

**APPLICATION FORM
OFF-CAMPUS ACCOMMODATION**

APPLICANT DETAILS (PLEASE ENSURE ALL DETAILS ARE COMPLETE)

Name (as in NRIC/Passport)				Photograph
NRIC or Passport No		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	
Date of Birth (dd /mm /yy)				
Nationality		Student ID		
Home Address		Mobile No.		
		Check-in Date		
Email		Programme Enrolled		
Religion	<input type="checkbox"/> Muslim <input type="checkbox"/> Buddhist <input type="checkbox"/> Hindu <input type="checkbox"/> Christian <input type="checkbox"/> Others :		Status	<input type="checkbox"/> Single <input type="checkbox"/> Married

DETAILS OF PARENT / GUARDIAN TO CONTACT IN CASE OF EMERGENCY

Name		Relationship	
Home Address		Home Tel	
		Mobile No	

**UCSI OFF-CAMPUS ACCOMMODATION RENTAL RATES
(EACH STANDARD CONDOMINIUM CONSISTS OF 3 BEDROOMS (SINGLE, DELUXE & MASTER), A LIVING ROOM, DINING ROOM AND KITCHEN)**

AIR-CONDITIONED (A) ROOMS

CODE	ROOM TYPE	WASHROOM	DEPOSIT	MONTHLY RENTAL PER PAX (RM)	(√) Your Choice
			PER PAX (RM)		
R3	Single	Common	1000	500	
R2	Deluxe Single	Common	1000	600	
R1	Master Single	Attached	1000	850	
R1	Master Twin	Attached	1000	450	

NON-AIR-CONDITIONED (NA) ROOMS

CODE	ROOM TYPE	WASHROOM	DEPOSIT	MONTHLY RENTAL PER PAX (RM)	(√) Your Choice
			PER PAX (RM)		
R3	Single	Common	1000	450	
R2	Deluxe Single	Common	1000	550	
R1	Master Single	Attached	1000	800	
R1	Master Twin	Attached	1000	430	

***To access the Condominium, kindly note that a Resident Card (RM50 deposit and RM5 processing fee) is required.**

Declaration :

- I declare that all information stipulated on this application form is correct and complete. Any incorrect or misrepresented information will render me ineligible for accommodation. (a copy of the Letter of Offer from UCSI University is to be attached together with this form)
- I fully understand that this application serves as a tenancy agreement between the Off-campus Accommodation Management and I. By signing this application form, I agree to be bound by all terms and conditions of stay, the Accommodation Rules and Regulations, policies in the UCSI Student Handbook and the laws of Malaysia.
Please refer to the Terms and Conditions at the back; the Rules and Regulations may be obtained from the office. UCSI Student Handbooks are available on-campus. A softcopy may be found in the link below:
<http://www.ucsi.edu.my/pdf/studentHandbook.pdf>
- I fully understand that failure to comply with any of the Terms and Conditions of stay or accommodation rules may result in eviction from the accommodation and/or charges being laid against me by the Off-campus Accommodation Management or law enforcement agencies.
- I fully understand that the Off-campus Accommodation Management reserves the right to amend any of the Terms and Conditions stipulated or in the Off-campus Accommodation Rules and Regulations as and when it deems fit without prior notice.

FOR OFFICE USE ONLY			
Unit No		Room Type	
Tenancy Period		Start Date:	
		End Date:	
Rental Charges/Month		RM	
Pts EHMS ID			
EHMS Key-in			
Date			
Remarks:			

Applicant's Signature: _____
Date: _____

TERMS AND CONDITIONS

A. RENTAL

1. All applicants are required to sign up for 12 months.
2. For applicants enrolled in short-term courses (less than 12 months), the rates will be higher (a request for the rates will need to be made if the applicant is staying on a short-term basis); the minimum period will be determined by the duration of his/her course.
3. The rental includes unifi, and once-a-week cleaning services (limited to the common areas only; cleaning of the kitchen will be done by the respective tenants who did the cooking).
4. TV/Internet service is not provided. The tenant may apply for his/her own TV/internet service provider.
5. It is the responsibility of the tenant to renew his/her tenancy before the tenancy ends. A minimum of one (1) month's notice is required for tenancy renewal or termination by writing. Should the tenant fail to do so, the tenancy will be automatically suspended and the tenant will not be guaranteed a room upon tenancy renewal. As such, the tenant will be required to move out before the last day of tenancy. The Management reserves the right to evict the tenant from UCSI's Off-campus Accommodation, if necessary.
6. Without prior arrangement of any overstay after the last day of the tenancy, charges of RM100.00 per person per night will be incurred.
7. Prior application for extension of stay (i.e. Air-conditioned Room/Twin Sharing: RM70/person/day; Single: RM80/person/day or Non Air-conditioned Room/Twin Sharing: RM50/person/day; Single: RM60/person/day) is subject to room availability and upon written approval from Management. The application has to be submitted at least one (1) month before the tenancy ends.
8. To access the Condominium, a Resident card is required. A deposit of RM50 for the Resident card and processing fee of RM 5 are required to be paid to the Condominium's Management. Please send hardcopies or softcopies or bring along 3 passport-sized photographs for the processing of the Resident card.

