



Accommodation Rules and Regulations of Tenancy

We hope that your stay at the accommodation will be comfortable and that you will make new friends and take the time to participate in the different activities available at UCTI.

Please be advised that in signing the Rules and Regulations of Tenancy, you are deemed to have undertaken to behave responsibly and to be accountable for any damage or breakage of property in your accommodation. You have also undertaken to comply with the rules and regulations as listed in the Agreement.

Payments for Accommodation

1. All tenants are required to pay their rentals in a timely fashion. Please note that in the event that one month's rental remains unpaid for more than 5 working days, UCTI reserve the right to provide written notice of the intention to remove the tenant from the accommodation and this may also result in a forfeiture of the entire deposit.
2. NO REFUND will be given if the tenant decides to vacate the accommodation during the semester and / or without providing at least one month's written notice to UCTI or if the minimum duration stipulated for the tenancy i.e. 4 months has not been completed.
3. The deposit will be refunded to the tenant after the following have been complied with :
 - (a) the room has been vacated and restored to the original state save for an acceptable level of wear and tear.
 - (b) the room and common areas are cleaned
 - (c) the keys are returned
 - (d) there is no damage to property
 - (e) the utility bills are cleared (approximately 2 months should be allocated for this)
 - (f) An inspection is carried out by an UCTI officer who signs off on the inventory and condition of the accommodation.
 - (g) Shuttle card had to be returned on the check out day.(Lost RM 100) (Damaged RM 50)
4. Tenants who wish to extend their leases are required to apply to Accommodation Office at least one month before the expiry of their tenancy. Failure to do this could result in the tenant being required to move out of the apartment on the original date.

Cleanliness

5. Tenants must maintain the interior tidiness of the apartments at all times.
6. Tenants must also maintain the tidiness of their rooms at all times and shall be responsible for cleaning their own rooms. Example: (NO SMOKING, EATING)
7. Tenants must not litter in the lifts and the public areas or throw rubbish or disposables out of the windows.
8. Tenants must not throw plastic, insoluble items and other disposable into the kitchen and bathroom sinks and the toilet bowls, causing blockage. In the event that this occurs, the cost of clearing the blockage will be borne by the tenants of the apartment collectively.
9. Tenants are advised that they are required to clean the refrigerators at least once each week.
10. While cooking is allowed in the certain apartments, the tenant should do this in consideration of other tenants sharing the accommodation and should clean up after himself / herself and should ensure that separate cooking utensils are crockery and cutlery are used in the event that there are Muslim students or vegetarian students living at the same apartment.

11. Students living in non cooking apartment are not allowed to cook. If students are found cooking in the apartment, a warning letter will be given with the penalty of RM 100 for first offence. If offence is still repeated, students will be expelled from the apartment.

Electricity / Water

12. The cost of the utilities will be covered by UCTI for a sum not exceeding RM150-00 (Standard Unit)/ RM250 (Deluxe and Premium Unit) per month per unit. Any excess is to be shared by the tenants equally renting the unit.
13. Lights of bathrooms, hall and balcony must be switched off when they are not needed or before you go to sleep, to conserve energy and keep your utility bills down.

Safety, Security & Maintenance

14. Tenants shall be responsible for their personal belongings and are advised not to leave large sums of money or valuables, including passports and laptops unattended for any period of time. You should have your laptops locked at all times even in your room. **The University will not be responsible for any items lost.**
15. Tenants must always ensure that all windows and glass doors are securely shut to prevent rainwater from wetting and damaging the interior premises. Charges for cleaning, drying and / or repairing the premises will be borne equally by the tenants sharing the apartment or bedroom.
16. Tenants must ensure that the main doors and grills are locked at all time. UCTI are not responsible for any theft or loss of belongings due to the negligence of the tenants.
17. Every tenant is given one set of keys. Tenants should not lose the keys or pass them to third parties. The cost of replacement of each key is RM10 and this cost is to be borne by the tenant.

