

Ref: RD/FO/004/2021



Date : 5th November 2021
Subject : Monthly Rental

Dear Residents,

This memo serves as a reminder for all tenants to pay their **monthly** rental no later than 7th of each month to avoid any outstanding. Penalty charge of \$30 will be imposed as stated in the Residential Handbook under section "Rental Payment".

Please be reminded that no statement was released with regard to any rental waive or discount regardless the tenants are staying on campus or off campus unless they check out from the accommodation. We circulated a memo dated 22nd August 2021 to all tenants (through their RESCO and RA) and institutions to allow the tenants to check-out if they do not wish to continue to pay for their rental.

Hereby, we urge the tenants who do not wish to continue to pay for the rental to check out as soon as possible to avoid the accumulation outstanding by clearing their belongings from their rooms, return the key and settle their outstanding.

Our counter is open daily from 8am-11am on Monday to Thursday and Saturday except Friday and Sunday, our counter will be closed at 10am.

If you do not wish to return, you may proceed with the claim deposit by downloading the form from our website and submit to us the filled form together with the required documents as stated in the form upon check out. Please be informed that the claim deposit process may take up to 3 to 6 months.

Your cooperation and understanding on this issue is greatly appreciated.

Should you have any questions, please do not hesitate to contact us at +673 872 5688 or email us at customerservice@ubdcorp.com

Stay safe and stay healthy!



The Management
UBDCorp Sdn Bhd