



RESIDENCE REQUEST FORM

SECTION 1 – APPLICANT DETAILS

Full Name (In BLOCK LETTERS) :

NRIC/Passport No. :

Matric Card Number :

Mobile Number :

E-mail :

Existing College/Hostel Name | 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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Document No.	:	UHSB-FM-FAM-02
Revision No.	:	00
Effective Date	:	01.09.2020
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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

- 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).
- By signing this form, you agree for UNIMAS Holdings Sdn Bhd (UHSB) to bank-in the 'Deposit Refund' to the specified 'beneficiary'.
- 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.
- UHSB will issue a new invoice to you if the deposit is not able to cover the cost of repairing the above damage(s).
- Final amount to refund will be calculated by account department.
- 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 :