

Property clearance certificate Graduate student Undergraduate student (Resident Copy)

Student ID _____ Name _____ Phone Number _____

Dorm _____ Room No _____ Bed No _____ Drop Move to Dorm _____ Room No _____ Bed No _____

Facilities Damaged Record

Key (If lost or returned the wrong key) \$500/each	If dormitory items broken, pay by market price	If persona area is not cleaned out (including air filter or floor) \$1000/each person	Remote control for air conditioner (If not returned or is broken.) \$1000/each	Extension cord \$300/each	Do not move-out by deadline (A discrepancy between the reality and photographs of checking out inspection) \$1000	Violation of Move-out rules, deduction of 15 points (including 15 points) \$1000	Dorm Tsing single room	
							Refrigerator is not cleaned out \$500	Bathroom is not cleaned out \$1000

1. You are liable to complete this form. If any facility is broken, put a "x" mark in the corresponding box. For any modification on the completed form, you must ask the administrator to stamp on the modification.
2. After the administrator inspects your room and find all facilities in good condition, your utensil custody fee will be returned to you without incurring any interest. You are liable to compensate for damaged facilities.

<input type="checkbox"/> Move-out inspection photographs (Utensil custody fee will not be refunded for any discrepancy between the photographs and the state of the room.)	Student signature : Month _____ Day _____
<input type="checkbox"/> On-site inspection.	On-site inspection signature : Month _____ Day _____
Receiver signature : Month _____ Day _____	On-site inspection signature : Month _____ Day _____

Property clearance certificate Graduate student Undergraduate student (Student Housing Office copy)

Student ID _____ Name _____ Phone Number _____

Dorm _____ Room No _____ Bed No _____ Drop Move to Dorm _____ Room No _____ Bed No _____

Facilities Damaged Record

Key (If lost or returned the wrong key) \$500/each	If dormitory items broken, pay by market price	If persona area is not cleaned out (including air filter or floor) \$1000/each person	Remote control for air conditioner (If not returned or is broken.) \$1000/each	Extension cord \$300/each	Do not move-out by deadline (A discrepancy between the reality and photographs of checking out inspection) \$1000	Violation of Move-out rules, deduction of 15 points (including 15 points) \$1000	Dorm Tsing single room	
							Refrigerator is not cleaned out \$500	Bathroom is not cleaned out \$1000

1. You are liable to complete this form. If any facility is broken, put a "x" mark in the corresponding box. For any modification on the completed form, you must ask the administrator to stamp on the modification.
2. After the administrator inspects your room and find all facilities in good condition, your utensil custody fee will be returned to you without incurring any interest. You are liable to compensate for damaged facilities.

<input type="checkbox"/> Move-out inspection photographs (Utensil custody fee will not be refunded for any discrepancy between the photographs and the state of the room.)	Student signature : Month _____ Day _____
<input type="checkbox"/> On-site inspection.	On-site inspection signature : Month _____ Day _____
Receiver signature : Month _____ Day _____	On-site inspection signature : Month _____ Day _____