



RESIDENCE REQUEST FORM

SECTION 1 - FORM REFERENCE (BY UHSB)

Ref. Number (UHSB):

SECTION 2 – 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]:

- Check Out and Renew Tenancy for next Semester - [Please complete Section 3]
 - Request to Leave Personal Belongings in Store - [Please complete Section 4]
 - Request to Stay during Semester Break - [Please complete Section 5]
 - Check Out, Terminate Existing Tenancy & Request Deposit Refund - [Please complete Section 6]
 - Request to Change Room / Upgrade Room / Change Hostel - [Please complete Section 7]
 - Other Request (Please Specify) - [Please complete Section 8]
- _____
- _____

SECTION 3 – CHECK OUT AND RENEW TENANCY FOR NEXT SEMESTER

Actual Check-Out Date from Hostel:

Room Key Returned to Office: Yes No

Expected Check-In Date for Next Semester:

Access Card Returned to Office: Yes No

Expected Check-Out Date for Next Semester:

(for Master and PhD students only)

IMPORTANT

- This form applies to existing tenants wishing to renew their tenancy for the next semester. The calculation will follow UNIMAS Academic Calendar.
- All check-outs from the hostel for more than three (3) months are REQUIRED to terminate the tenancy and request a deposit refund. You will have to reapply for the next stay. It will be treated as a new application and you will be charged administrative fee.
- UHSB will charge a penalty equivalent to fifty percent (50%) of the Refundable Deposit if you:
 - FAIL to check in within the first month after the semester starts without providing a valid reason for the delay and room will be given to new applicants;
 - FAIL to submit the fully completed Residence Request Form within one (1) month after check-out and later decided to terminate the tenancy;
 - Check-out, provide information as Renewing Tenancy but decided to cancel for whatever reason;
 - Terminate the tenancy once the semester starts, and hostel calculation for the termination month will be based on monthly calculations.
- All outstanding fees must be paid before check-in for the new semester. UHSB will perform eviction if students have any outstanding fees throughout the semester.
- You are required to return all key(s)/card access when checking out. Failure to do so will result in a penalty/fine(s) imposed against you. The apartment and room must be clean and in good condition (except for wear and tear).

SECTION 4 - REQUEST TO LEAVE PERSONAL BELONGINGS IN STORE

Quantity of Box:

Starting Date for Keeping Box:

Expected Collection Date:

IMPORTANT

- Do not leave any **CASH/EXPENSIVE/VALUABLE/IGNITABLE** item(s) inside the box. Tightly seal it and tag with your name, matric, room and mobile number. You are required to store the box as per scheduled prepared by the hostel management. Never leave your item at the front door of the store.
- While UHSB does its best to ensure security during Semester Break, UHSB is not liable for any damage(s) and/or losses incurred while storing your item(s).



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SECTION 5 - REQUEST TO STAY DURING SEMESTER BREAK

Expected Check-In Date:

Expected Check-Out Date:

IMPORTANT

1. This form is only applicable to existing students who wish to continue staying in for the Semester Break.
2. You are reminded that during 'Semester Break' UHSB will perform miscellaneous maintenance and/or upgrading of existing facilities and may therefore need to enter your apartment and/or rooms.
3. UHSB will inform you earlier to minimize disturbance. However, if we fail to contact you through the numbers provided, UHSB has the right to enter your apartment and/or room without your permission.
4. You are required to pay the hostel fees before being allowed to continue staying throughout the Semester Break.
5. Please come to the hostel office to renew your card access at the end of Semester Break. Otherwise, you will not be able to enter your apartment.

SECTION 6 – CHECK OUT, TERMINATE EXISTING TENANCY & REQUEST DEPOSIT REFUND

Actual Check-Out Date:

Reason for Terminating Tenancy (For Record Purposes):

Beneficiary Name:

Nationality (Beneficiary):

Beneficiary Account No.:

Beneficiary ID No.:

Swift Code (for International Banks only):

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

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

IMPORTANT

1. All requests for 'Deposit Refund' will be processed within 4 – 8 weeks and deposited into your bank account stated above (subject to the accuracy of the information provided).
2. The applicant will bear any extra charges incurred during the process.
3. By signing this form, you agree for UNIMAS Holdings Sdn Bhd (UHSB) to bank in the 'Deposit Refund' to the specified beneficiary.
4. Any damage(s) incurred to the room will be deducted from your deposit.
5. UHSB will issue a new invoice if the deposit is insufficient to cover the repair of the above damage(s).
6. The final amount to be refunded will be calculated by the accounting department.
7. **For international students, you are required to attach a copy of the front page of your passport (with your picture).** Incomplete documents may delay the processing of your submission.
8. You are **REQUIRED** to return all key(s)/card access when checking out. Failure to do so will result(s) in a penalty/fine(s) imposed against you. The apartment and room must be clean and in good condition (except for wear and tear).

SECTION 7 - REQUEST TO CHANGE ROOM / UPGRADE ROOM / CHANGE HOSTEL

Expected Date to Move Out from Existing Room:

Expected Date to Check-In to New Premise:

Expected Date to Check-Out from New Premise:

Please provide a clear and valid reason for your request and attach relevant supporting document(s):

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IMPORTANT

1. Application is processed based on room availability and good payment records.
2. All hostel fees for existing rooms must be fully paid. Otherwise, the application will be denied.
3. Applicant is required to pay the minimum payment before check-in to the new premises.



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SECTION 8 – OTHER REQUEST

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

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SECTION 9 – APPLICANTS DECLARATION

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

By signing this document, I understand and declare:

- That all information provided above is true and accurate;
- I accept to pay the current rates of residence rental and/or any payment dues with UHSB Management;
- I accept for UHSB to collect all outstanding debts as permitted by law from me if not fully paid to the company;
- That UHSB reserves the right to vary the rental rates or any other rates and any other terms and conditions stipulated herein or in the 'Penalty Guidelines for Minor Offences at Student Residential College, UNIMAS/UNIMAS Holdings Sdn Bhd' as and when deems fit.

Signature of Applicant : _____

Form Submission Date : _____

SECTION 10 – FOR OFFICE USE ONLY

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