

## NEOM COMMUNITY ACCOMMODATION UNIT'S MODIFICATION REQUEST

MODIFICATION CATEGORY		
<input type="checkbox"/> Installation of electric appliance	<input type="checkbox"/> Installation of furniture items	<input type="checkbox"/> Installation of equipment
<input type="checkbox"/> Unit's structural modification	<input type="checkbox"/> Unit's furniture removal	<input type="checkbox"/> Unit's painting
<input type="checkbox"/> Modification of outdoor area	<input type="checkbox"/> Other (please provide details):	

RESIDENT'S DETAILS						
Name	Unit No.	Iqama / Saudi ID Passport No.	Mobile No.	Email	Arrival Date	Departure Date

**Please elaborate your request:**

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### IMPORTANT Guidelines and Responsibilities for NEOM Residents:

- This form must be completed by the NEOM resident and submitted to Community Services.
- It is the responsibility of the NEOM Resident to ensure that this form is submitted for processing to Community Services before any modification is made in the Accommodation Unit.
- Completed form and supporting documents, like copies of the equipment's manual, photos, drawings, etc. must be submitted to Community Services email [communityhousing@neom.com](mailto:communityhousing@neom.com)  
The resident is responsible for bearing the cost in full of any approved modifications
- NEOM Residents must ensure the following:
  - Not to proceed with any modification in their accommodation unit before they obtain the necessary approval.
  - All furniture, electric appliances and other items included in the arrival's 'Soft pack', remain assets of NEOM throughout the duration of the residents stay, all such assets should be maintained in a good condition, and should be returned to Community in the same condition as found when the resident moved into the unit.
  - Residents should respect others and refrain from placing personal belongings outside their units where they may cause inconvenience or obstruction to other residents
  - Equipment and furniture items meant for indoor use should not be placed outdoors. Dust, weather conditions and sunlight might damage these items. In such cases, the resident will be required to cover the cost of the maintenance or the replacement of the items if damaged beyond repair.
  - Residents are responsible for any damage to the unit other than what is deemed and accepted as general wear and tear. Any damage found upon inspection that is not acceptable will be repaired at the resident's cost

Note: Please sign the Declaration and Acknowledgement (2nd Page)

## NEOM RESIDENT DECLARATION

<i>I have read and acknowledge the above guidelines and responsibilities.</i>			
<b>Resident's Name</b>		<b>Signature</b>	<b>Date</b>

<b>OFFICE USE ONLY</b>			
<b>Request approved</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Date of Approval</b>	<b>Request Reference No.</b>
<b>Approving Authority Name:</b>			<b>Approving Authority Signature:</b>