

**APPLICANT DETAILS** (PLEASE ENSURE ALL DETAILS ARE COMPLETE & UCSI'S STUDENT EMAIL ADDRESS WILL NOT BE ACCEPTED.)

Name (as in NRIC/Passport)				Photograph
NRIC or Passport No		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	
Date of Birth (dd /mm /yy)		Student ID		
Nationality		Mobile No.		
Home		Check-in Date		
Address		Programme Commencement Date		
Email		Programme Enrolled		
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

**DETAILS OF PARENT / GUARDIAN TO CONTACT IN CASE OF EMERGENCY**

(PLEASE PROVIDE PERSONAL / MAIN EMAIL ADDRESS FOR PARENT / GUARDIAN / NEXT OF KIN)

Name		Relationship		Mobile No.	
Address			Email Address		

**UCSI OFF-CAMPUS ACCOMMODATION RENTAL RATES**

(EACH STANDARD CONDOMINIUM CONSISTS OF 3 BEDROOMS (STANDARD, DELUXE & MASTER), A LIVING ROOM, DINING ROOM AND KITCHEN)

**AIR-CONDITIONED ROOMS**

CODE	ROOM TYPE	WASHROOM	DEPOSIT	MONTHLY RENTAL PER PAX (RM)	(✓) Your Choice
			PER PAX (RM)		
R7	Single Room Standard	Common	2500	950	
R6	Single Room Deluxe	Common	2500	1000	
R3	Master Room	Attached	2500	1500	
*R1	Twin Sharing	Attached	2500	950	

**\*Only applicable if the student has someone to share the room with, or we will place another student if necessary. Otherwise, the student is required to pay the single-room rental rate.**

**\*To access the Condominium, kindly note that a Resident Card (RM50 deposit) is required.**

**Declaration:**

- I declare that all information stipulated on this application form is correct and complete. Any incorrect or misrepresented information will render me ineligible for accommodation. (a copy of the Letter of Offer from UCSI University/UCSI College is to be attached with this form).
- I fully understand that this application serves as a tenancy agreement between the UCSI Off-Campus Accommodation Management and I. By signing this application form, I agree to be bound by all terms and conditions of stay, the Accommodation Rules and Regulations, policies in the UCSI Student Handbook and the laws of Malaysia.  
Please refer to the Terms and Conditions at the back; the UCSI Off-Campus Accommodation's Rules and Regulations may be obtained from the office and the website. The UCSI Student Handbook is available on-campus. A softcopy may be found here:  
[https://www.ucsiuniversity.edu.my/sites/default/files/student\\_handbook\\_undergraduate.pdf](https://www.ucsiuniversity.edu.my/sites/default/files/student_handbook_undergraduate.pdf)
- I fully understand that failure to comply with any of the Terms and Conditions of stay or accommodation rules may result in eviction from the accommodation and/or charges being laid against me by the UCSI Off-campus Accommodation Management or law enforcement agencies.
- I fully understand that the UCSI Off-Campus Accommodation Management reserves the right to amend any of the Terms and Conditions stipulated or in the UCSI Off-Campus Accommodation Rules and Regulations as and when it deems fit without prior notice.

**FOR OFFICE USE ONLY**

Unit No		Room Type	
Tenancy Period	Start Date: _____ End Date: _____		
Rental Charges/Month	RM _____		
Pts EHMS ID			
EHMS Key-in			
Date			
Remarks:			

**UCSI Off-Campus Accommodation Office**  
 (Managed by: UCSI Peterson Properties Sdn. Bhd.)

1<sup>st</sup> Floor, UCSI Group Showroom, Block A,  
 No. 1 Jalan UCSI, UCSI Heights (Taman Connaught),  
 56000 Cheras, Kuala Lumpur, Malaysia  
 Tel: 603 – 9101 8880 Ext: 3061/3060

For further information, kindly contact us at [enquiry@ucsipeterson.com](mailto:enquiry@ucsipeterson.com)

**Applicant's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## TERMS AND CONDITIONS

### A. RENTAL

1. A non-refundable Administration Fee of RM500.00 applies.
2. All applicants are required to sign a 12-month tenancy agreement.
3. For applicants enrolled in short-term courses (less than 12 months), higher rates will apply. In such cases, applicants must request the rates, and the minimum rental period will be determined by the duration of their course(s).
4. The rental includes internet services, and a weekly cleaning service. Cleaning is limited to common areas only; kitchen cleaning is the responsibility of the tenants who use it.
5. Tenants are responsible for renewing their tenancy before it ends. A minimum of one (1) month's written notice is required for tenancy renewal or termination. Failure to provide sufficient notice will result in automatic suspension of the tenancy, and the tenant will not be guaranteed a room upon renewal. Consequently, the tenant will be required to move out by the last day of the tenancy. The Management reserves the right to evict tenants from UCSI's Off-Campus Accommodation if necessary.
6. Without prior arrangement of an overstay after the last day of the tenancy, a charge of RM100.00 per person per night will be incurred.
7. Extension of stay (i.e. RM150/person/day) is subject to room availability and written approval from the Management. Applications for extensions must be submitted at least one (1) month before the tenancy ends.
8. Access to the Condominium requires a resident card. A deposit of RM50 for the Resident card and a processing fee of RM10 is required to be paid. Please send hardcopies or softcopies or bring along 3 passport-sized photographs for the processing of the Resident card. The resident card is renewable with surcharge of RM5 and RM5 as admin fee.
9. Advance Utilities Fee: RM500.00 per room.

