MASTER RESIDENCE KEY PICK UP FORM

After filling out pick up form, residents pick up room key by valid ID and this form when moving into residence.

I borrow student residence key for the convenience of the period living in residence. If I don’t return the keys at the end of the session, I will be charged NT$200 assessment PRE key. (If I leave personal belongings in the room after I sign out from the residence, I will be assessed NT$300 cleaning fee.)

INSTRUCTIONS

1. It is assumed one is moved in after one picks up the key. **During the resident period, student who changes the room must refill the form at Student Housing Service Section at the first floor of Male Dorm1.**
2. Please write the room number on the back of the key using the sticker provided by school when returning the key. (Please＿＿the＿＿with roommate when signing out of the room.)
3. If there is any damage in the personal section, please fill out the form when signing out of the room.

Date of Pick Up：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department and Class：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Number：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone No：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The last 6 digits of Person ID Number：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Resident：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pick Up：Key of Room number＿＿＿ x1, Front door number＿＿＿ x1

Temporary Card:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_x1(you don’t need to sign here If you don’t borrow it)

RA signature when returned:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Return Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_YY\_\_\_\_\_\_\_\_\_\_\_\_MM\_\_\_\_\_\_\_\_\_\_\_\_DD