

## NYCU Check-out Form for Staff Housing on the Chiao Tung Campus

1. I (the transferor) was originally allocated the university's staff housing at Room \_\_, \_\_F., No. \_\_, Lane \_\_, Alley \_\_, Sec. \_\_, \_\_\_\_\_ Road (Street), Hsinchu City. I have completely vacated the premises on \_\_\_\_\_ (YYYY/MM/DD) (check-out date) and ask the university to confirm the check-out.

Transferor (hereinafter tenant or applicant of this form): (signature)

Post office branch and account numbers: (for refund)

Mobile phone number: E-MAIL:

(Tenants who live in a premise of multiple rooms shall provide a self-reading of the meter for utility [water/electricity] and gas bills to settle the payment at respective management agencies. Tenants of Qunxian Building shall seek Taiwan Power Company to settle their electricity bill.)

..... The following shall be filled out by the inspector .....

Inspector: (signature)

2. Please check each item to ensure that the tenant has completed the following tasks:

(1) Vacated:

Have cleaned and vacated the premises.

Not vacated the room, but have already cleaned it. I am willing to pay the university to hire contractors to clean and remove the furniture and the parts that I built or installed in the room.

(2) Borrowed furniture and equipment: (The furniture is as listed in the Single Staff Housing Furniture List)

Have returned all borrowed equipment and university furniture; they are in good condition without any damage.

There are some damages to the equipment or the furniture. The items and their conditions are detailed as follows: \_\_\_\_\_. I am willing to pay for the damages so the university can hire contractors to fix them.

(3) Have returned all related keys of the housing: key(s) of the room door: \_\_\_\_\_ ; key(s) of the building door: \_\_\_\_\_ ; key(s) of the community gate: \_\_\_\_\_ ; remote control(s): \_\_\_\_\_ ; access card(s): \_\_\_\_\_. All (number) keys match their respective door locks.

3. Fees: The fees that shall be paid till the date of the final walk-through (including housing subsidy, the fee of dormitory repairs, and so on).

YYYY

MM

DD

### Note:

**1. Please complete all procedures mentioned above for the check-out.**

**2. Expediting the application to terminate bank collection services for utility (water/electricity) and gas bills from the check-out date is appreciated. In the notifications to the respective entities, specify the request to send the bills to the original address of the dormitory. The Division will notify the tenant by e-mail regarding the payment of the last utility and gas bill covering the check-out date after two months.**

**3. The tenant should move any vehicle, motorcycle, or bike parked at the dormitory within one week, and cancel the registration associated with the household within one month.**