

UNIVERSITY OF DAR ES SALAAM



STAFF HOUSING POLICY

FINAL VERSION

As approved by the 242nd meeting of UDSM Council
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FOREWORD

The current review of the University Staff Housing Policy is part of a series of a continuous, systematic, thorough, self-examination and evaluation process with a purpose of finding out how well and adequately the Housing Policy conforms to the Government Circulars on housing and the University Human Resources Management Policy, and how well it aspires to meet University staff expectations.

There have been five similar University Staff Housing Policy reviews in the past and the first one and of its kind was undertaken way back in 1993. This Policy seeks to address weaknesses of the previous ones and takes advantage of their strengths with a view to coming up with a vibrant operational Staff Housing Policy for the University.

This sixth review of the University Staff Housing Policy is addressing pertinent issues including the scarcity of accommodation for the University staff. Effective and realistic measures have been proposed as well as the source of funding to implement the same.

The preparation of the policy was initiated by UDSM Management and a team was appointed to review the previous policy and prepare an improved policy. The policy preparation process entailed documentary reviews and in-depth consultations with a broad range of stakeholders in the University including the University Management and staff.

On behalf of the University, I wish to thank all stakeholders for their contribution to the preparation of the policy.

Prof. Rwekaza S. Mukandala

Vice-Chancellor

University of Dar es Salaam

Dar es Salaam

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1. INTRODUCTION

The University of Dar es Salaam, like any other public institution, aspires to provide conducive accommodation for its employees qualifying for the same. In order to facilitate the process of equitable housing provision, existence of a Housing Policy is of extreme importance.

The University has a total of 2,591 employees of which 394 (15%) are entitled to provision of accommodation or housing allowance according to the Government circulars and the rest 2,197 (i.e. 85%) are eligible.

The University has a total of 580 housing units (see Annex 1) at the Mwalimu Julius K. Nyerere University Mlimani Campus, Kijitonyama, Mikocheni, Kinondoni, Ubungo, Mabibo and Kunduchi as compared to 2,591 employees who may need to be accommodated in University houses. This shortfall, the need to provide conducive accommodation to staff and strive to support staff to acquire own houses have called for a need to have a comprehensive University Staff Housing Policy.

2. REVIEW OF A HOUSING POLICY

The earliest University Housing Policy dates back to 1993 and this was updated in 2004. The updated version was never approved by the University Council. In 2010, another review of the Housing Policy was carried out and a draft proposal prepared. Again this draft Housing Policy of 2010 is yet to be approved. In the meantime there have been developments with regard to the following three major changes:

- (i) Expansion of the University staff community,
- (ii) Conversion of one students' hostel at Kijitonyama into staff quarters,
- (iii) Revision of Government Circulars on Housing for employees.

In order to take on board all the developments more rigorously, the Deputy Vice Chancellor responsible for Administration has appointed a Team to review the draft Housing Policy of 2010. The Terms of Reference for the Team were as follows:

- (a) To review the University of Dar es Salaam draft housing policy in line with the existing Government circular on housing for University staff and Draft University Human resources Management Policy and Operational Procedures for the University (HRM) documents,
- (b) Incorporate any elements in current University Housing Policy document and the existing Government Circular that is relevant for a revised and strengthened University Policy document,
- (c) Take into consideration important views from similar Housing Policy documents as well as from selected University Officials with regard to the adequacy and relevance of the current issues related to housing matters at University,

- (d) To identify and propose to the University Administration, all possible means that can empower University staff to acquire and move into own houses,
- (e) Consider other relevant issues related to housing matters at the University,
- (f) Produce and submit to DVC Administration a consolidated, revised and improved University Housing Policy document.

The Team reviewed the Draft Housing Policy of 2010, consulted housing policies of some public institutions as well as universities and university staff.

3. POLICY OBJECTIVES

This policy has the following objectives:

- 1. To provide conducive accommodation for university staff to execute their duties with optimum efficiency;
- 2. To rationalize the allocation of University staff houses;
- 3. To assist University staff acquire own houses;
- 4. To give priority to accommodation by constructing more university housing units; and
- 5. To provide effective maintenance of University staff houses.

4. POLICY ELEMENTS AND STATEMENTS

4.1 Provision of Conducive Accommodation

4.1.1 Policy Element

Observations were made that some of the University staff are not performing according to expectations due to, among other factors, accommodation problems as the nature of the University work demands conducive accommodation. It has been observed that performance of University staff facing accommodation problems can be improved if they are provided with conducive accommodation. The University currently has 580 housing units only while the number of staff is 2,591.

