

# SUNWAY MONASH RESIDENCE

## RESIDENCE APPLICATION FORM (for Guest)

Note: Please write in BLOCK LETTERS.

### Guest's Details

Name (as in NRIC or Passport)	<input type="text"/>		
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	NRIC/Passport No. <input type="text"/>
Check-In Date	<input type="text"/>	Nationality	<input type="text"/>
Check-Out Date	<input type="text"/>	Mobile Phone No.	<input type="text"/>
E-mail Address	<input type="text"/>		
Vehicle Plate No. (For Parking)	<input type="text"/>		
<u>Agent/Referrer's contact</u>			
Name (as in NRIC or Passport)	<input type="text"/>		
E-mail Address	<input type="text"/>	Mobile Phone No.	<input type="text"/>
Relationship	<input type="text"/>		

### Invoicing Request

Invoice Required	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Name/Company to Invoice	<input type="text"/>	
Address	<input type="text"/>	
Contact Person	<input type="text"/>	

### Declaration

1. I understand and accept the above Terms and Conditions of Application.
2. I declare that the particulars in this application are true to the best of my knowledge, and I have not wilfully suppressed any material fact. Any misrepresentation or omission of information will render me ineligible for student accommodation.

Name and Signature of Guest	<input type="text"/>
Name and Signature of Referrer	<input type="text"/>
Date	<input type="text"/>

## Payment Details

All charges are payable in Ringgit Malaysia (RM). Payment can be made via cash, crossed cheque or telegraphic transfer to the following bank account details:

BANK NAME	MALAYAN BANKING BERHAD (MAYBANK)
ACCOUNT NUMBER	0123-1640-1449
PAYEE NAME	SUNWAY EDUCATION GROUP SDN BHD
SWIFT CODE	MBBEMYKL
BANK ADDRESS	30-32, JALAN PJS11/28A, BANDAR SUNWAY, 46150 PETALING JAYA, SELANGOR, MALAYSIA

For direct bank-in or telegraphic transfer, please e-mail us a copy of the remittance with the name of the guest and amount to [enquiry\\_residence@sunway.edu.my](mailto:enquiry_residence@sunway.edu.my)

## For Office Use

Processed By	<input type="text"/>	Date	<input type="text"/>
Invoice Completed	<input type="text"/>	Date	<input type="text"/>
Room Assigned	<input type="text"/>	Date	<input type="text"/>
Payment Remarks	<input type="text"/>		

## SUNWAY MONASH RESIDENCE (SMR)

### TERMS & CONDITIONS OF APPLICATION:

- o Application is on first come first served basis.
- o Rooms for single occupancy only.
- o Rental rate of RM75.00 nett per person per night is payable in full upon confirmation.
- o No cancellation or reduction of nights to room bookings upon confirmation.
- o Completed Form must be submitted via [enquiry\\_residence@sunway.edu.my](mailto:enquiry_residence@sunway.edu.my) at least **FOURTEEN (14) WORKING DAYS in advance**.
- o Official check-in time is 2.00pm and check-out time is at 12.00pm.
- o Visitor parking is subject to availability. Security shall clamp any unregistered vehicles found in the premise, or any vehicles that are parked in another resident's slot.
- o The Management reserves the right not to process any late bookings and/or incomplete application forms and/or where the amount received is incorrect.
- o Please be advised to store all belonging and valuables safely. SMR will not be responsible for loss/damage of guests' belongings or any other property whatsoever, including theft or pilferage.
- o Bringing/storing goods of combustible, hazardous, illegal, alcoholic or objectionable nature is prohibited.
- o Gambling, contraband, weapons, flammable objects, poisons, drugs, and animals are strictly prohibited in residence premises.
- o SMR is a smoke/vape-free premise.
- o Referrer(s) are fully responsible for the conduct of their guest(s). Any misconduct by the guest(s) may result in immediate eviction of the referrer without appeal. Guest(s) are obliged to pay for any loss/damage of residence property caused by themselves, or any person for who they are responsible. If not, charges will instead be incurred to the referrer.
- o Guest(s) are not allowed to visit resident units.
- o The rooms cannot be used by more persons than original booked, if more persons are admitted they will be charged accordingly.
- o For safety and security reasons, children under the age of 12 are not to be left alone without adult supervision within the residence premise.
- o Management Rights:
  - o The Management reserves for itself the absolute rights of admission to any person in the residence and to request any guest to vacate his/her room at any moment without prior notice or assigning any reason whatsoever.
  - o Guests are obliged to observe the provisions of the residence rules. In the event that a guest(s) is in breach of these rules, the Management reserves the right to repudiate the agreement on the provision of accommodation services before the agreed period has elapsed.

### **SUNWAY MONASH RESIDENCE**

Address: Persiaran Tasik Barat, Sunway South Quay, Bandar Sunway, 47500 Subang Jaya, Selangor Darul Ehsan.

Tel No.: 603-7652 5500

Email Address: [enquiry\\_residence@sunway.edu.my](mailto:enquiry_residence@sunway.edu.my)