

Staff Quarters Unit
Business Office, Bursary
Fax No.: 2603 6480/ Tel. No. 3943 1876

**THE CHINESE UNIVERSITY OF HONG KONG
STAFF QUARTERING UNIT**

NOTICE OF REMOVAL/DEPARTURE

Name of Occupant: (Prof./Dr./Mr./Mrs./Miss/Ms.) _____

Department: _____ Telephone No.: _____

Residence No.: _____ Flat No.: _____

Exact date of removal/departure (Note 1): _____

- Reason of Removal: Retirement Resignation End of Contract
 Move off-campus
 Move to another flat on-campus (Residence _____ Flat _____)
 Join Home Financing Scheme
 Long Leave (For period: _____)
 Others _____

My forwarding address (Note 2): _____

Please indicate the date which is convenient to you for the Estates Management Office and Staff Quarters Unit to inspect your flat before removal/departure:

Date: _____ Time: _____ (office hours only)

Signature

Date

Note 1: You are allowed to extend your stay in the quarters for a short period of time beyond the appointment end date subject to availability and the extended residing period will be charged at market rental on a daily basis. Please contact us if you have any queries about the rate.

Note 2: Any outstanding payment of utility charges in relation to your occupancy in the above flat may be directed to the forwarding address.

Staff Quarters Unit
July 2011