



**CLAIM DEPOSIT FORM
THE CORE RESIDENTIAL COLLEGE**

- () Complete claim deposit form
- () Original Deposit Receipt
- () Identity Card / Passport Copy
- () Bank Account Copy
- () Flight Ticket Copy (For international tenant)
- () On-Behalf authorization Letter (On-Behalf)
- () On-Behalf authorized Identity Card / Passport Copy (On-Behalf)

Name _____

Address _____

IC/Passport _____ Local Color IC _____

Nationality _____ Gender _____

Contact no. _____ Email address _____

University/Institution: Universiti Brunei Darussalam
 Universiti Teknologi Brunei
 Others _____

Accommodation Type: The Core Room ID: _____
 Hostel
 Others _____

Check in date: _____ Check out date: _____

Remarks: _____

TERM AND CONDITION

The accommodation deposit will only be refunded AFTER:-
 • The residents fulfill the duration of stay stated (end period) in the tenancy agreement
 • The room has been vacated
 • All other outstanding fees have been settled
 • Room keys returns to the Front Desk
 • Inspection Clearance from housekeeping (such as the cleanliness of the room or damages according to the condition of the room agreed during check in)

Forms for refund of deposit are to be filled in and available on our website. Submit to the Front Desk at least 30 working days before check out.

[] I have read, understand the above statement/agreement and agree to abide by its terms and conditions.

Applicant signature,

Received by Reception Office,

Name:
Date of submission:

Name:
Date:
Remarks:

OFFICE USE ONLY

- [] Exceed end of tenancy agreement
- [] No Outstanding
- [] Room key returned
- [] Clearance from housekeeping
- [] Complete documents

Remarks:
Remarks:
Remarks:
Remarks:
Remarks:

Checked by GSA,

Verified by Front Office Manager,

Checked by Finance Office,

Name:
Date:
Remarks:

Name:
Date:
Remarks:

Name:
Date:
Remarks: