

Hong Kong Baptist University Housing Office  
香港浸會大學 房屋事務處

For Reservation Tel : (852) 34117785/2166  
查詢預訂房間事宜

Fax : (852) 34115627  
傳真

E-mail : [housing@hkbu.edu.hk](mailto:housing@hkbu.edu.hk)  
電郵

Website : <http://www.hkbu.edu.hk/~eo/housing>  
網址

**Reservation Form for NTT International House / Off-Campus Accommodation (Year 2009/2010)**  
**(2009/2010 年度) 吳多泰博士國際中心 / 校外宿舍訂房表格**

**SECTION A: Personal Particular**

**A 部份: 個人資料**

Name in English 英文姓名	:	_____	Name in Chinese 中文姓名	:	_____
(in <b>BLOCK</b> , surname first 姓氏在前並以 <b>大寫</b> 填上)					
Contact Tel No. 聯絡電話號碼	:	_____	Gender : <input type="checkbox"/> Female 性別 : <input type="checkbox"/> 女	<input type="checkbox"/> Male <input type="checkbox"/> 男	Student No. 學生編號 : _____
E-mail Address 電郵地址	:	_____	Degree of Study 學位類別	:	<input type="checkbox"/> Master 碩士 <input type="checkbox"/> MPhil 碩士研究生 <input type="checkbox"/> PhD 博士 <input type="checkbox"/> Others : _____
Course Enrolled 修讀課程	:	_____	Duration of Course 修讀年期	:	_____
Date of Completing Studies 課程完成日期	:	_____	Exchange student 交換生	:	<input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否

**SECTION B: Arrival Information**

**B 部份: 到達資料**

Date and time of move-in 搬入日期及時間 : \_\_\_\_\_

Applicant **MUST** fill in the date and time of move-in. For any amendments, please send e-mail to [housing@hkbu.edu.hk](mailto:housing@hkbu.edu.hk) at least ten (10) days before your move-in or before your acceptance to our offer whichever is earlier or else rental charges will be calculated based on the above information.

申請人**必須**填上搬入日期及時間。如果有任何更改，請於搬入前最少十天或接受我們的住宿安排前（以較早日期為根據）將有關資料以電郵傳送致[housing@hkbu.edu.hk](mailto:housing@hkbu.edu.hk)，否則我們將以上述資料計算租金。

**SECTION C: Accommodation & Roommate Arrangement**

**C 部份: 住宿及室友安排**

Please tick in the appropriate box 請於合適的格內加上✓

<b>Choice 選擇:</b>	<b>1st 首選</b>	<b>2nd 次選</b>	<input type="checkbox"/> Single Occupation 單人居住	* <input type="checkbox"/> Room Sharing with a preferred partner 雙人房間 - 特定室友	<input type="checkbox"/> Room Sharing but no preferred partner 雙人房間 - 沒有特定室友
NTTIH 吳多泰博士國際中心	<input type="checkbox"/>	<input type="checkbox"/>			
Off-campus 校外住宿	<input type="checkbox"/>	<input type="checkbox"/>			

\* Preferred Roommate: Name : \_\_\_\_\_  
特定室友 姓名

Course Enrolled : \_\_\_\_\_  
修讀課程

Housing Office will try to arrange the above applicant's preferences in the choice of accommodation and room type, but the final decision is subjected to mutual agreement. Housing Office reserves the final right in the matter of roommate arrangement.

房屋事務處將盡量根據申請人上述於宿舍及房間種類的選擇作出安排，但最終決定必須是互相協定。房屋事務處保留有關室友安排的最終決定權。

Signature 簽署: \_\_\_\_\_ Date 日期: \_\_\_\_\_

**For Office Use Only 辦事處專用**

Application No. 申請編號: \_\_\_\_\_ Handled By 負責人: \_\_\_\_\_

Confirmed Reservation 確認住宿	Monthly Rental 月租	Remark 注意事項
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**Notes about Personal Data 個人資料收集聲明**

