

Authorization Letter Template

Dear Hall Administration Office,

I, (name & student ID) _____, hereby authorize (name & PolyU ID of authorized PolyU student / staff) _____ to complete the official **check-out** / **room change*** procedures on my behalf on (date) _____:

1. Pack my personal belongings;
2. Dispose debris left in my bed space (including bed, desk, wardrobe, drawers, bookshelves, etc.);
3. Conduct inventory checking in my bed space;
4. Confirm the checking on the online inventory checklist and sign;
5. Complete the procedures at the Hall Reception;
6. Sign on the withdrawal form (**check-out only**).

***[Applicable to room change cases]** Report any missing or damaged inventory items in the new room to me, so that I shall report it via the [online system](#) within 3 days of the room change.

I have communicated the above arrangement with my roommate so that s/he will lock up his/her valuables in the drawer and remove any personal belongings from my bed space beforehand.

I understand that the mere act of moving-out or returning the key-card without the completion of official check-out procedures shall not constitute the withdrawal from Hall residence, and I shall pay the Hall fee up until the date on which official check-out procedures are completed.

I shall be fully liable for the penalty charges incurred by any loss or damage to the inventory items of my bed space, or any loss or damage of belongings incurred by the entry of my authorized person. I understand that the University and Property Management Office disclaim liability for the above.

Name of student: _____

Student ID: _____

Signature: _____

Date: _____

Please find a photocopy of my student ID card attached for your record. Thank you for your attention.

PolyU Student ID