The University is obliged to provide accommodation to its staff entitled to free housing according to the Government Circular. The University may also provide accommodation to its eligible staff where such accommodation is available. Where the University fails to secure accommodation for its entitled staff, it shall pay housing allowance in line with the Government Circular. An entitled staff may opt to stay in his/her own house and claim housing allowance from the University, provided that the University could not provide him/her with accommodation.

There is perception that the practice of allocating houses puts more weight on marital status and family size and that it puts unmarried staff members on a waiting list for a long period. Although this is not entirely true, there is a need to review the whole practice.

The house rent payment of 10% of the salary by eligible staff occupying University houses does not consider the size and condition of the unit. Delayed payment of housing allowance has also been found to create unnecessary inconvenience to affected staff.

The habitability of University houses is largely impaired by lack of enforcement of regulations on the liability of the outgoing occupier for improper use of fixtures and fittings. Funding for repair and maintenance of staff houses is largely inadequate.

Although tenants may wish to make alterations on the University house leading to improved habitability; this undertaking is not adequately articulated in the tenancy agreement.

4.1.2 Policy Statements

- 4.1.2.1 The house rent for eligible staff will be 12% for staff houses of grade A1 and A2, 10% for houses of grade A3, 8% for houses of grade B1, 7% for houses of grade B2, 6% for houses grade C, 5% for houses grade D1 and 4% for houses grade D2.
- 4.1.2.2 Housing allocation to staff must be in accordance with the housing allocation criteria set out in ANNEX 2.
- 4.1.2.3 The housing allowance for entitled staff not provided with the University accommodation should be paid monthly or as disbursed by the Government.
- 4.1.2.4 In compliance with the Government Housing Circular, payment of housing allowance should not take cognizance of the marital status but should only be based on the entitlement of staff as an individual, as long as the couple resides in own house.
- 4.1.2.5 The University should enter into a contract agreement with tenants and enforce the housing regulations so that improper use of the fixtures and fittings are accounted for by the vacating staff.
- 4.1.2.6 Where a tenant wishes to make any alterations on the University house leading to improved habitability, he/she should seek authorization from the Deputy Vice Chancellor – Administration. The authorization entails that the alterations are done under the supervision of the Directorate of Estates Services and the tenant will finance the alterations without refund.
- 4.1.2.7 For cases where the University house occupant defaults the set deadline to vacate the house, eviction procedures will apply.

- 4.1.2.8 Where it happens that married couples both working in the University separate, one retire or one dies, the other one should retain the house or should be allocated an appropriate housing unit.
- 4.1.2.9 University houses should be constructed or provided with facilities for the disabled.
- 4.1.2.10 University Management may waive rent payment for staff whose duties require them to be on-campus and standby 24 hours in lieu of compensation they would have been entitled to for the extra and late hours that they will be called for duties.

4.2 Rationalizing allocation of University Houses

4.2.1 Policy Element

There exist several cases whereby University houses are occupied by staff on secondment, leave without pay and on study leave. There are also cases of staff who have been terminated, resigned, deserted their spouses or deceased. Some of these occupants are paying the “economic rent” to the University. This arrangement defeats the entire objective of the University Housing Policy of providing houses to its on-post staff.

4.2.2 Policy Statements

- 4.2.2.1 Staff members on secondment should vacate the University house within three months and pay rent for the three months, or pay market rent if they continue to occupy the University house.
- 4.2.2.2 Staff members going on leave without pay should vacate University houses within three months without further extension and shall pay rent for the three months.
- 4.2.2.3 Staff members on long-term studies abroad exceeding one year and accompanied by family should hand-over the housing units back to the University prior to their departure. The staff may re-apply for a University house six months prior to return.
- 4.2.2.4 Staff members on studies abroad and on housing waiting list, should notify the University administration six months prior to their return.
- 4.2.2.5 Staff members returning from abroad who owned University houses before and the newly recruited staff may be accorded priority in the allocation of University houses or be offered accommodation in accordance with Government housing circulars.

