

**APPLICATION FORM**  
**UCSI OFF-CAMPUS ACCOMMODATION**  
**(LE QUADRI HOTEL KUALA LUMPUR by UCSI HOTELS, KL CAMPUS)**

APPLICANT DETAILS <small>(PLEASE ENSURE ALL DETAILS ARE COMPLETE)</small>							
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)							
Nationality			Student ID				
Home Address			Mobile No.				
			Check-in 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							
Name				Relationship			
Address				Mobile No			
UCSI OFF-CAMPUS ACCOMMODATION RENTAL RATES (EACH STANDARD CONDOMINIUM CONSISTS OF 2 BEDROOMS (DELUXE), A LIVING ROOM)							
AIR-CONDITIONED ROOMS							
CODE	ROOM TYPE	WASHROOM	DEPOSIT	MONTHLY RENTAL PER PAX (RM)	(✓) Your Choice		
			PER PAX (RM)				
R1	Single Room Deluxe	Common	2000	2100			
<b>*To access the Le Quadri Hotel Kuala Lumpur by UCSI Hotels, kindly note that a Access Card (RM100 deposit) is required.</b>							
<b>Declaration:</b> 1. 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). 2. 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: <a href="https://www.ucsiuniversity.edu.my/sites/default/files/student_handbook_undergraduate.pdf">https://www.ucsiuniversity.edu.my/sites/default/files/student_handbook_undergraduate.pdf</a> 3. 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. 4. 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**  
 (Manage 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

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

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

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

## TERMS AND CONDITIONS

### A. RENTAL

- Administration fee is RM300.00
- All applicants are required to sign up for 12 months.
- For applicants enrolled in short-term courses (less than 12 months), the rates will be higher (a request for the rates will need to be made if the applicant is staying on a short-term basis); the minimum period will be determined by the duration of his/her course.
- The rental includes utilities, internet services, and once-a-week cleaning services for common areas.
- It is the responsibility of the tenant to renew his/her tenancy before the tenancy ends. A minimum of one (1) month notice is required for tenancy renewal or termination by writing. Should the tenant fail to do so, the tenancy will be automatically suspended and the tenant will not be guaranteed a room upon tenancy renewal. As such, the tenant will be required to move out before the last day of the tenancy. The Management reserves the right to evict the tenant from UCSI's Off-Campus Accommodation, if necessary.
- Without prior arrangement of any overstay after the last day of the tenancy, charges of RM100.00 per person per night will be incurred.
- Extension of stay (i.e. RM80/person/day) is subject to room availability with written approval from the Management. The application has to be submitted at least one (1) month before the tenancy ends
- Students may be required by the Management to relocate to other units if necessary.
- To access the Condominium, an access card is required. A RM100 deposit is required for the card, which is refundable upon return. A RM100 activation fee applies, and a penalty of RM200 will be imposed for any lost card.

### B. BOOKING

- The application must be accompanied by the **refundable deposit of RM 2000 and the 4 months accommodation fees**. Once the outstanding rental are paid and the access cards is return, the refundable deposit shall be returned (Please refer to E-1).
- The application form must reach the UCSI Off-Campus Accommodation (the Management) at least four (4) weeks before the expected check-in date.
- All bookings are on a 'first-come, first-served' basis. In the event that the Management is unable to provide a room, the booking fee shall be refunded in full (interest-free).
- Full payment must be made before moving-in.
- Rental payments are made on a **four-month basis**. A penalty of RM5.00 per day will be imposed for late payment.
- Room will be reserved based on the submitted check-in date. The tenancy shall be commenced one week before the semester commencement date.

### C. PAYMENT DETAILS

- All fees are payable in Ringgit Malaysia. Cheques and cash payments are not accepted. Direct bank-in or online bank-in 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

- Tenants are required to bank-in payments to our bank account and submit/email a copy of the bank-in slip together with the name of the tenant, amount and the purpose of payment is clearly printed on the top.

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

- 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*

- Check-in is available 7 days before the new semester begins, and check-out is 7 days before the semester end
- For early check-in, the student is required to pay for their stay on a daily basis; similarly, for late check-out, they will also pay on a daily basis.
- Check-out arrangements have to be made one (1) week before the expiry of the tenancy date. Any 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 referring to the tenant.
- 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.
- RM500 will be charged for room cleaning, including wall repainting, air conditioning servicing, and other related tasks, upon check-out. If any defects are found that are caused by the tenant, the tenant will be fully responsible for the repair costs.

### E. REFUND OF DEPOSIT

- 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.
- The **refund of the deposit** will take **two (2) months** to process upon completion of check-out by the tenant. All refunds will be issued in the form of a cheque.
- Any request for cancellation or premature (minimum 12 months) termination 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 or feedbacks should be sent to [enquiry@ucsipeterson.com](mailto:enquiry@ucsipeterson.com)

### G. THE MANAGEMENT

- 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 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.
- 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.**
- All rental rates, terms and conditions are subject to change without prior notice.

I, have read the above Terms and Conditions and agree to abide by all the stipulated Terms and Conditions and Rules and Regulations of the UCSI Off-Campus Accommodation.

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

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

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