing wall colors/trim without changing back to neutral color when departing post.

*(Detailed information on occupant responsibilities is explained in the General Information section of the handbook.)*

## Occupancy Agreement

Regulations require that each post prepare a written statement of occupant responsibilities to be signed upon occupancy of temporary and permanent quarters. This will be included in your welcome packet. This is attached as **Appendix A** and should be read, signed and returned to the GSO housing office.

In addition, the GSO housing coordinator will conduct an inspection with the new occupant after move-in in order to document any current damages in the residence. This occupant-signed inspection report will be kept on file and used as a reference if any damages are assessed when the occupant is departing post.

## Damages

Before departure from post, the GSO Housing Office will inspect the premises with the occupant and note any damage for which the occupant will be held responsible. It is reiterated that all damages to structures, grounds or furnishings caused by pets, hobbies, neglect or negligence, or deliberate acts by an occupant, the occupant's family, domestic employees or guests will be the occupant's personal responsibility. *(Detailed information on damages is explained in Surrender of Quarters Section of the handbook.)*

## Use of Quarters during Employee's Absence

During an occupant's absence, non-family members who are not U.S. citizens, and do not have the express authorization of the occupant's agency and the SRPM may not occupy the quarters. The post has the right, for security or safety reasons, to disallow temporary occupancy arrangements the occupant arranges. The occupant is responsible for any damage caused by caretakers, guests, or domestic employees during the occupant's absence.

### Temporary Housing

The Embassy does not have temporary (TDY) accommodations. Employees should check with their agencies concerning each agency's policy on temporary accommodations. Arrangements for temporary accommodations are made by each agency for its employees.

## Residential Security

The intent of the Residential Security Program is to provide an adequate level of residential physical security protection to all U.S. citizen direct hire employees and their family members assigned to Mission Doha to meet assessed criminal and political violence threats.

### Defending Against Intrusion

Residential intrusions in Doha are rare, particularly for occupied and/or secured residences located on western-style compounds. As a result, burglars usually target unoccupied houses in less secure areas or off secured compounds. In any event, it is important to keep exterior doors and gates locked and to arrange for someone to be in the home as much as possible. Statistics show attempted break-ins tend to occur when the houses are unoccupied such as during the workday when no one is home, on weekends, and on Friday and Saturday nights. In the past, burglars have posed as salesmen and repairmen in order to gain access to a home; often ringing the doorbell to determine if someone is in the residence. If no one answers the bell, they may break-in.

Counsel family members and domestic employees never to open the front door or gate until a visitor has been properly identified. GSO workers and compound staff are required to present identification and make appointments ahead of time. Outside contractors should always be required to make an appointment ahead of time through the GSO Office or compound office and the residential occupants should be notified well ahead of arrival. No unannounced visitor should be allowed into a residence. If in doubt, call GSO **BEFORE** allowing anybody into your residence. Family members and domestic employees should never give out personal information to unidentified persons at the door or over the telephone. Obscene or threatening calls should be reported immediately to the Regional Security Office.

Access to your house by domestic staff, their friends, family, and other neighborhood house staff should be strictly controlled. The RSO office has a handout containing information on residential security issues that is available to review with your house staff and family members. The RSO will also conduct a name check on a prospective domestic employee upon request. Your domestic employee should be honest (and should have been "cleared" by the RSO). Dishonest domestic employees frequently set items aside and move them out of the home "piece by piece" when convinced you have forgotten them. If you ask about an item, the domestic employees will "find" it.

## **Defending Against Intrusion (cont.)**

To guard against this practice, check your valuables periodically. An inventory of your possessions should be kept to facilitate making periodic checks and to assist you in filing and settling insurance claims.

At home, as elsewhere, do not establish predictable/observable patterns. Vary the times you and your family enter and leave your residence. Keep drapes closed at night so that your movements cannot be monitored. Always use all available lighting to illuminate the yard as well as unoccupied areas in and around your home. If going on TDY or on vacation, be sure to notify the Housing Officer and the RSO in advance. If possible leave a trusted domestic employee in charge of the house. If you do not have a domestic employee, arrange for a friend to check your home occasionally to turn lights on and off, to adjust drapes, and to give the house an occupied look.

Admit no one without proper identification. This includes people identifying themselves as neighbors, solicitors, telephone men, electricians, plumbers, etc. The Embassy strongly recommends that this rule be followed. Children especially and domestic employees should be instructed on the importance of not letting strangers into houses or apartments. All embassy employees and maintenance contractors shall have proper identification.