- 4.2.2.6 Upon termination from University services, the concerned staff should vacate the university house within three months without further extension and shall pay rent for the three months.
- 4.2.2.7 Upon resignation, the concerned staff should vacate the university house within 3 months after receiving response from the employer, and should pay rent for the three months.
- 4.2.2.8 Upon death of a staff, the family should vacate the house within six months except if the remaining spouse is a University staff, in which case clause 4.1.2.8 shall apply.
- 4.2.2.9 Where the University staff occupying a university house deserts his/her spouse with legal divorce papers and decides to vacate the University house, if the deserted spouse is not a university staff, the staff should ensure that the house is vacated and handed over within three months. If the deserted spouse is a University staff, he/she should be offered appropriate accommodation;
- 4.2.2.10 Retirees on contract terms are not eligible for staff housing units and should therefore vacate the university housing units.
- 4.2.2.11 Subleasing of University housing units or part thereof by tenants is prohibited.
- 4.2.2.12 University housing should never be used for illegal activities, such as narcotic drug trafficking or use, prostitution, human trafficking, storage of stolen goods, hiding of criminals and the like. Any tenant acting in violation of this rule shall be evicted from the university housing unit he or she is occupying and forego the privilege of ever being housed by the University.
- 4.2.2.13 Tenants are bound to abide by the rules governing University housing in ANNEX 3. Failure to abide by the rules shall warrant eviction.

4.3 Staff to acquire own Houses

4.3.1 Policy Element

The University recognizes the necessity of each of its employees to build own houses for their accommodation. There is a need for the University to facilitate acquisition of plots through the Ministry of Lands, Housing and Human Settlements Development and Local Government Authorities as well as a long-term bank loans to finance the construction of houses.

Upon acquisition of own houses, the staff shall vacate the University accommodation and move to his/her own house. This arrangement will successively create vacant houses for newly employed staff.

4.3.2 Policy Statements

- 4.3.2.1 University should facilitate acquisition of plots for its staff through the Ministry of Lands, Housing and Human Settlements Development and Local Government Authorities;
- 4.3.2.2 The University should facilitate its staff to obtain financing for construction of own houses through negotiation with relevant institutions to obtain long-term loans and mortgages with favourable terms.
- 4.3.2.3 The University should encourage all staff owning houses and staying in University houses to vacate and stay in their own houses.

4.4 Construction of more Housing Units on University Compounds

4.4.1 Policy Element

One of the objectives of the University Housing Policy is to provide on campus accommodation to its employees qualifying for the same. The ideal situation, which indeed can be made a practical reality, is to accommodate all entitled staff on campus or in the University staff houses.

In order to cope with the scarcity of housing units, the University should construct more staff houses.

4.4.2 Policy Statements

- 4.4.2.1 In line with the mortgage financing scheme, the University should solicit Government guarantee for construction of staff houses through pension funds e.g. PPF, NSSF, GSPF, PSPF, LAPF etc., and other housing developers. With this development the University stands to guarantee provision of good quality houses to all entitled and eligible staff.
- 4.4.2.2 The University should gradually refrain from renting off-campus houses.
- 4.4.2.3 Part of the Capital Development Fund should be directed towards construction of staff houses on campus.
- 4.4.2.4 Part of the income generated by the University and house rent should be directed towards construction of staff houses on campus.

4.5 Effective Maintenance of University Houses

4.5.1 Policy Element

The University should put in place maintenance policy/guidelines for the University staff houses. There should be a dedicated account for maintenance purposes and part of the rent collected from houses must be deposited in this account. Lack of reliable and routine maintenance has resulted into vacant houses remaining unoccupied for long periods of time. Misuse of housing units also results in increased maintenance costs.

4.5.2 Policy Statements

- 4.5.2.1 A dedicated maintenance account should be established to fund maintenance and rehabilitation of staff houses.
- 4.5.2.2 Part of the income generated by the University and staff house rent should be directed towards the maintenance account;
- 4.5.2.3 A policy on maintenance of staff houses should be put in place to guide the maintenance of the same.
- 4.5.2.4 It shall be the duty of the tenant to take due care of university properties affixed or put in the housing unit he/she is occupying. Any damage to such properties caused negligently by the tenant shall be made good by the staff personally.
- 4.5.2.5 Tenants should be allowed to finance minor repairs with the supervision of the Directorate of Estates Services and be refunded accordingly provided they had obtained prior approval.
- 4.5.2.6 All maintenance shall be aimed at restoring a housing unit to its original form and shall not alter the design except where approved by the Deputy Vice Chancellor – Administration.
- 4.5.2.7 Vacated houses which require minor maintenance should be repaired within a reasonable time after the house has fallen vacant.
- 4.5.2.8 Tenants are bound to keep housing units they are occupying clean and the surrounding environment beautiful. Keeping of animals and planting of agricultural plants is strictly prohibited.
- 4.5.2.9 Tenants are bound to allow for inspection of housing units and surroundings by the university management.

