

ON-CAMPUS ACCOMMODATION CHECK OUT FORM

All residents must ensure that all three (3) sections are fulfilled to officially Check-Out from their accommodations.

Section A – Inform Accommodation Office of intention to Check-Out

My room and contact details are as follows:

Name: _____
 Personal Email Address: _____
 Check Out Date: _____

Student ID No: _____
 Phone No (Malaysian): _____
 Phone No (International): _____

Single Ensuite Bathroom with A/C	(SEB A/C)	
Single Shared Ensuite Bathroom with A/C	(SSEB A/C)	
Single Ensuite Bathroom	(SSEB)	
Single Shared Bathroom with A/C	(SSB A/C)	

Single Shared Bathroom	(SSB)	
Twin Share in 6 Bedded Flat	(TWIN)	
Four Shared Room, Shared Bathroom	(QUAD)	
Deluxe Single Ensuite Bathroom	(DSEB A/C)	

Room No: _____ Hall: I1 I2 I3 I4 I5 J1 J2 J3 J4 J5 J6

Rental Fee Chargeable

- I do not have any outstanding rental due to UNM.
- I agree to pay daily room rates if difference between my Check-In and Check-Out dates is less than 5 calendar days.
- I understand that room inspection will be conducted by the next working day to assess for any damage, loss or cleaning charges. Any charges will be deducted from the refund amount due to the resident.

Rental payable according to Check In and Check Out dates.

Check In / Check Out dates	Rental Charged
Check In before 16 th	Full month rental
Check In after 16 th onwards	Half month rental
Check Out before 16 th	Half month rental
Check Out after 16 th onwards	Full month rental

Important Note: Check-Out procedure is incomplete if this section A is not completed and submitted to UNM.

Section B – Returned Room Key with Room Tag

I have / will return my room key as follows:

- Key Return at Accommodation Office counter located at _____.
- Key Return at Key Drop Box located at: _____.
- Key Return via courier: Shipper Name: _____ Tracking Number: _____.

Important Note: Check-Out procedure is incomplete if the room key is not returned and received by UNM. Key returned without the room Tag will incur a charge of RM50.00. Any damage, loss or cleaning will be deducted accordingly.

Section C – Room vacated

- I have removed all my personal belongings and have vacated my room.
- I still have my personal belongings left in the room.

Important Note: Check-Out procedure is incomplete if your belongings are left in the room. Your belongings will be kept in your room and rental charges will continue since you have officially not checked-out from your room.

CONFIRMATION and ACKNOWLEDGEMENT

- I hereby confirm that I would like to officially check-out from my on-campus accommodation. I agree that I will need to submit a new application via OLAA should I later require on-campus accommodation after checking out.
- I am expecting some refund and therefore also submit my Form for Refund for On-Campus Student Accommodation.

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 NAME & SIGNATURE
 Date: Time:

FOR OFFICE USE

System Updates:	Check-In Date: _____
<input type="checkbox"/> Kinetic	Check-Out Date: _____
<input type="checkbox"/> Email Grouping	Key Received Date: _____
<input type="checkbox"/> ID Access Card	Key Received By: _____