- The personal data collected in this form will be used by the Housing Office to manage the housing service and related issues for the applicant. The Housing Office may pass or copy part or whole of the information to other departments / offices of the University if necessary in managing the housing service matters.  
此表格收集的個人資料只為房屋事務處處理房屋事務之用。房屋事務處在需要的情況下，會安排將部份或全部資料傳送或複製與大學其他部門 / 辦事處，以便處理房屋事務。
- Under the Personal Data (Privacy) Ordinance, the applicant has a right to request access to, correction of, or obtain a copy of his/her personal data in relation to this reservation. If the applicant wishes to exercise these rights, he/she can write or e-mail to the Housing Office ([housing@hkbu.edu.hk](mailto:housing@hkbu.edu.hk)).  
根據個人資料(私隱)條例，申請人有權就他/她於此訂房表格內提供的個人資料作出查閱、更改或取閱副本。申請人如欲行使此權利，可以以書面或電郵形式通知房屋事務處 ([housing@hkbu.edu.hk](mailto:housing@hkbu.edu.hk))。

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**Terms and Conditions for Off-Campus Housing Reservation**

**1. Reservation Arrangement**

- 1.1 The completed reservation form shall be submitted to the Housing Office by e-mail [housing@hkbu.edu.hk](mailto:housing@hkbu.edu.hk) or by fax.
- 1.2 The reservation of off-campus housing is subject to final confirmation of accommodation by the Office.
- 1.3 Notice of cancellation of reservation shall reach the Office by e-mail [housing@hkbu.edu.hk](mailto:housing@hkbu.edu.hk) the soonest possible.

**2. Off-Campus Accommodation**

- 2.1 The University provided off-campus accommodations at [Carlson Court, Nos. 51-53, Sa Po Road, Kowloon City, Hong Kong](#) and [Nos. 201-203, Castle Peak Road, Kowloon](#) for non-local students.
- 2.2 The reservation of the off-campus accommodations will be on first-come-first served basis.
- 2.3 The off-campus accommodation will be shared by 4 students in Carlson Court and 6 students in Castle Peak Road of the same gender.
- 2.4 The applicants should sign and confirm the [terms of accommodation](#) when confirming the reservation of off-campus accommodation.

**3. Renting of Off-Campus Apartment**

- 3.1 The Housing Office will facilitate the searching of suitable off-campus apartments for the applicants upon request or when the off-campus accommodations mentioned in point 2 above are fully occupied. The applicants shall enter into lease agreement with the Landlords direct upon confirming all the lease terms and conditions with the Landlords.
- 3.2 The applicants with their roommates if any shall responsible to pay the rental to the Landlords direct.
- 3.3 The applicants with their roommates if any shall responsible to pay all charges in relation to the leasing and using of the apartment which include but not limited to rental deposit, stamp duty, utilities etc.

**4. Sharing of Accommodation**

- 4.1 Each apartment should be shared by residents of the same gender.
- 4.2 Student should indicate his / her preferred roommate(s) in the reservation form. **If he / she has no partner to share the room, the Office has the discretion to allocate residents to share the room.** The resident can also choose single occupancy and pay full rental of the apartment under the consent of the Housing Office.

**5. Liability**

- 5.1 Residents shall observe and comply the terms and conditions as stipulated in the [terms of accommodation](#) upon taking up the off-campus accommodations at [Carlson Court, Nos. 51-53, Sa Po Road, Kowloon City, Hong Kong](#) and [Nos. 201-203, Castle Peak Road, Kowloon](#).
- 5.2 Residents shall observe and comply the terms and conditions as stipulated in the lease agreement signed with the Landlords for off-campus apartment as mentioned in point 3 above.
- 5.3 Residents shall make good or pay on demand for any damage to furniture, fittings, fabric and property of the apartment for which he / she is responsible.
- 5.4 Residents shall be responsible for safekeeping of their personal property. No claims / indemnities for any loss or damage to any property, goods, articles or things whatsoever brought into the apartment by them will be entertained.

**6. Mutual Understanding on Apartment Sharing**

- 6.1 It is the shared responsibility of residents to keep their apartment and the common area clean and tidy.
- 6.2 Residents shall make their best efforts to coordinate among other roommates in relation to the moving out schedule, sharing of rental and other charges etc. during the period of the accommodation.
- 6.3 Residents shall make their best efforts to coordinate on using the facilities and saving energy in the apartment.
- 6.4 Residents are advised to respect their roommate's right to privacy, study time and rest.
- 6.5 Actions or behaviours that unreasonably interfere with, affect or endanger other residents' normal use of apartment should be avoided.
- 6.6 Keeping of pets inside apartment is not allowed.