5. OPERATIONALIZATION OF THE POLICY

In order to operationalize this staff housing policy a framework must be put in place to administer and monitor its implementation. In addition, to facilitate adherence to the

policy statements by all concerned, this policy document should be communicated to all University staff and other stakeholders.

The operationalization will entail the following major activities:

5.1 Re-structuring of the Housing Allocation Committee

- (i) Change the name of the committee to read “Housing Committee”. This is intended to reflect the broad functions of the Committee whereby housing allocation is one of the functions.
- (ii) Compose the Housing Committee with not more than seven members including UDASA and Trade Union representatives.

5.2 Functions of the Housing Committee

- (i) Recommend/guide the review of University Housing Policy as and when necessary;
- (ii) Set criteria of house allocation in line with the existing housing policy;
- (iii) Review tenancy agreements (Annexes 3 and 4) in line with the new policy provisions;
- (iv) Allocate houses to the University staff according to approved criteria through regular Housing Committee meetings;
- (v) Explore the acquisition of plots for staff to construct own houses;
- (vi) Explore financing of housing construction;
- (vii) Where necessary, establish sub-Committees to oversee the smooth implementation of the policy.

5.3 Prioritization of Activities leading to Full Implementation of the Policy

- (i) The Housing Committee meeting to oversee the priorities of implementation of the policy statements;
- (ii) All University staff should be informed about the implementation of the University housing policy.

6. CONCLUSION

This University Housing Policy is a result of the review of the previous draft University Housing Policy of 2010. The policy will become effective from the date of approval by the University Council.

ANNEX 1: CATEGORIZATION OF UNIVERSITY HOUSING UNITS

S/N	CATEGORY /GRADE	NUMBER OF BEDROOMS	LOCATION	QUANTITY
1	A1	4 BEDROOMS	UNIVERSITY ROAD	1
			KILIMAHEWA HOUSES	8
			KILELENI HOUSES	8
2	A2	3 BEDROOMS + SERV.QUARTER	SIMBA HOUSES	20
			SINZA HOUSES	13
			MWEMBENI HOUSES	6
			LAMBONI HOUSES	9
			KOROSHONI HOUSES	15
			KILIMAHEWA HOUSES	13
			NG'AMBO HOUSES	10
3	A3	3 BEDROOMS	KILELENI HOUSES	41
			UBUNGO HOUSES	20
			SINZA FLATS	3
			DARAJANI HOUSES	74
			MBEZI HOUSES	21
			KIJITONYAMA FLATS	42
			MIKOCHENI HOUSES	4
			UBUNGO HOUSE	1
			KINONDONI NGANO HOUSE	1
			KUNDUCHI HOUSES	3
			MABIBO HOSTEL	1
			MBUGANI HOUSES	8
			NEC HOUSES	8
4	B1	2 BEDROOMS	UBUNGO HOUSES	10
			UBUNGO FLATS	48
			DARAJANI HOUSES	11
			MBUGANI HOUSES	8
			NG'AMBO FLATS	16
			MABIBO HOSTEL	6
			KILIMAHEWA FLATS	2

S/N	CATEGORY /GRADE	NUMBER OF BEDROOMS	LOCATION	QUANTITY
			SIMBA FLATS	1
			BIAFRA FLATS	2
			SINZA FLATS	22
5	B2	1 BEDROOM	NG'AMBO FLATS	8
			SIMBA FLATS	10
			SINZA FLATS	10
			KILIMAHEWA FLATS	1
			BIAFRA FLAT	1
6	C	BEDSITTER	SIMBA FLATS	1
			SINZA FLATS	2
7	D1	2 ROOMS	MPAKANI QUARTERS	45
			KUNDUCHI QUARTERS	28
			MIKOCHENI QUARTERS	6
8	D2	1 ROOM	MPAKANI QUARTERS	12
TOTAL NUMBER OF HOUSING UNITS				580

ANNEX 2: CRITERIA FOR HOUSING ALLOCATION**1.0 Allocation based on point awarding system****1.1 Academic Staff**

Title	Points
Professor	14
Associate Professor	13
Senior Lecturer	10
Lecturer	8
Assistant Lecturer	6
Tutorial Assistant	4

1.2 Administrative Staff

PGSS	PMGSS	PUSS	Points
15	18	9	12
14	17	8	10
13	16	7	8
12	15	6	6
11	14	5	4

1.3 Cross Cutting Points

Status	Points
Married	1
Each Child	1

1.4 Other criteria to be considered with the points

- (i) Duration the applicant has served as UDSM employee (1point for every5 years)
- (ii) New employees (1 point)
- (iii) Employees who have returned from studies (2 points)
- (iv) Elapsed time since the employee applied for a house (1 point every year)

2.0 Criteria for Operation Staff/Non- Officer

- (i) If applicant has special duty.
- (ii) If applicant has special conditions (himself/herself or family member) including social and health problems.

