

# UPMHOLDINGS

## KMR *One*PUTRA Residence

### Office Use

Check-In Date : \_\_\_\_\_

Check-Out Date : \_\_\_\_\_

Unit No. : \_\_\_\_\_

## REGISTRATION FORM

Please AFFIX  
recent  
Photograph  
**(COMPULSORY)**

### PERSONAL DETAILS

Name	:	_____			
IC/Passport No	:	_____	Nationality	:	_____
Mobile Phone No	:	_____	Gender	:	_____
Marital Status	:	_____	Religion	:	_____
Date of Birth	:	_____	Email	:	_____
Student ID	:	_____			
Faculty	:	_____			
Course	:	_____			

### CORRESPONDENCE DETAIL/EMERGENCY CONTACT

Name	:	_____			
Relationship	:	_____	Nationality	:	_____
Mobile Phone No.	:	_____	House Phone No.	:	_____
Permanent Home	:	_____			
Address	:	_____			
Email	:	_____			

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### LIST OF INDIVIDUAL LIVING IN THE APARTMENT/STUDIO UNIT

Name	Identification number/Passport number	Relationship	Contact Number

### VEHICLE RECORD INFORMATION

Type of vehicle	
Registration no.	
Model/Color	

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### DECLARATION

I, \_\_\_\_\_, having read the Residence Terms and Conditions, agree to abide by them and wish to apply for an accommodation in the KMR OnePUTRA RESIDENCE.

By signing the document, I understand and fully agree:

1. Residents are personally responsible for the tidiness and cleanliness of their room/apartment at all time
2. I take full responsibility to keep my room/apartment in a good condition
3. In the event of loss/ damage to the facilities due to my negligence, I shall be fully liable to make good all losses, damages, or cost of repair or replacement; and should communicate to management

Sincerely Yours,

(Tenancy's Signature)

\_\_\_\_\_  
Name :  
IC/Passport No. :  
Date :

### OFFICE USE

Date of Receipt : \_\_\_\_\_  
Check-In Date : \_\_\_\_\_  
Check-Out Date : \_\_\_\_\_  
Unit No. : \_\_\_\_\_  
Apartment Type : \_\_\_\_\_  
First Payment : \_\_\_\_\_

\_\_\_\_\_  
Received By :  
Date :

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## KMR *One*PUTRA Residence

### TERMS AND CONDITIONS

#### RESIDENCE TERMS AND CONDITIONS

1. Residents are prohibited from changing the owner of the unit without prior permission from the management.
2. The termination of tenant contract is under the sole discretion of the management.
3. The tenure of contract ends 1 month from the date issued of termination letter.
4. Rental and GST is to be paid in advance before 1<sup>st</sup> day of the month (non-refundable).
5. Maintenance fees shall be borne by the tenant based on the electricity meter used plus Management fee.
6. Residents are to note that, should there be any damages incurred during their stay are solely under their responsibility.
7. The unit safety is under the tenant responsibility. The management will not be held liable/accountable for any incidents occurred.

#### CHECK-IN

Monday to Friday 9.00am to 4.00pm (Office hour only)

#### CHECK-OUT

Resident is required to remove all belongings, quit and vacate the accommodation by 12.00 noon latest, on the specified check-out date

#### REFUNDS OF DEPOSIT

1. Application for refund of the Deposit must be completed in the prescribed form available at the Residence Operations Office.
2. The Deposit will only be refunded after the accommodation has been vacant, the keys and the residence card returned, and all other monies due to the Residence Management have been settled.
3. If the Resident checks-out without settling any outstanding fees, monies or charges in their account, the total deposit shall be forfeited.
4. The tenant total deposit shall be forfeited should they fail to comply with the management rules and regulations.

#### BASIC RULES

1. All residents for the accommodation must adhere to basic house rules. These include:
  - No loud music or noise that may disturb the neighbors;
  - No consumption of drugs, alcohol, pork and related products.
  - Residents are personally responsible for the tidiness and cleanliness of their apartment/studio at all times.
  - Garbage or waste must be put in the plastic bag and throw into the garbage bin at dedicated location.
  - Vehicle shall be parking at the designed area only.
  - No pets are allowed
  - Tenants are fully responsible for all furniture in the unit
  - Any mishandling of managements property will result in termination of contract immediately.
  - Assets within the unit are solely your responsibility, any damage/loss that occurred during your stay should be communicated to management and all costs of the asset are of the residents own responsibility.
  - Any additional furniture or electrical equipment must be approved by the Management and no washing machine allowed. Management have a right to remove the unregistered items.
  - Wiring, piping, or any related installation works must be approved by the Management.
  - Management have a right to enter the unit at any time or reason for safety and security purposes.
2. This is not a comprehensive listing of the terms and conditions of the Residence. The Management may update from time to time.

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### TERMS AND CONDITIONS

#### BEFORE CHECK OUT

Emptying the room, the tenant should be;

Ensure the room is clean

Taking the tenant's belongings themselves

Abandoned goods are not considered necessary and will be disposed of by the staff OnePUTRA Residence.

Before leaving the room, all electrical switches should be switch off.

The tenant shall return the key/card to the counter staff OnePUTRA Residence during office hours.

Tenants who fail to return the key/card shall pay a fine in accordance with the daily rates set forth.

The loss of key/card tenants must pay a fine as prescribed.

#### PROHIBITED MATTERS

Not allowed firecrackers and fireworks in the area of residential colleges.

Bring non-halal drinks and food to the environment OnePUTRA Residence

Cooking in the room or any space that is not allocated for this purpose.

Disrespectful or rude behavior

Being dishonest with OnePUTRA officer.

Gambling and the like in the area OnePUTRA

Change room without permission

Entered into an incestuous relationship sesame type

Clothes hang outside the unit.

Make piping and electrical wiring connections.

Not switching off lights, fans and other electrical equipment switch when tenants are not in the room.

Retrieve, change or move the position of public facilities equipment belonging OnePUTRA Residence without permission.

Leaving appliances basic room facilities such as lights, ceiling fans, windows, closets, flooring and other grimy

Make noise or disturb other students' calmness

Possession of dangerous weapons or other tools that could threaten the safety or lives.

Resigned or 'parking' where unauthorized vehicle

Vandalize, deface or damage any part of the building also treasures OnePUTRA Residence

Not allowed to display, exhibit, and display or in any way use any material, substance, symbol, religious which gradually arise which may cause inconvenience to other students.