B. BOOKING

1. The application must be accompanied with a **non-refundable booking fee of RM 1000.00**. Once the rental, utilities and outstanding bills (if any) are paid, the booking fee will then be converted to a refundable deposit.
The application form must reach UCSI PETERSON Properties Sdn. Bhd. (the Management) at least four (4) weeks before the expected check-in date.
2. All bookings are on a 'first-come, first-served' basis. In the event that the Management is unable to provide a room, the booking fee shall be refunded in full (interest-free).
3. Full payment of a minimum four-month rental must be made upon check-in at the UCSI Off-campus Accommodation/arrival at UCSI University.
4. Rental payments are made on a four-month basis. A penalty of RM5.00 per day will be imposed for late payment.
5. Rooms will be reserved based on the submitted check-in date. Kindly note that the tenancy's start date is the check-in date and the rental payment will be based on the check-in date.

C. PAYMENT DETAILS

1. All fees are payable in Ringgit Malaysia. Payment by cheque, direct bank-in or electronic transfer is to be made to the following account:
Account Name: **UCSI PETERSON PROPERTIES SDN BHD**
Account No. : **5147-8501-4136**
Bank : **MAYBANK**
2. Tenants are encouraged to bank-in payments to our bank account and deliver/fax/email a copy of the bank-in slip together with the ***name of the tenant, amount*** and ***purpose of payment*** clearly printed on the top.

D. CHECK-IN/CHECK-OUT

1. Availability of accommodation for early arrivals prior to the specified check-in date is not guaranteed.

Check-in time: a) MONDAY to FRIDAY: 9:00 AM to 5:00 PM

Check-out time: a) MONDAY to FRIDAY: 9:00 AM to 1:00 PM

b) SATURDAY : 9:00 AM to 12:00 PM

b) SATURDAY : 9:00 AM to 12:00 PM

2. Check-out arrangements have to be made one (1) week prior to expiry of the tenancy date. Any check-out arrangements made less than one (1) week before the expiry of the tenancy date will be charged an administrative fee of RM 50.00. The Management reserves the right to conduct a unit check without the tenant's presence if the tenant checks-out without prior notice. Any loss or damage incurred will be automatically deducted from the deposit without referring to the tenant.
3. The Management reserves the right to remove all belongings, if the tenant did not remove them and vacate the accommodation by the specific check-out time and date. The Management will not be responsible for any loss or damage caused as a result of this.

E. REFUND OF DEPOSIT

1. Deposit will be refunded after check-out and deducted against any outstanding rental payment, utility bills and any monies owed due to damages made to the facilities of the units.
2. The **refund of deposit** will take approximately **two (2) months** to process upon completion of check-out by the tenant. All refunds will be issued in the form of cheques.
3. **Any request for cancellation or premature termination of the tenancy after check-in will result in a full forfeiture of deposit and rental that has been paid.**

F. REQUEST / COMPLAINT

All requests and complaints should be sent to feedback@ucsipeterson.com

G. THE MANAGEMENT

1. The Management reserves the right to terminate the tenancy of those who violate any of the current Terms and Conditions and Rules and Regulations of the Off-campus Accommodation. In such cases, all rental and deposit that has been paid shall be forfeited, and the Management reserves the right to deduct any amount owed by the tenant, caution fees and other fees from his/her deposit or to impose relevant additional charges.
2. **If the tenant checks out without notice and has any outstanding payment, UCSI Peterson Properties Sdn Bhd has the right to take legal action and allows UCSI University to take appropriate actions against him / her.**
3. All rental rates, and Terms and Conditions are subject to change without prior notice.

I, have read the above Terms and Conditions and agree to abide by all the stipulated Terms and Conditions and Rules and Regulations of the UCSI Off-campus Accommodation.

Signature: _____

Date: _____