**7. Revision of Terms and Conditions**

- 7.1 The terms and conditions set out above shall be subject to review and revision by the University from time to time as deemed appropriate.

**8. Service of Housing Office**

- 8.1 The Housing Office will at its best endeavor to render advice, assistance in relation to the housing matters.
- 8.2 Suggestions and opinions on the service of the Housing Office are most welcomed. Please contact us by e-mail: [housing@hkbu.edu.hk](mailto:housing@hkbu.edu.hk) or other means.

## 校外宿舍預訂房間條款

### 1. 安排預訂房間

- 1.1 以電郵[housing@hkbu.edu.hk](mailto:housing@hkbu.edu.hk)或傳真形式將填妥後的訂房表格傳送到房屋事務處。
- 1.2 校外宿舍的訂房事宜以房屋事務處最終之確定為準。
- 1.3 如欲取消訂房，應以電郵形式[housing@hkbu.edu.hk](mailto:housing@hkbu.edu.hk)盡快通知房屋事務處。

### 2. 校外宿舍

- 2.1 大學為非本地學生於[九龍城沙浦道五十一至五十三號啓城軒](#)及[九龍青山道二百零一至二百零三號](#)提供校外住宿。
- 2.2 校外宿舍的訂房安排是以先到先得的形式進行。
- 2.3 校外宿舍的單位會由 4 位同性別的同学於啓城軒共用及由 6 位同性別的同学於青山道宿舍共用。
- 2.4 申請人必須於確認校外住宿時簽署及確認有關的[入住條款](#)。

### 3. 租用校外住宿單位

- 3.1 房屋事務處將於收到申請或當上述第二點提及的校外住宿滿額後協助學生尋找合適的校外住宿單位。申請人須與單位業主簽署租約並直接確認所有住宿條款。
- 3.2 申請人及其室友，如有的話，必須向業主直接繳交租金。
- 3.3 申請人及其室友，如有的話，必須就其可享用有關的單位及根據租約而繳交所有有關的費用，包括但不只限制於保證金、印花稅、水費、電費、煤氣費等。

### 4. 分享宿舍單位

- 4.1 所有住宿單位必須由同性別的室友共享。
- 4.2 申請人應於訂房表格上表明其選擇的特定室友。**如申請人沒有特定室友，大學有處理權安排其他住戶分享房間。**住戶亦可於房屋事務處的同意下，選擇單人居住並繳交房間的全部租金。

### 5. 責任及義務

- 5.1 住戶須在接受於[九龍城沙浦道五十一至五十三號啓城軒](#)或[九龍青山道二百零一至二百零三號](#)的校外住宿時，細閱及遵守於入住條款內規定的所有條款及規則。
- 5.2 住戶須於與上述第三點提及的業主簽署租約的同時，細閱及遵守其於租約內所訂的所有條款及規則。
- 5.3 住戶有責任為其於單位內損壞的傢俱、設備、建築物及財產作出賠償。
- 5.4 住戶須妥善保管其個人物品並為此負上責任。大學不會為其帶進宿舍的財產、貨物、物品、任何其他物件的遺失或損壞作出賠償。

### 6. 分享住宿單位的互相共識

- 6.1 所有住戶均須負上保持單位及公共地方的清潔及整齊的責任。
- 6.2 住戶應於住宿期間與室友協調有關搬出的計劃、分擔租金及其他費用的事宜。
- 6.3 住戶應於使用設施上互相協調及節省使用單位內的能源。
- 6.4 各住戶應尊重其室友的隱私、溫習時間及休息時間。
- 6.5 所有不合理地妨礙、影響或危及其他住戶正常地使用單位的行為及態度將被禁止。
- 6.6 住戶不可於單位內飼養寵物。

### 7. 條款修訂

- 7.1 大學可在合適的情況下定期檢討及更改上述條款。

### 8. 房屋事務處的服務

- 8.1 房屋事務處將盡力提供有關房屋事務的意見及協助。
- 8.2 歡迎提供任何對房屋事務處的服務的建議及意見。請以電郵：[housing@hkbu.edu.hk](mailto:housing@hkbu.edu.hk) 或其他方式聯絡我們。