

CHECK-OUT

NAME			
STUDENT ID NO			
CONTACT NO			
RESIDENTIAL HALL	KL CAMPUS Block D Block E	ROOM NO	L / R

I, the undersigned, hereby acknowledge checking out my room from the Residential Hall. I also acknowledge the return of the following items and verify that they are in good working condition.
Shall I violate any rules and regulations, the University reserves the right to forfeit my refundable deposit.

NO	ITEM(S)	CHECK
1	One Room Key (Room Number: _____ L / R)	
2	One set of Drawer and/or Wardrobe Keys	
3	One Wardrobe	
4	One Bed & Mattress	
5	One Study Desk & Chair	
6	One Wastebasket / Sanitary Bin (Shared)	
7	RH Temporary Card (if applicable) (Serial #:)	
8	One AC Remote (if applicable) (Serial #:)	
9		
Comment / Remark		
