



## RESIDENCE REQUEST FORM

### SECTION 1 – APPLICANT DETAILS

Full Name (In BLOCK LETTERS) :

NRIC/Passport No. :

Matric Card Number :

Mobile Number :

E-mail :

Existing Block-Level-Apartment-Room No. :

I would like to [Please tick (✓) where applicable] :

- Renew Tenancy for next Semester - **[Please complete Section 2]**
- Request to leave personal belonging in room - **[Please complete Section 3]**
- Request to Stay during Semester Break - **[Please complete Section 4]**
- Terminate Existing Tenancy & Request Deposit Refund - **[Please complete Section 5]**
- Other Request (Please Specify) - **[Please complete Section 6]** :

### SECTION 2 - RENEW TENANCY FOR NEXT SEMESTER

Expected Check-In Date :

All key(s) returned to UHSB :  Yes  No

#### IMPORTANT

- This form is only applicable for existing tenant who wish to renew tenancy for the next semester.
- Tenant are reminded that during 'Semester Break' UHSB will perform miscellaneous maintenance and/or upgrading of existing facilities and will therefore need to enter your apartment and/or room.
- UHSB will inform you earlier to minimize disturbance. However, if we fail to contact you through the numbers provided, UHSB have the right to enter your apartment and/or room without your permission.
- You are **REQUIRED** to return all key(s)/smart card access when checking-out. Failure to do so will result(s) in penalty/fine(s) imposed against you.

### SECTION 3 - REQUEST TO LEAVE PERSONAL BELONGING IN ROOM

Quantity of Box :

#### IMPORTANT

- Do NOT leave any **CASH/EXPENSIVE/VALUABLE/IGNITABLE** item(s) in your room.
- Applicants are **REQUIRED** to keep all your item(s) in a tightly seal box and tag with your name, matric card, apartment number and mobile number.
- While UHSB do the best to insure security during 'Semester Break', UHSB is not liable for any damage(s) and/or losses incurred while storing your item(s) in your room.
- You are reminded that during 'Semester Break' UHSB will perform miscellaneous maintenance and/or upgrading of existing facilities and will therefore may need to enter your apartment and/or rooms.
- UHSB will inform you earlier to minimize disturbance. However, if we fail to contact you through the numbers provided, UHSB have the right to enter your apartment and/or room without your permission.
- You are **REQUIRED** to return all key(s)/smart card access when checking-out. Failure to do so will result(s) in penalty/fine(s) imposed against you.

### SECTION 4 - REQUEST TO STAY DURING SEMESTER BREAK

Expected Check-In Date :

Expected Check-Out Date (If applicable) :

#### IMPORTANT

- This form is only applicable for existing residents who wish to continue staying in their respective rooms.
- You are reminded that during 'Semester Break' UHSB will perform miscellaneous maintenance and/or upgrading of existing facilities and will therefore may need to enter your apartment and/or rooms.
- UHSB will inform you earlier to minimize disturbance. However, if we fail to contact you through the numbers provided, UHSB have the right to enter your apartment and/or room without your permission.
- You are **REQUIRED** to return all key(s)/smart card access when checking-out. Failure to do so will result(s) in penalty/fine(s) imposed against you.



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**SECTION 5 - TERMINATE EXISTING TENANCY AND REQUEST FOR DEPOSIT REFUND**

Check-Out Date :

Reason for Terminating Tenancy (For Record Purposes) :

Beneficiary Name :

Nationality (Beneficiary) :

Beneficiary Account No. :

Beneficiary ID No. :

Name of Bank (Specify Branch Address | Location | Country) :

Beneficiary Address | Contact Number | Specify relation with beneficiary (If using bank account other than yours) :

**IMPORTANT**

1. All request for 'Deposit Refund' will be processed between 4 – 8 weeks and bank in to your bank account stated above (subject to the accuracy of information provided).
2. By signing this form, you agree for UNIMAS Holdings Sdn Bhd (UHSB) to bank-in the 'Deposit Refund' to the specified 'beneficiary'.
3. This request must be attached with 'Hostel Inspection Checklist [Check-In|Check-Out]' form. Any damage(s) incurred to the room will be deducted from your deposit.
4. UHSB will issue a new invoice to you if the deposit is not able to cover the cost of repairing the above damage(s).
5. Final amount to refund will be calculated by account department.
6. You are REQUIRED to return all key(s)/smart card access when checking-out. Failure to do so will result(s) in penalty/fine(s) imposed against you.

**SECTION 6 – OTHER REQUEST**

Please provide a clear detail(s)/information(s) about your request and attach relevant supporting document(s), if any:

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**SECTION 7 – APPLICANTS DECLARATION**

I, \_\_\_\_\_, having completed this Residence Request Form, agree to abide to all Rules & Regulations set by the Universiti Malaysia Sarawak and UNIMAS Holdings Sdn. Bhd. (UHSB).

By signing this document, I understand and fully agree :

- That all information provided above is true and accurate;
- To accept and pay the current rates of residence rental in advance as required by UHSB Management
- That UHSB reserves the right to vary the rental rates or any other rates and any other terms and condition stipulated herein or in the Residence Rules & Regulations as and when deems fit.

Signature of Applicant : \_\_\_\_\_ Date : \_\_\_\_\_

**SECTION 8 – FOR OFFICE USE ONLY**

Form Received By:	Room Inspected By:	Verified By HQ (H.O.D) Facilities :	Received By Account (HQ) :
Signature : _____	Signature : _____	Signature : _____	Signature : _____
Name :	Name :	Name :	Name :
Date :	Date :	Date :	Date :