ANNEX 3

UNIVERSITY OF DAR ES SALAAM

RULES GOVERNING UNIVERSITY HOUSING UNITS

1. At the time of taking upon housing unit for occupancy the staff member should check the condition of the house and its contents and sign the House Inventory Form to certify that he/she found the unit in good condition and all the contents found therein.
2. It shall be the duty of a tenant to take due care of University properties affixed or put in the housing unit he/she is occupying. Any damage to such properties caused negligently by the tenant shall be made good by him/her personally.
3. The tenant must report any defects he/she notices in the housing unit to the Directorate of Estates Services that will be responsible for rectifying such defects.
4. That alteration or addition to the housing unit by the tenant is strictly prohibited unless there is a prior written permission from the Deputy Vice Chancellor - Administration allowing for such alteration or addition to the housing unit.
5. The tenant is bound to keep the housing unit he/she is occupying clean and the surrounding environment beautiful. Note that, keeping of animals such as cattle, goats, pigs, chicken, ducks, and anything that is *ejusdem generis* to this, is strictly prohibited. Agricultural plants are also prohibited.
6. Tenants should never use University housing for illegal activities, such as narcotic drug trafficking or use, prostitution, human trafficking, storage of stolen goods, hiding of criminals and the like. Any tenant acting in violation of this rule shall be evicted from the university housing unit he or she is occupying and forego the privilege of ever being housed by the University.
7. When a tenant and his/her family travels abroad for studies or other official duties, for a period not exceeding 12 months, the unit can be left to his/her custody under the care of a recognized person, but if the period exceeds 12 months, the unit will be reallocated to someone else unless special permission is sought and granted by the Deputy Vice Chancellor - Administration.
8. When a tenant wishes to give his housing unit for house warming when away on a relatively short holiday (1-6 months) he/she must first seek approval from the Deputy Vice Chancellor - Administration giving details on the person who will house-warm the unit.

9. When a tenant leaves his family when travelling abroad for studies or other official duties, for a period exceeding six months, his/her family (spouse and children) will continue to live in the said unit.
10. When a tenant wants to vacate the housing unit, he/she is required to give notice to the Housing Officer of his/her intention to vacate a housing unit, at least four weeks before departure. The Housing Officer will arrange to have the housing unit be inspected before it is vacated.
11. At the time of vacation the keys for the housing unit must be handed over to the University Housing Officer.
12. House rent of % of the basic monthly salary and water charges of TZS. or as may be determined by the University from time to time will be deducted from the salary every month.
13. If a tenant contravenes any of these regulations he/she shall be liable to eviction and shall be liable to make good any damage/loss caused by him/her.
14. Tenants shall clear all utilities bills before handing over the housing unit.

I declare to have read and understood the above rules governing University Housing Policy.

Signature:.....

Date:.....

NB: Return the duplicate copy to the Housing Office.

