

Authorization Letter for Room Change (for students who fail to complete room change in person)

Dear Hall Administration Office,

I, (name & student ID) _____, hereby authorize (name & student ID of authorized PolyU student) _____ to complete official 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. Schedule an appointment with hall staff and conduct inventory checking of my existing room;
4. Confirm the checking on the inventory checklist eform and sign;
5. Move my personal belongings to the new room assigned;
6. Check the inventory items of my new room using a hardcopy checklist, and report any missing or damaged inventory items to me.

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 shall report any missing or damaged inventory items of my new room via the online system (https://www2.polyu.edu.hk/hall/apps/inventory_form/) within 3 days of the room change.

For failure to complete the room change within the specified period, I understand that I shall be subject to a) a penalty of \$100 per day and b) lodging fee of the old and new rooms up to the completion date of room change, and c) other administration fees as necessary.

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.

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

Name of student: _____

Student ID: _____

Signature: _____

Date: _____