

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)

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	<input type="checkbox"/> Yes, all have been removed <input type="checkbox"/> No, the tenant agrees to bear the University's costs for removing remaining items.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	Does the air-conditioning been removed and window sealed? *Photo attached for reference	<input type="checkbox"/> Yes, it is sealed. <input type="checkbox"/> No, the tenant agrees to bear the University's costs for sealing the windows.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3	Are there any shortfalls or damage in the dormitory, equipment or furniture. *Photo attached for reference	<input type="checkbox"/> Yes, there are shortfalls or damage. <input type="checkbox"/> The tenant agrees to pay compensation. <input type="checkbox"/> No, no signs of shortfalls or damage.	<input type="checkbox"/> Yes <input type="checkbox"/> 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	<input type="checkbox"/> The tenant made no modifications or additions (installations). <input type="checkbox"/> Yes, has been restored to original condition. <input type="checkbox"/> No, the tenant agrees to bear the University's costs for restoring dormitory to original condition.	<input type="checkbox"/> None <input type="checkbox"/> Yes <input type="checkbox"/> No
5	Have the dormitory keys (including any added locks) been returned	<input type="checkbox"/> Yes, all have been returned <input type="checkbox"/> No, not all have been returned. Would be returned separately on _____ (mm/dd/yyyy).	<input type="checkbox"/> Yes <input type="checkbox"/> 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.	<input type="checkbox"/> Yes, the bills are cleared up. <input type="checkbox"/> No, _____ bill would be cleared up till _____. (mm/dd/yyyy).	<input type="checkbox"/> Yes <input type="checkbox"/> 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.

Tenant

Handover Personnel

Property Management

Office of general Affairs

Division