**National Sun Yat-sen Faculty & Staff Dormitory**

**Handover Checklist**

Dormitory No.: Tenant’s Department: Name of the Tenant:

Move-out date: (mm/dd/yyyy) Handover date: (mm/dd/yyyy)

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| **No** | **Handover Item** | **Tenant Confirmation**  **（To be ticked by tenant）** | **Confirmation by handover personnel** |
| 1 | Have all personal items been removed (incl. waste and trash)?  \*Photo attached for reference | □ Yes, all have been removed  □ No, the tenant agrees to bear the University's costs for removing remaining items. | □ Yes  □ No |
| 2 | Does the air-conditioning been removed and window sealed?  \*Photo attached for reference | □ Yes, it is sealed.  □No, thetenant agrees to bear the University's costs for sealing the windows. | □ Yes  □ No |
| 3 | Ae there any shortfalls or damage in the dormitory, equipment or furniture.  \*Photo attached for reference | □ Yes, there are shortfalls or damage.  □ The tenant agrees to pay compensation.  □ No, no signs of shortfalls or damage. | □ Yes  □ No |
| Repair or remodeling suggestion: |
| 4 | Have other modifications, additions (installations) been restored to their original condition (e.g. Laying of patchwork carpet).  \*Photo attached for reference | □ The tenant made no modifications or additions (installations).  □ Yes, has been restored to original condition.  □ No, the tenant agrees to bear the University's costs for restoring dormitory to original condition. | □ None  □ Yes  □ No |
| 5 | Have the dormitory keys (including any added locks) been returned | □ Yes, all have been returned  □ No, not all have been returned.  Would be returned separately on  \_\_\_\_\_\_) (mm/dd/yyyy). | □ Yes  □ No |
| 6 | Utility bills have been cleared up till the move-out date, including water, electricity, gas, internet and building management fees, etc. \*Copies of the receipts attached for reference. | □ Yes, the bills are cleared up.  □ No, \_\_\_\_\_\_\_\_\_\_ bill would be cleared up till \_\_\_\_\_\_\_\_\_\_\_\_. (mm/dd/yyyy). | □ Yes  □ No |

Note：

1. This form shall be processed in accordance with Article 13 of the "Dormitory Management Manual" issued by the Executive Yuan, and Article 23 of the University's "Staff Dormitory Allocation and Management Guidelines".
2. The tenant shall voluntarily move out of the dormitory immediately and return it to the university.
3. Any personal items left in the dormitory shall be disposed of as waste by the University with the tenant bearing the cost of disposal. The tenant agrees not to dispute this.
4. The original tenant should have paid in full all of the fees before the handover (moving) date. If there are any outstanding water, electricity and gas bills, building management fees and other costs derived from non-payment of required fees then the original tenant is responsible for their payment.
5. The “repair or remodeling suggestion” in no. 3 column should be recommendation to make the dorm a better living place in the future. The tenant wouldn’t afford any cost for the suggestion.

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| Tenant | Handover Personnel | Property Management Division | Office of general Affairs |
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