

**CHECK-OUT (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 adress \_\_\_\_\_

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,**

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**Name:**  
**Date of submission:**

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**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,**

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**Name:**  
**Date:**  
**Remarks:**

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**Name:**  
**Date:**  
**Remarks:**

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**Name:**  
**Date:**  
**Remarks:**