### B. BOOKING

1. Applications must include the completed application form and full payment, comprising a deposit (RM 2,500), administration fee (RM500), access card deposit and activation fee (RM200), advance utilities fee (RM500), and 6-months' accommodation fees.
2. Full payment must be made before a booking can be confirmed.
3. Should the applicant fail to check-in after the PROGRAMME COMMENCEMENT DATE, no refund will be given for all payments made and the room reservation will be released immediately without further notice.
4. Applicants are required to pay six (6) months' advance rental prior to check-in. Thereafter, rental must be paid every six (6) months in advance.
5. The tenancy shall be commenced one (1) week before the semester commencement date and ended one (1) week before the semester ends.

### C. PAYMENT DETAIL

1. All fees are payable in Ringgit Malaysia. Cheques and cash payments are not accepted. Direct bank-in or electronic transfer is to be made to the following account:

Account Name	:	UCSI PETERSON PROPERTIES SDN. BHD.
Account Number	:	5147-8501-4136
Bank Name	:	MAYBANK
Bank Address	:	No. 1 Jalan Menara Gading 1, Taman Connaught, Cheras, 56000 Kuala Lumpur, Malaysia
Swift Code	:	MBBEMYKL
2. Applicants are required to make payments to our bank account and provide a copy of the bank-in slip (delivered in person or via email) with the tenant's name, amount, and purpose of payment clearly indicated.

### D. CHECK-IN/CHECK-OUT

1. Availability of accommodation for early arrivals prior to the specified check-in date is not guaranteed.

**Check-in time:** a) MONDAY to FRIDAY: 9:00 AM to 6:00 PM

**Check-out time:** a) MONDAY to FRIDAY: 9:00 AM to 1:00 PM

b) SATURDAY : 9:00 AM to 12:00 PM

b) SATURDAY : 9:00 AM to 12:00 PM

#### **CHECK-IN TIMES BY APPOINTMENT ONLY**

*\*Any requests to check in after 6 PM will be required to check in for the next day. Students are encouraged to stay overnight at the Le Quadri Hotel Kuala Lumpur by UCSI Hotels*

2. Check-in is available 7 days before the new semester begins, and check-out is 7 days before the semester end.
3. For early check-in or late check-out, the student is required to pay for their stay on a daily basis.
4. Check-out arrangements must be made one (1) week before the tenancy expiry date. Check-out arrangements made less than one (1) week before the expiry of the tenancy date will be charged an administrative fee of RM 100.00. The Management reserves the right to conduct a unit check without the tenant's presence if the tenant checks out without prior notice. Any loss or damage incurred will be automatically deducted from the deposit without reference to the tenant.
5. The Management reserves the right to remove all belongings, if the tenant did not remove them and vacate the accommodation by the specific check-out time and date. The Management will not be responsible for any loss or damage caused as a result of this.
6. A room cleaning fee of **RM500** will be charged upon check-out. This includes wall repainting, air conditioning servicing, and other related tasks. The tenant will be fully responsible for the repair costs of any defects found that are caused by the tenant.

### E. REFUND OF DEPOSIT

1. Deposit will be refunded after check-out and deducted against any outstanding rental payment, utility bills and any monies owed due to damages made to the facilities of the units.
2. All refunds (subject to fulfillment of stipulated terms and conditions) must be claimed by the applicant or the applicant's parent/guardian/next of kin within one (1) year from the check-out date. If not claimed within the stipulated time, it is deemed that the Applicant agrees to donate the amount to UCSI Off-Campus Accommodation for refurbishment, upkeep, improvement and/or maintenance purposes.
3. **Any request for cancellation or premature termination (within the minimum 12- month period) of the tenancy will result in a full forfeiture of the deposit and rental that has been paid.**

### F. REQUEST / COMPLAINT

All requests and complaints should be sent to [enquiry@ucsipeterson.com](mailto:enquiry@ucsipeterson.com)

**G. THE MANAGEMENT**

1. The Management reserves the right to proceed with any and all refurbishment, improvement, inspection and/or maintenance work in all units and rooms as and when necessary. Tenants may not deny and staff/appointed contractor entry into any and all units and rooms.
2. The Management may require students to relocate to other units when necessary.
3. The Management reserves the right to terminate the tenancy of those who violate any of the current Terms and Conditions and Rules and Regulations of the UCSI Off-Campus Accommodation. In such cases, all rental and deposit that has been paid shall be forfeited, and the Management reserves the right to deduct any amount owed by the tenant, caution fees and other fees from his/her deposit or to impose relevant additional charges.
4. **If the tenant checks out without notice and has any outstanding payment, UCSI Peterson Properties Sdn. Bhd. has the right to take legal action and allows UCSI University or the College to take appropriate actions against him/her.**
5. Rental rates, terms, and conditions are subject to change. The Management will do its best to inform all affected residents. Any other charges including, but not limited to, utilities and penalties will be imposed at the discretion of UCSI Off-Campus Accommodation Office.

**H. DECLARATION**

1. I understand and accept the above Terms and Conditions, and undertake to make payment of all sums in a timely manner if my application is successful.
2. I declare that the particulars in this application form are true to the best of my knowledge, and I have not willfully suppressed any material fact.
3. I will not hold ant UCSI Off-Campus Accommodation Office accountable for any incident or delay that occurs due to inaccurate or outdated information.
4. I undertake to abide by the House Rules and agree to any all penalties as deemed appropriate by UCSI Off-Campus Accommodation Office.
5. I understand and acknowledge that ongoing renovations or refurbishments may require me to relocate to another room and that noise disturbance are to be expected.
6. By submitting this application form, I and my parent/guardian/next of kin accept and agree to receive and participate in any all relevant communications and update from UCSI Off-Campus Accommodation

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**UCSI Off-Campus Accommodation Office**

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