The Regional Security Office can arrange for the mobile patrols to make additional periodic checks of your residence during your extended absences. To request this, send a memo to the Regional Security Office. The memo should include the days in which you will be gone from town, your address, and any specifics, such as if your maid will be staying in the house.

## **Furnishings**

Doha is designated a furnished post with the exception of some tower apartments, which are landlord furnished. All employees under Chief of Mission and the State Department Furniture and Appliance Program will be provided with the standard set of Embassy furniture for their residence. All residences have landlord-provided drapes and appliances.

Employees are discouraged from shipping personal furniture and furnishings as there is limited warehouse storage for un-wanted post-issued furniture. However, post does consider an employee's need to bring certain beds and/or furniture for toddlers and infants. The GSO must approve shipment of additional furniture and furnishing items.

## **Inventory of Furniture and Furnishings**

Upon arrival, GSO Housing/Property Management will provide the employee with an inventory of the Embassy- issued furniture and equipment in the residence. The employee should carefully review the inventory, note any discrepancies, sign it and return it to the housing office. It is important that discrepancies are officially noted by the new occupant upon move-in. This includes the condition of the furnishings and furniture.

Prior to departure from post, GSO Housing/Property Management will conduct a final inventory and will compare it with the initial inventory. The occupant will be responsible for any missing or damaged furnishings beyond normal wear and tear. *(Detailed information on damages is explained in Surrender of Quarters Section of the handbook.)*

## Maintenance

### General Maintenance

Occupants are responsible for routine maintenance and care as described in the *Occupant Responsibility* and *General Information for Occupants* sections of the handbook. Further, occupants of Government-leased housing are responsible for those things normally expected of any occupant leasing residential quarters in the United States.

Landlords are responsible for maintaining the residence in tenable condition.

Embassy housing consists of villas and apartment buildings located in residential complex setting. As part of the lease agreement signed between the Embassy's and the landlord, residential maintenance is provided. Requests for repairs or maintenance should be first directed to the on-site maintenance office.

Occupants should notify GSO Housing if they are dissatisfied with the service of if there are on-going issues.

### Maintenance Emergencies

In the case of a maintenance emergency you should immediately call the maintenance desk at your compound, the GSO housing office, and the Facility Manager.

An emergency is defined as a situation where there is real danger to life or serious damage to property, i.e. broken water or gas lines, overheated electrical appliances, fire, or loss of air conditioning during peak summer months.

## General Information for Occupants

### Transition Kits

The Embassy provides transitional kits to employees. These kits contain essential household items occupants will need immediately upon arrival and departure from post (after household goods are packed out). Transition kits will remain with the residence. In addition, occupants will be charged for damaged or missing transition kit items.

### Utilities and Bills

Residential water and electricity bills will be paid for by the employee's agency. All utility bills are sent to the embassy directly. In case a bill is delivered to the residences, tenants should bring the bills to the Embassy and turn them in to the housing office.

### Residential Telephones

All residential units are required to have a working landline. Installation and provision of telephone service is the responsibility of the Embassy.

The employee is responsible for the monthly service, long distance charges, and any late payment fees. All residential telephone bills must be paid promptly.

## **Residential Keys**

The housing office provides two set of keys for the main doors of the residence. In addition, occupants receive keys for all interior doors. Additional sets can be acquired independently at one's personal expense.

Missing keys for the RSO provided Yale locks must be reported immediately to RSO and GSO housing.

All existing set of keys must be surrendered to the GSO housing office upon departure from post.

## **Internet**

There are various types of internet packages. The GSO housing office will assist new arrivals with the basic internet package and installation prior to their arrival. Occupants are responsible for all charges related to their internet package and usage, and changes or upgrades to the internet service will be the responsibility of the occupant.

## **Television Packages**

GSO and the landlord must approve the installation of satellite dishes. The cost of satellite dishes and cable or fiber optic Television Packages are the employee's responsibility. Employees are required to pay all costs associated with TV packages. Often, TV packages are set up using the land-line as part of a bundled package. Employees must pay all outstanding charges before departure from post. Un-paid TV and internet packages result in past-due accounts for incoming occupants and a disruption in an agreement with the U.S. Embassy and the telephone and internet suppliers here in Doha.