Courtesy and Consideration

18. Tenants are not allowed to change rooms or sleep anywhere other than in their own bedroom without the consent of UCTI.
19. In the interests of other tenants within the unit, smoking within the apartment and rooms will not be permitted. **(Expelled if continue after warning given)**
20. Possession and / or consumption of alcoholic beverages in the accommodation is not allowed. **(Expelled from the accommodation)**
21. Possession and / or consumption of any prohibited drugs in the accommodation is strictly not allowed. **(Expelled from the accommodation)**
22. Viewing, possessing and / or disseminating pornographic materials (hard or soft copies) at the accommodation is strictly prohibited. **(Expelled from the accommodation)**
23. Possession of weapons or any items considered dangerous which can be used to cause injuries or bodily harm is not allowed within the accommodation. **(Expelled from the accommodation)**
24. Tenants are not allowed to move furniture / electrical appliances from any other accommodation or any part of the accommodation into their own rooms or other rooms. All furniture is to remain in its original location at all times. In instances where tenants move furniture to another part of the accommodation, the tenant will be fined RM150-00 per time. This is NOT negotiable.
25. Tenants are not allowed to keep pets in their apartments.
26. Any tenant who finds his / her roommate / housemate(s) missing from the accommodation for more than 48 hours **is strongly advised** to report the matter to UCTI Accommodation office immediately. This is to enable us to take immediate action if any untoward incident has taken place. Your cooperation is very much appreciated.

Damages / Repairs

27. Vandalism is a very serious offence. Tenants found guilty of committing such an offence can or will be evicted from the accommodation and / or barred from continuing his / her education at the institution.
28. All apartments are equipped with tables, chairs, beds, mattresses, refrigerators, wardrobes, water heaters, microwave ovens or gas stove, etc. Tenants are held responsible for any damage or loss and will bear the costs of repairs or replacement. Air condition repairs will also be borne by the tenants.

29. Tenants are to inform UCTI immediately in case of any damage to any of the furnishings within the unit. **Failure to do so may result in the tenants having to bear the full cost of repairs / replacement.**
30. Handymen and contractors may enter the accommodation as and when necessary in the course of their duty under the direction of the institution however every effort shall be made to respect the privacy and dignity of the tenants.

Furniture / Fittings

31. Water heaters are strictly to be used for bathing only. Do not use the water from the water heater for other purposes such as washing of clothing. Repair or replacement of the water heater is chargeable and such charge shall be borne by the tenants collectively or individually in the case of heaters in non-sharing Master bedrooms. Tenants must switch off the water heaters when they are not in use.
32. The refrigerator is for the use of all tenants in the same apartment. Use them with discretion and consideration. Be sensitive to the dietary and religious restrictions of other tenants within the unit. Please also note that all food in the refrigerator should be fresh and tenants should ensure that they do not leave food / beverages in the refrigerators after they have expired. **Do not use sharp objects to dislodge ice that had built up in the refrigerator.**
33. The microwave (where provided) is for reheating purposes only. It is the responsibility of the tenant to purchase the gas cylinders, if a gas stove is provided. It is the responsibility of tenants who use these facilities to ensure that they are cleaned after use.

Visitors

34. Tenants are strictly not permitted to allow visitors to stay overnight. Please note that the term "visitor" includes anyone who is not currently an occupant of the apartment.
35. All visitors must leave the apartments / rooms before 10 pm. UCTI reserve the right to evict without notice any tenants caught with visitors in their apartments / rooms after this time. Visitor/parent with special permission from the management will be allowed to be in the premises till 10 pm.
36. Tenants shall obtain the written permission of an officer from Student Services if they wish to have private parties at their apartments.