ANNEX 4

CHUO KIKUU CHA DAR ES SALAAM

MASHARTI YA UPANGAJI WA NYUMBA ZA CHUO

1. Wakati wa kuhamia kwenye nyumba ya chuo, mpangaji anatakiwa kukagua hali ya nyumba yenyewe pamoja na vifaa vyote vilivyofungwa au vilivyowekwa kwenye nyumba hiyo na kusaini Fomu maalumu (*House Inventory Form*) kuthibitisha kwamba ameikuta nyumba hiyo ikiwa katika hali nzuri pamoja na vifaa vyake vyote.
2. Ni wajibu wa mpangaji kuitunza kwa uangalifu nyumba hiyo pamoja na vifaa vyote vilivyo katika nyumba hiyo anayokaa. Mpangaji atawajibika yeye mwenyewe kulipia gharama ya uharibifu wa vifaa au mali yoyote katika nyumba hiyo, utakaotokana na uzembe, kusudi au uangalifu mbaya wa nyumba hiyo au vifaa/mali hiyo.
3. Mpangaji ana wajibu wa kuripoti haraka kwenye Kurugenzi ya Huduma za Miliki juu ya hitilafu zozote zitakazotokea kwenye nyumba hiyo na hitilafu hizo zitashughulikiwa na Kitengo cha Utengenezaji na Utunzaji wa nyumba idara ya Miliki (Estates).
4. Itakuwa marufuku kwa mpangaji kufanya mabadiliko yoyote ya kiujenzi au kuongeza *structure* yoyote kwenye nyumba hiyo bila ya kibali cha maandishi kutoka kwa Naibu Makamu Mkuu wa Chuo - Utawala, kuruhusu mabadiliko hayo.
5. Mpangaji ana wajibu wa kuiweke nyumba pamoja na mazingira yanayozunguka nyumba hiyo katika hali ya usafi siku zote. Mpangaji haruhusiwi kufuga wanyama kama ng'ombe, mbuzi, nguruwe, kuku, bata, na wengine wote wanaoendana na hao, kuchoma nyasi na kulima/kuotesha mimea ya chakula (isipokuwa bustani) katika eneo la Chuo.
6. Mpangaji haruhusiwi kutumia nyumba ya chuo kwa shughuli zisizoruhusiwa kisheria, kama vile kutunza/kuuza/kutumia madawa ya kulevyi, biashara ya ukahaba, usafirishaji watu (human trafficking), kuhifadhi vitu vilivyoibwa,

- kuficha wahalifu na mengine. Mpangaji yoyote atakayekiuka takwa hili atatolewa kwenye nyumba ya chuo na hataruhusiwa tena kukaa kwenye nyumba za chuo.
7. Ikiwa mfanyakazi na familia yake wataondoka kwenye nyumba kwenda nje ya nchi kwa sababu ya masomo au shughuli nyingine za kazi kwa muda usiozidi mwaka mmoja, nyumba hiyo itabaki mikononi mwa mpangaji ikiwa amemwachia nyumba jamaa yake/zake a/wanaotambulika. Lakini kama muda huo unazidi mwaka mmoja, basi nyumba hiyo itagawiwa mtu mwingine, isipokuwa kama mpangaji ameomba na kupewa ruhusa maalum kutoka kwa Naibu Makamu Mkuu wa Chuo - Utawala, na kuruhusiwa nyumba hiyo kuendelea kuwa chini yake.
 8. Ikiwa mfanyakazi atapenda kumweka mtu mwingine katika nyumba hiyo wakati yeye anakwenda likizo fupi (miezi 1-6), mpangaji atalazimika kwanza kuomba kibali cha Naibu Makamu Mkuu wa Chuo – Utawala, akitoa maelezo kamili juu ya mtu atakayeachiwa nyumba.
 9. Ikiwa mpangaji aliyeenda nje ya Chuo kwa ajili ya masomo au kazi nyingine za kiofisi kwa kipindi kinachozidi miezi sita, ameiacha familia yake katika nyumba hiyo, basi familia yake (mwenza na watoto) itaendelea kuishi katika nyumba hiyo.
 10. Ikiwa mpangaji anataka kuhama kutoka nyumba ya chuo atatakiwa kutoa notisi ya nia ya kuhama kwenye nyumba hiyo kwa Ofisa wa Nyumba wa chuo angalau wiki nne kabla ya kuhama. Ofisa wa Nyumba atafanya utaratibu wa kuhakikisha nyumba hiyo inakaguliwa kabla ya mpangaji hajahama katika nyumba hiyo.
 11. Wakati wa kuhama nyumba hiyo, funguo za nyumba hiyo zikabidhiwe kwa Ofisa wa Nyumba wa chuo.
 12. Kodi ya nyumba ambayo itakatwa katika mshahara wa mfanyakazi, ni asilimia ya mshahara (*basic monthly salary*) pamoja na makato ya maji TZS. kwa mwezi au kama itakavyoamuliwa na Chuo Kikuu.
 13. Kama mpangaji atavunja au kukiuka kimojawapo kati ya masharti haya, basi atafukuzwa katika nyumba hiyo na kutakiwa kulipia gharama ya uharibifu wowote utakaokuwa umejitokeza.
 14. Mpangaji anawajibika kulipa ankara zote kama umeme, maji, n.k. kabla ya kukabidhi nyumba.

Mimi..... nathibitisha kwamba nimesoma na
kuelewa masharti ya upangaji nyumba za Chuo Kikuu cha Dar es Salaam.

Saini

Tarehe

* Rudisha nakala moja kwa Ofisi ya Nyumba.