## **Appliances**

Occupants are responsible for periodic cleaning and upkeep of appliances. Most appliances are provided by the landlord, and any repairs must be reported to the compound maintenance office. In a few instances, the U.S. Embassy has provided appliances for some residences. The housing office will assist you if this is the case.

## **Electric Current**

Electricity in Doha is 220 volts, 50 cycles, very different than in the United States. The current here is not as consistent as in the U.S., which results in rapid burnout of light bulbs and irregularities in the functioning of personal appliances. For items that are susceptible to damage from power surges, such as computers and other electronic items, it is recommended that surge protectors be used. Transformers are needed in Doha for many appliances used in the United States. Transformers are issued as part of residence inventories. Transformers could be a hazard when overloaded. All transformers must be placed on a non-combustible service such as a ceramic tile. The GSO office can supply tiles if required.

## Electric Current (cont.)

75 Watts	For use with small radios, phonographs, tape, recorders, and sewing machines.
300 Watts	For use with large radios, radio phonograph consoles, projectors without blowers and low voltage projectors, mixers, sewing machines, small and medium size fans, electric blankets, warming plates and television sets.
500 Watts	For use with floor polishers, refrigerators, and blenders.
750 Watts	For use with large projectors, small irons, small and medium size washing machines, percolators, coffee makers, and freezers.
1000 Watts	For use with small heaters, large washing machines, large percolators, coffee makers, vacuum cleaners, and irons.
1600-2000 Watts	For use with toasters, roasters, broilers, cookers, fryers, frying pans, grills hot plates, dishwashers, hair dryers, medium heaters, irons, motor driven appliances, etc.
3000 Watts	For use with large heaters and air-conditioners.

Be aware of the accumulated load of wattage of each item to be plugged into the transformer. Fires safety rules state that all transformers must be placed on ceramic tiles.

## Pest Control

Due to serious risks presented by improper application of or use of non-State approved pesticide. DO NOT use any pesticides at the residence – even if provided by compound maintenance. The State Department’s Integrated Pest Management Program is responsible for pest control measures in the residences, and Facilities Management has the oversight of the program at post. Please refer to the Pesticide Management brochure in the Housing Welcome Packet.

Please report any pest problems to the GSO housing office.

## Lawns and Gardens

In many leased quarters, the landlord contracts for the maintenance and care of lawns, gardens, walks, driveways, and exterior grounds in general (i.e., mowing of lawns, trimming of hedges, control of weeds, and insects, clearing of rubbish, etc.).

Removal of live trees and shrubs or construction of decks, patios, or play houses cannot be done without the permission of the landlord. Please contact the GSO housing office.

In some residences, a private lawn or garden that is not maintained by the compound’s service is the responsibility of the occupant, and it is the occupant’s responsibility to leave the private lawns or gardens in good condition.

## Domestic-Help Quarters

The U.S. Government is not required to provide housing for your household staff.

## Hobbies

The U.S. Government reserves the right to limit or prohibit hobbies that constitute an abnormal strain or overload on the grounds, structures or utility services of residences if they could cause an increase in operating or maintenance cost.

Alterations to quarters to accommodate hobbies, photo labs, etc. are not to be undertaken unless a memorandum describing the changes in precise terms is submitted to the GSO for approval by the landlord. It is clearly understood that if such approval is granted, all costs pertaining to such alterations, both initially and to restore the area to its initial state, are entirely the employee's responsibility. Any modifications to the residence must be restored prior to departing post. Any excess utility costs (for example to run a kiln) will be borne by the occupant.

## Pets

FAM regulations state that "the keeping of pets in Government-held housing units is a privilege and not a right. The SRPM may prohibit pets on Government held premises because of nuisance, health, and damage to Government property, infringement of quiet enjoyment or other fair and just reasons."

Pet owners are required to have their pets vaccinated and inspected in accordance with Qatari regulations. The GSO shipping section can provide detailed requirements.

Some of the leased residences have restrictions on the type of pets, including the size, breed, and leashing requirements of dogs. Employees contemplating bringing pets to post, especially dogs should have back-up plans. Please note that pet based housing requests are considered personal preferences, and it is not always possible to factor them into every assignment.

According to the FAM, "Damages to structures, grounds or furnishings by pets shall not be construed as normal wear and tear and will be the personal responsibility of the occupant. No alteration, renovation or construction shall be undertaken at government expense on Government-held property for the benefit of pets. Before any alteration, renovation, or construction at personal expense is undertaken, written permission is required from the SRPM. The property must be restored upon vacating the quarters."