Other Services

37. Buses are arranged to send tenants to and from UCTI at fixed schedules. Tenants are advised to check these schedules with Accommodation office at regular intervals.
38. Use of apartment clubhouse facilities is subject to terms, conditions and regulations of the clubhouse and apartment owners.
39. Vehicles without car stickers will be denied entry into the apartment compound by the security guards. Car Stickers must be applied for from the Property Management Office at Block B, Vista Komanwel. Car owners must obey the traffic rules enforced by the Management Office.
40. UCTI provide general cleaning services for the apartment which means that the common areas within the apartment will be cleaned including the sitting room, dining area, kitchen, common bathroom (outside) and the corridors. The cleaning service does NOT clean individual rooms or the master bathroom. **The cleaners will NOT wash up plates, cutlery and pot and pans that are left in the kitchen sink. Please note that IT IS THE TENANTS' DUTY to empty their own garbage on a daily basis.**
41. Tenants are advised that in instances where the apartment is found to be extremely unclean, UCTI reserve the right to insist on a thorough cleaning of the apartment and the tenants will pay a sum of RM600 collectively for this one-off cleaning service. In order to avoid this from happening, students are therefore advised to maintain their apartments and rooms to the highest standard of cleanliness possible at all times.

Inspections

42. UCTI will conduct inspections of the premises regularly to ensure that the units are maintained per the regulations and to check on the welfare of the tenants staying at the apartments.
43. UCTI will attempt to give prior notice where possible before the said visits although UCTI reserve the right to conduct spot checks on the apartments and tenants at its discretion. Please cooperate when these visits occur. **Please insist on identification details if you are not sure if the "staff" is an UCTI staff.**

44. UCTI reserves the right to move tenants to other rooms or other accommodations at its discretion and shall provide the tenant with 48 hours notice of such intention. Tenants will be expected to move their own belongings from one accommodation to another.

Termination of Tenancy

45. Tenants who fail to obey the above rules and regulations will be warned, fined or expelled from the apartment depending on the degree of seriousness.
46. Please be advised that in all instances, UCTI reserve the discretion to contact the tenant's parents and inform them about the conduct of the tenant at the apartment.
47. In cases of serious or repetitious offences, notices of immediate termination of tenancy will be served and the tenants will not be allowed to stay in the apartments. UCTI reserve the right to forfeit the rent deposits at its discretion in instances where the tenant is removed from the apartment.
48. The following offences are deemed to be of such a serious nature that the tenant will be dealt with severely including an immediate written complaint to the parent / guardian of the tenant, immediate eviction from the accommodation and recommendation for expulsion from UCTI :
- (a) possession or consumption or use of alcohol or illegal drugs
 - (b) attendance to classes or UCTI functions under the influence of any drugs or alcohol
 - (c) theft or willful damage of another student or UCTI or the Landlord's property
 - (d) Having a member of the opposite sex in any room or any part of the accommodation regardless of the circumstances and the time period that this may occur.
 - (e) Usage of the apartment for illegal purposes.
49. Refund will take 14 working days to process from the date the keys and the duly completed Check Out form are submitted.
50. Overstayed rate will be applied for those who failed to return their keys after the due date (Vista RM 50 and Fortune Park and Endah Promenade RM 75 per Day).

Contact numbers for emergency at the accommodation:

Maintenance Issues:

Mr. Amalraj : 0165916478

(Warden: Office located at Vista A1-9-1)

Ms Yvonne Sia : 0122871844 (Issues Related to Vista only)

Ms. Niki : 0125820407

(Warden: Office located at Fortune Park B-01-01)

Ms Elizabeth : 0172230376

Security Issues:

Mr. Rama: 0172381300

Students who are locked out and needs the warden to open the door will have to call between 9am to 11.59pm):

Mr. Amalraj : 0165916478

(Warden Vista: Office located at Vista A1-9-1)

Ms. Niki : 0125820407

Mr. Awais (FORTUNE PARK): 0173977408

(Warden: Office located at Fortune Park B-01-01)

Mr. Alex (ENDAH PROMENADE):0162961393

Mr. Rizal (ENDAH PROMENADE) :019-7021732

The charges for opening to door will be as follows:

Monday to Friday: Office Hours 9am to 6pm RM10

Between 6pm to 11.59pm RM20

Saturday, Sunday and Public Holidays RM50