



ROOM TRANSFER REQUEST FORM

EXISTING ROOM DETAILS

Block : Ixora / Unipark Residence Block C / Unipark Residence Block D

Unit / Room No : _____

PERSONAL DETAILS

Name : _____

NRIC / Passport No : _____

Mobile Phone No : _____

ROOM REQUEST (State at least three (3) based on your preference.)

1st choice : Hostel _____ Unit / Room No _____

2nd choice : Hostel _____ Unit / Room No _____

3rd choice : Hostel _____ Unit / Room No _____

****Requests are strictly subject to availability****

Please indicate the reason(s) below:

DECLARATION

I understand that by submitting a room request does not guarantee the request will be granted. And if the request is granted, I agree to undertake the following terms:

- i) The processing fee applied is RM100.
- ii) Ensure that my previous room is vacated as what it is when I enter the room for the first time.
- iii) Ensure I have no outstanding in regards to my previous room and pay all the remaining deposit (if any) for my new room.
- iv) Comply with all necessary terms required in order for me to move into the new assigned room.
- v) Move in to new assigned room as given date or otherwise the permission is null and void.

Signature

Submission Date

FOR OFFICE USE

Received by : _____ Date _____

Remarks : _____

Approved by : _____ Date _____

New Assigned Room : _____ Move In Date _____

Remarks : _____