The following types of damage are examples of damage caused by pets that occupants can be charged for:

- Urine and feces stains on furniture
- Snags, pulls, tears, rips on rugs, carpets, draperies, sheers, and furniture
- Damage to draperies, sheers, and furniture
- Tick and flea infestations
- Damage to gardens and shrubs

Adding or increasing the number of pets after arrival in country must be approved by the GSO housing office and the SRPM.

The keeping of pets in residences is a privilege, not a right. Employees are reminded that they are financially responsible for all damages caused to residences by their pets. In addition, employees are also responsible for ensuring that their pets do not become neighborhood nuisances.

Employees will be financially responsible to pay for any pet damages before departing post.

## Painting

Generally, GSO requests that landlords use only white or off-white paint to decorate the interior of U.S. Government-leased quarters. If the employee wishes to paint the residence, they must submit written request to GSO with an agreement that he/she will pay all costs of the painting in addition to paying all costs to restore the original wall finishes at the end of his/her tour.

## Light Bulbs

In leased quarters, light bulbs, including fluorescent and energy saver light bulbs will initially be installed in all electric light bulb fixtures. The occupant is responsible for replacement of all bulbs. The compound maintenance staff will assist occupants in replacing bulbs in light fixtures that are unusually high (10 ft. or more) but occupants are still responsible for providing the bulbs.

## Businesses in Residences

Businesses (non-U.S. Embassy business actions) conducted by spouses or family members in leased residential housing must have approval by the Chief of Mission and must follow the guidelines set forth in 15 FAM and 3 FAM.

## Fire Safety

All quarters in the Embassy housing pool are provided with fire extinguishers that are provided and maintained by Facilities Management. Occupants and dependents should be familiar with the proper use of fire extinguishers. If you have any questions, contact the Facilities Management Section (FMS).

Occupants should make a home-escape plan, and communicate and practice it with your family. Occupants in high rise towers should know the nearest fire escape exits.

Smoke detectors are also provided by Facility Management. Smoke detector batteries must be checked every month by the occupant. If any of your smoke detectors begins to beep or chirp at 1 to 3-minute intervals, please submit an e-services request to Facilities Maintenance for replacement batteries.

NOTE: All fires, no matter how small or trivial, or regardless of whether or not they were promptly extinguished, must be reported to the Post Occupational Safety and Health Officer (POSHO) in Facilities Maintenance (FMS) or to the Facility Manager. Any time one of the fire extinguishers is activated, it must be turned in to FMS for recharging or replacement. Fire extinguishers are to be used only for extinguishing fires. If you suspect a problem with a fire extinguisher please report it to FMS immediately.

## Bottled Water

A water dispenser is provided for all residences (for employees under the Furniture and Appliance Program). Bottled water is the responsibility of the occupant, and GSO Housing provides a list of local water companies in the Housing Welcome Packet.

## **Draperies**

Most leased residences in Doha are furnished with draperies provided by the landlord. If the occupant chooses to remove the draperies, they must store and re-hang the landlord's draperies on departure or pay the replacement cost of the draperies to the landlord. There is a small number of leased properties with Embassy furnished draperies.

## **Swimming Pools**

Employees, their dependents, and their guests swim at their own risk. Most of the community pools in the compounds do not have adequate safety precautions in place such a fence around the pool, depth markings, and safety equipment. Swimming alone is discouraged. No running, pushing, shoving, drinking, or dining from the sides of the pool. Children must be accompanied by a qualified, responsible adult swimmer in or playing around each unit's pool area. Pets are not allowed in or around the pool area. Please refer to the Housing Tips appendix and the brochure on pool safety brochure in your welcome packet.

## **General Cleaning and Care of Embassy Furniture**

Occupants must maintain waxed and polished surfaces where they exist and ensure that furniture and furnishings in quarters receive the same attention and cleaning that would normally be given to their own personal property. Daily and weekly maintenance of government-provided wood furniture should be made with soft cloths and/or non-wax cleaners. Heavy furniture polishes or oil should only be used on a monthly basis.

## **Surrender of Quarters – Departure from Post**

Departing employees are required to leave quarters clean and in good condition. All employees are required to clean their temporary or permanent quarters before departure.

