



### Lending Form

Item	Serial No.	Quantity issued	Date Received	Employee initials	Date returned	Employee Initials
Residential Handbook						
Resident ID						
Resident Car pass						
Air-condition Remote						
Key						

#### TERMS AND CONDITIONS

- a. Lost or missing keys must be reported immediately to the nearest police station.
- b. For any replacement, **a charge of BND\$60.00 per key** will be incurred. Please note that it will take up to 8 weeks to duplicate the key.
- c. All items stated above are to be return to front-desk of The Core Residential College upon vacating the rooms. **Rental fees are still running, until you return the keys and vacate the room.**
- d. All items stated above will remain as the property of the UBD Corporation Sdn Bhd.
- e. Lost or damaged of Air conditioner remote control will be charged **BND80.00**
- f. Lost or damaged of Residential Handbook will be charged **BND30.00**
- g. Lost or damaged of Resident ID will be charged **BND30.00**
- h. Lost or damaged of Resident ID will be charged **BND15.00**

I, the undersigned, acknowledge receipt of the items designated above. I also agree not to loan, transfer, give possession for misuse, modify or alter the above keys. I further agree not to cause, allow, or contribute to the making of any unauthorized copies of the above items. I also understand that it is my responsibility to return all keys issued to me to UBD Corp upon the end of my tenancy.

I understand and agree that violation of this agreement or loss of the items designated above due to my negligence may result in penalty and may render me responsible for the expenses of loss or damaged items above. I agree to all the term and conditions as stated in the letter of confirmation.

CHECK-IN		CHECK-OUT	
Name:		Name:	
Signature:		Signature:	
Date:		Date:	



**Duration of Tenancy Agreement**

Starting date: \_\_\_\_\_  
End Date: \_\_\_\_\_

**Identification of the Property**

- The Core (\$250/month)  **WIFI (\$10/month)**  Family Quarter - M4 (\$650/month)
- The Core (\$125/month)  **WIFI (\$10/month)**  IBER (\$650/month)
- Residential Hostel (\$45/month)  Executive House (\$2500/month)
- Premium Residential Hostel (\$100/month)  VLQ (\$250/month)

**Terms and Conditions: BOND**

- If you choose to withdraw from the accommodation before your stated end date, your deposit will be **forfeited**.
- UBDCorp strictly requires you to pay for Security Deposit and a month's rent in advance.
- The security deposit will be returned to you on inspection of your room and all communal areas at the end of your tenancy agreement, providing it's in the same condition as when you moved in.

**Rental**

- Monthly rental fee is required to be paid not later than **7<sup>th</sup> of every month**.
- Tenant who fails to make payment will be blocked the access to their room.
- You are required to settle your outstanding and pay for the penalty charge of **BND30** for the access to your room.
- The room rental remains chargeable until the room key is returned to the Front Desk without any outstanding payment. The departure date is based on the date of the key is returned.
- All the original receipts issued by the Fron Desk must be kept by the residents and shows as proof of payment upon requested. Failure to do so may result as non-payment (Reprinting a lost receipts will be charged **BND5** for every copy)
- All original receipts issued by the Front Desk must be checked by the resident to ensure all details are accurate.

**Damages**

- Room condition form need to be carefully read, checked, and signed as agreement the condition of your room at the beginning of your occupancy.
- If you do not return the form to the Front Desk within 24 hours, we will take this as your acceptance of the condition of your room.
- After check-out, an inspection will be done and if there is any additional issues in your room not noted on the Room Condition form and these are deemed to be attributed to damaged caused by you.
- Residents are expected to pay for the costs involved in cleaning: repairing or repainting of their room if they are not maintained they were in at the beginning of the check in except for normal wear and tear. Please refer to the Table charges in the Residential Handbook given.

**General Termination of Tenancy Agreement**

- The management can terminate the resident tenancy at any time if:
  - ✓ Resident fails to pay any sum due to the Front Desk by 7<sup>th</sup> of every month.
  - ✓ Resident fails to comply with the Policy, Rules and Regulations in the Residential Handbook.

**Check-out**

- You are required to fill out the Security Deposit Refund form on approximately 30 days prior to your check-out date.
- You need to carefully plan and manage your check out. If you wish to check-out between 1<sup>st</sup> – 9<sup>th</sup> of the month, a daily charge will be implemented.
- You are to check out not later than 2:00pm.
- After 2:00pm will result in hourly charge of **BND5** per hour.
- Failure to check-out by 4:00pm will result in being charged additional daily rental room.
- At the time of check-out, you will also be required to do the following:
  - ✓ Sign-out on the Room Condition form
  - ✓ Turn in all items stated in the lending form: keys, Air-condition remote control, Residential Handbook, Resident ID, and Resident car pass (if any)
  - ✓ Leave forwarding address and bank account (if required)
  - ✓ Update your mailing/contact information.

**Outstanding**

If any outstanding amount is not settled by the check-out date, The Management will notify the Student Affair Section (SAS) to take disciplinary action and refuse to provide clearance for your Academic certificate. Any additional cost incurred by the management for chasing outstanding amount should be borne by residents.

**Room Changes**

- Room changes are subject to availability.
- A resident may be required to move room by the Management due to certain reason and will be provided a reasonable timeframe for completion of the move.
- In case of move room, the resident need to bring their belongings along together with the bedsheet.

**Entering Room**

- ✓ Room inspections will be conducted on a periodic basis. If your room is in an unsatisfactory state, you will be given time and advice on how to remedy the situation and then your room will be reinspected. Should your room continue to be in an unsatisfactory state, UBDCorp reserves the right to impose penalty charge on the resident.
- ✓ When you lodge a complaint, the act of recording this issue is considered that you have granted the UBDCorp staff to enter your room, sometimes without notice, for the purpose of resolving your complaint.
- ✓ Where maintenance or cleaning is to be done in your room/apartment, you are required to give the staffs and contractors all reasonable access to the room/apartment to effect repairs/cleaning, including assistance with moving your belonging if necessary.

By signing this document, I hereby acknowledged that I have read and understood the content of **The Residential Handbook and Tenancy Agreement** and agree to abide by them. I also fully understand and agree that disciplinary action can be taken against me if I fail to oblige the rules and regulations.

If you are unable to reach me through my contact information, if any outstanding amount is not settled by the check-out date, the management may contact the Student Affairs Section (SAS) to take legal action against me and refuse to provide my clearance for resident's study at my study institution.

Name:			
Address:			
Passport/ID No:	Contact No.:		
Institution:	Student ID:		
Signature:	Date:		