

Hostel Registration Form @ QUEEN'S TOWER

Contact: Arena Sukan 082 363577 or 017-8050577

Name:(Mr/Ms)

As stated in IC / Passport

Telephone No.:

Passport/IC No.

(photocopy required)

Student Card No.

College

(photocopy required)

Company:

Company's Address:

Email Address:

Permanent Home Address

Occupation:

Tenancy Period:

Months

(From

to

)

* Terms & Conditions attached

Move In/Move Out :

Move In Date:

Move Out Date

Move in Time: 10:00 am - 5:00 pm

Move Out Time: 10:00 am - 5:00 pm

Early Move in or late move out, chargeable at:

* Single Room RM20 /day

*Subject to availability

* Double Room RM30 /day

*** One month's written notice is required for termination of tenancy, otherwise deposit will be forfeited.**

No refund for early termination. Deposit cannot be used to offset rental.

Documents Required:

Photocopy of IC

(Malaysians only)

Please tick \checkmark accordingly

Photocopy of Passport

(Foreigners & Non-Sarawakians)

Photocopy of Student Card

(Compulsory for ALL students)

Payments:

Please tick \checkmark accordingly

Tenancy 6 Months & Above (1st Payment)

Room Deposit

1 Mth x RM

RM

Room Rental

1st Mth x RM

RM

Touch Card Deposit (Refundable)

RM 50.00

Total amount to be paid:

Tenancy Less Than 6 Months (1 Time Payment)

Room Deposit

1 Mth x RM

RM

Full Room Rental

_____ Mths x RM

RM

Touch Card Deposit (Refundable)

RM 50.00

Total amount to be paid:

Emergency Contact1

Name:

Relationship:

H/P:

Emergency Contact2

Name:

Relationship:

H/P:

Tenant's Signature:

Date:

For Official Use Only

Room No.:

Rental / Month:

Single

RM290.00

Single

RM270.00

Double

RM490.00

Additional Charges:

Early Move In

_____ Days x RM

RM

Late Move Out

_____ Days x RM

RM

Additional amount to be paid: RM

Total Cash Received: RM

Receipt No:

Attended by (staff name)

updated: Feb'18