

1. Check-out procedures

- a. Pack all your belongings;
- b. Dispose debris left inside your rooms;
- c. After completing the above two steps, make an appointment with Property Management Office (PMO) before 22:00 to conduct inventory checking.
Appointments can be made:
 - In person at the Reception Counter G/F for Homantin Halls
 - By calling PMO at 3159 0099 for Hung Hom Halls
- d. Stay in the room and conduct the inventory check via an electronic tablet with Hall Staff;
- e. Sign on the electronic tablet to confirm the online inventory check of your room;
- f. Bring along your PolyU student card to the Hall Counter for completing the remaining check-out procedures;
- g. After check-out, students will lose their access right to the hall and their room.

Note that merely vacating the room and moving-out of personal properties without going through the official check-out procedures will not be regarded as check-out.

2. Room Inventories & Personal Belongings

- a) Clear all your personal properties out of the room and place re-usable items in Recycling Boxes. Note that for any rubbish, posters or stickers in your room/wall/room door, a cleaning charge of \$100 will be levied, and any residual items left will be disposed at your own risk without further notice after check-out;
- b) For loss of or damages to room inventory items (beyond normal wear and tear) or any irregularities in the room, PMO will record the details and levy charges in due course.

3. E-purse Value on PolyU Student ID card & Refund of Hall Caution Money

Please reimburse the residual e-purse value in your student id card at the Hall Reception, and remember to register your bank account number at the [Student Account Portal](#) for the refund of Hall Caution Money.

4. Template Letter for Checkout Authorization (for students who fail to checkout in person)

Dear Hall Administration Office,

I, (name & student ID) _____, hereby authorize (name & PolyU ID of authorized PolyU student / staff) _____ to complete official check out 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 and sign on the withdrawal form at the Reception.

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.

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: _____