

OFF CAMPUS ACCOMMODATION APPLICATION FORM

APPLICANT'S DETAIL (PLEASE ENSURE ALL DETAILS ARE FILLED IN)										
Expected Check-in Date		Length of Stay :			Months / Years	Photograph				
Course in UCSI		Intake Date								
Name (as in NRIC/Passport)										
NIRC or Passport No		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female							
Date of Birth (dd /mm /yy)										
Nationality				Student ID						
Home Address				Post Code						
				Country						
Email				Mobile						
Religion	<input type="checkbox"/> Muslim <input type="checkbox"/> Buddhist <input type="checkbox"/> Hindu <input type="checkbox"/> Christian <input type="checkbox"/> Others :			Status	<input type="checkbox"/> Single <input type="checkbox"/> Married					
PARENT / GUARDIAN TO CONTACT IN CASE OF EMERGENCY										
Name				Relationship						
Home Address				Home Tel						
				Mobile						
Email				Fax No.						
ACCOMMODATION APPLIED FOR					FOR OFFICE USE ONLY					
* PLEASE CHECK (✓) FOR YOUR CHOICE OR PREFERENCE					PAYMENT DETAILS					
Place *	<input type="checkbox"/> Angkasa Condo <input type="checkbox"/> Puncak Bayan <input type="checkbox"/> Terrace House				Deposit Paid	RM :	<input type="checkbox"/> UCSI			
Room Type *	<input type="checkbox"/> Air - Conditional		<input type="checkbox"/> Non Air - Conditional			Receipt No.				
	<input type="checkbox"/> Single Room		<input type="checkbox"/> Deluxe Room - Single			Rental Charges	RM :			
	<input type="checkbox"/> Master Room - Twin		<input type="checkbox"/> Deluxe Room - Twin			Amount Paid	RM :			
	<input type="checkbox"/> Master Room - Three				Receipt No.					
				Process By	Date :					
ACCOMMODATION DETAILS										
Accom.				Unit :						
Assigned				Room :			Bed :			
Check In Date										
Ternancy Period				Start Date :						
				End Date :						
Pts eHMS ID										
eHMS Key In				<input type="checkbox"/> Done	Date :					
Key In By										
Remarks :										

Declaration :

- I declare that all information submitted on this application form is correct and complete. Any incorrect or misrepresentation information will render me ineligible for accommodation.
- I fully understand and agree to comply with all the terms and conditions of stay, the accommodation rules and regulations and the laws of Malaysia. (A copy of terms & conditions and rules & regulations can be obtain from the office. A copy will be given upon check-in.)
- I fully understand that failure to comply with any of the terms and conditions of stay or accommodation rules may result in my eviction from the accommodation and/or charges being laid against me by the off campus accommodation management or law enforcement agencies.
- I fully understand that the Off Campus Accommodation Management reserves the right to vary any of the terms and conditions stipulated or in the the accommodation rules and regulations as and when it deems fit.

Application's Signature : _____

Date : _____

PETERSON Properties Sdn Bhd

24-2, Jalan Menara Gading 1, Taman Connaught, Cheras, 56000 Kuala Lumpur

Tel: 603 - 9102 2228

Fax: 603 - 9102 2226

For further information kindly contact us at offcampusfeedback@petersonproperties.com.my

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Date : Nov 10

CODE	ROOM TYPE	DEPOSIT (RM)	MONTHLY (RM)	PER SEMESTER PER PERSON (RM)		
With Air-Conditional				Geneal Intake (4 months)	Medicine/Pharmacy (5 months)	A - Levels (6 months)
R3	Single Room - Single	1000.00	575.00	2300.00	2875.00	3450.00
R2	Deluxe Room - Single	1000.00	700.00	2800.00	3500.00	4200.00
R2	Deluxe Room - Twin Sharing	1000.00	490.00	1960.00	2450.00	2940.00
R1	Master Room - Twin Sharing	1000.00	575.00	2300.00	2875.00	3450.00
R1	Master Room - Three Sharing	1000.00	425.00	1700.00	2125.00	2550.00
Non Air-Conditional				Geneal Intake (4 months)	Medicine/Pharmacy (5 months)	A - Levels (6 months)
R3	Single Room - Single	1000.00	495.00	1980.00	2475.00	2970.00
R2	Deluxe Room - Single	1000.00	620.00	2480.00	3100.00	3720.00
R2	Deluxe Room - Twin Sharing	1000.00	410.00	1640.00	2050.00	2460.00
R1	Master Room - Twin Sharing	1000.00	495.00	1980.00	2475.00	2970.00
R1	Master Room - Three Sharing	1000.00	345.00	1380.00	1725.00	2070.00

