

National Sun Yat-sen University

Application Form for Guest House

Application Date: MM/ DD/ YYYY

Applicant's Name		Position	
Telephone No.		Unit	
Duration of Tenancy	MM/ DD/ YYYY MM/ DD/ YYYY	Names and No. of Tenants	<input type="checkbox"/> 1 person <input type="checkbox"/> 2persons
Reason of Application	(Please specify the school events or work-related needs for application)		

※Guidelines for Tenancy:

1. The minimum rental of the guest house is one week. The service is mainly offered to visitors attending university events or staff with work-related needs for short-term housing.
2. The hosting unit should submit the application in advance for visitors invited to attend university events. The application should be attached with a photocopy of the invitation and submitted to Property Management Division (PMD), Office of General Affairs.
3. We do not provide personal hygiene products, internet service, or extra beds. Tenants or applying units should be in charge of the maintenance of the dormitories during the tenancy.
4. Access card/keys should be claimed before check-in. After tenants' check-out, the guest house should be restored to the original condition and keys returned. The hosting unit should take charge of move-in, reception, food, and necessary assistance required by the tenants.
5. Tenants should take care of personal valuables. We are not responsible for any loss.
6. Tenants are obligated to the maintenance of the guest house and relevant facilities. Any damage will require recompense.
7. Smoking and flammables are strictly prohibited. Please keep quiet at night to avoid disturbing others.
8. **Minimum tenancy is 7 days. Accommodation fees would be on a 7-day basis for tenancy less than 7 days. Utility fees are included.**

Allocated Unit	<i>(filled in by PMD)</i>		
Accommodation Fees	(NT\$/Day) * D * 1.0 =	NT\$(1~14D)+	
	(NT\$/Day) * D * 0.6 =	NT\$(15~30D)+	
	(NT\$/Day) * D * 0.5 =	NT\$ (>30D)	
Total:		NTD	<i>(filled in by PMD. Fees vary subject to days of the tenancy.)</i>

Supervisor of The Applicant/Applying Unit	Property Management Division of General Affairs	Vice President for General Affairs

Remarks	<ol style="list-style-type: none"> 1. Please fill in all the columns above. The applicant has complete legal liability if there is any discrepancy and inconsistency. 2. Foreign visitors should attach a photocopy of their passports or ARC certificates (both front and back covers).
---------	--