All occupants are reminded of their own personal financial responsibility in the event of damage, other than normal wear and tear or outside causes beyond their control, to all property assigned to them. This includes damage to quarters and all equipment which may be attributed to the negligence of the occupant, his/her family, domestic employees, or other members of his household, guests, or pets. Some examples of damage that would be considered beyond normal wear and tear, and which would have to be replaced or repaired at occupant expense are:

- Any damage to the residence by pets
- Permanently soiled or stained upholstery, carpeting, drapes, including water marks from plants
- Unauthorized roof penetrations
- Severely scratched, burned, or white ringed wood or upholstery
- Landlord or Embassy-provided appliances, furniture, and equipment
- Broken furniture or lamps
- Smoke/wax damage from candles
- Gouged floors and walls
- Failure to clean surroundings causing major pest infestation

A guideline on preparing a residence for departure can be found in Post's Departure Guide.

## Packing Out – Furniture & Furnishings

It is the occupant's responsibility to ensure that no landlord or Government-provided furniture and furnishings are packed during pack-out.

### Damage Assessment

Damages to structures, grounds or furnishings caused by pets, hobbies, neglect or negligence, or deliberate acts by an occupant, the occupant's family, domestic employees or guests will be the occupant's personal responsibility. Damages by pets will never be considered normal wear and tear. In addition, departing occupants are responsible for disposing of all garbage and unwanted personal effects before departing the residence.

GSO housing and property management will conduct an initial (pre pack-out) inspection and furnishings inventory of the residence 45-30 days prior to departure. The purpose is to assess damages to property and furnishings beyond normal wear and tear and conduct a furnishings inventory. If damages are noted at that time, occupants must repair the damages before final inspection. If Embassy furniture is missing or damaged, a cost for repair or replacement (including depreciation) will be submitted to the occupant. GSO housing will conduct a final inspection after pack-out of personal HHE

Charges for damages, including trash and left-over property removal, will be submitted to the occupant and must be paid to the Embassy cashier before departing post. Outgoing employees should designate someone at post that will oversee their financial obligations.

Employees that depart post without paying for residential damages will be reported to their parent agencies. The respective Agency Head for employees departing leased houses with documented damage, filth, cleaning requirements or other facility concerns that render the condition of the home unacceptable will be held responsible if the employee departs post without completing repairs or paying for damages.

**Employees will be held responsible for missing property already accounted for and/or any occupant caused damage discovered immediately after departure. Ensure during your pack-out, the packing/shipping company does not pack any embassy or compound/tower property.**

## Appendix A

### POST OCCUPANCY AGREEMENT

Property Address: \_\_\_\_\_ Occupy Residence Date: \_\_\_\_\_

Occupant Name: \_\_\_\_\_ Occupant Agency/Section: \_\_\_\_\_

15FAM 632.2-2a states

a. Occupants of U.S. Government-held residences are responsible for maintaining them in presentable condition and returning them to the U.S. Government in clean and habitable condition. Posts must issue, as part of the post housing guide, uniform rules detailing these responsibilities. The responsibilities should conform to what is normally expected of an occupant who leases residential quarters in the United States. Posts should prepare a written statement of employee responsibilities to be signed upon occupancy (see also 15 FAM 247).

b. Occupants are responsible for activities such as light bulb replacement and routine cleaning. Occupants are responsible for repairs required by deliberate acts or by the negligence of the occupant, family, guests, employees, or other members of the employee's household (see 15 FAM 240). See 15 FAM 632.3 for grounds care responsibilities.

I understand that I can be financially responsible for debris removal, damage to the property, and excessive cleaning needs upon departure.

I understand that my assigned residence is subject to periodic inspections and shall keep the residence in presentable conditions at all times.

I, the undersigned, have read this Post Occupancy Agreement and understand my responsibilities with regard to government furnished quarters and furnishings that are provided therein.

Printed or typed Name of Employee: \_\_\_\_\_

Agency/Section: \_\_\_\_\_ Phone number: \_\_\_\_\_

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of GSO Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Employee/Occupant Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## APPENDIX B

### Contacts

### **U.S. Embassy Housing & Safety**

GSO	Kathy Hallett	974 4496-6794 <a href="mailto:hallettkm@state.gov">hallettkm@state.gov</a>
GSO Housing	Housing	974 4496-6079, 4496-6726 <a href="mailto:Doha-GSO-Housing@state.gov">Doha-GSO-Housing@state.gov</a>
Facilities Maintenance Safety & Health	Pradip Ghosh A/POSHO	974 4496-6768 <a href="mailto:ghoshp@state.gov">ghoshp@state.gov</a>

### **Compound Contacts**

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