TERMS AND CONDITIONS

- All applications are required to signed up for a **minimum period of one (1) semester (4 months)**. For applicants enrolled in English courses of less than 1 semester, the minimum period will be determined by the duration of their course.
 - Application must be accompanied with a **non-refundable booking fee of RM 1000.00**. Once the rental is paid, the booking fee will then be converted to refundable deposit. Application form must reach the Accommodation Officer at least 4 weeks in advance of a new semester.
 - All bookings are entertained on a 'first-come-first-serve' basis." In the event the management is unable to provide a room, the booking fee shall be refunded in full.
 - The full payment of **minimum one semester's (four calendar months) rental** must be made upon check-in into the off campus accomodation / arrival at UCSI. Rental shall be made by semester basis. A penalty of RM 5.00 per day will be imposed for late payment.
 - Room will be reserved for 14 days after the date of payment. The management reserves the right to release the room if the student does not make any payment after the said period. All payment made will not be refunded.
 - The rental includes utility fees (Electricity and Water) up to RM 150.00 for electricity bill and RM 50.00 for water bill per unit only and once a week cleaning service (limited to common areas only). Any utilities consumption amount exceeding the allowable limits will be charged equally among all residents of the unit. The excess utility bill will be send to individual and payment must be made in the same time.
 - Internet service is not provided. Student may apply on their own.
 - Students are allowed to check in to the room two (2) days before the commencement of the semester's orientation or on the tenancy start date. The Off Campus Management cannot guarantee the availability of accommodation prior to the early arrival on the specified check-in date. Should the student check-in into Off Campus Accommodation after the commencement of the semester's orientation, the student is still required to pay for the full semester's rental as the room has been reserved for the period being.
 - Check - In Time:** a. Monday to Friday 8:30 am to 5:30 pm b. Saturday 9:00 am to 1:00 pm
 - There is no obligation on the Off Campus Management to entertain those who arrive without seven (7) days advance notice given to off accommodation office on days or times not specified above or Public Holidays.
 - Tenancy is renewable after one semester or year and is subject to availability. A minimum one (1) month advance notice is required before the on going period end.
 - A minimum of two (2) months advance notice in writing is required for termination of tenancy. Failure to do so, the deposit will be forfeited.
 - For any additional stay, the charges are based on the published rate.
 - If a resident decides to withdraw during the tenancy period, the deposit of RM 1000.00 will be forfeited.
 - Deposits will be refunded should a student decided not to renew his/her tenancy after his/her minimum period of stay at the Off Campus Accommodation (except for clauses 13 above), provided that the facilities and amenities of the relevant Off Campus Accommodation unit have been kept in an acceptable condition. The Off Accommodation Staff and Warden shall be the sole discretionary body to decide what may be considered 'acceptable.'
 - The refund of deposit will take approximately two (2) months to be processed upon completed check out by resident. All refunds will be in cheque mode.
 - Payment Details:**
 - All fees are payable in Ringgit Malaysia. Payment by cheque, direct bank-in or electronic transfer should be made payable to the following account:
Account Name : **PETERSON PROPERTIES SDN. BHD.** Account No. : **5147-8501-4136**
Bank : **MAYBANK** (TAMAN CONNAUGHT which is located in front of UCSI University South Wing Campus)
 - Students are encouraged to bank-in into our bank account and delivery/fax a copy of the bank-in slip with name of the student, amount and purpose of payment clearly written on it to the Off Campus Accommodation office during office hour.
 - PETERSON Properties reserves the right to terminate the tenancy of those who violate any of the Terms & Conditions and Rules & Regulations of the Off Campus Accommodation (November 2009 Version). All rental and deposit paid shall be forfeited, and the management also reserve the right to deduct any amount owing by the student against their deposit, caution fees and other fees or impose any additional charges.
- I, _____, have read the above Terms & Conditions and agree to abide by all the stipulated Terms & Conditions and Rules and Regulations of the Off Campus Accommodation.

Signature : _____

Date : _____

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