

National Sun Yat-sen University

Short-Term Housing Management Regulations

Amendment approved by the 5th Administrative Council Meeting, fall semester, academic year 2014 (November 5, 2014)

Amendment approved by the 10th Administrative Council Meeting, fall semester, Academic year 2020 (January 6, 2021)

1. The National Sun Yat-sen University (hereinafter referred to as “the University”) hereby establishes the regulations on the management of short-term rentals for visiting scholars, faculty members, and university employees who need short-term housing due to work-related needs.
2. The short-term housing refers to 24 dormitory units, including 19 single-room units and 5 multi-room units in service of the accommodation for visiting scholars (the Visiting Scholar Dormitory) or for week-long residency (the Guest House).
3. Applicants and Priorities:
 - (1) Visiting Scholar Dormitory:
 - A. Prestigious visiting scholars recruited by the President.
 - B. International visiting scholars recruited by the university.
 - C. Taiwan visiting scholars recruited by the university.
 - D. Visiting scholars for academic exchange.
 - E. Application officially approved by the President.
 - (2) Guest House:
 - A. Scholars invited to attend the university events.
 - B. NSYSU employees who do not acquire a staff dormitory and has short-term housing needs.
 - C. Application approved by the President.
4. Application and Check-out :
 - (1) Application Procedure:
 - A. Visiting Scholar Dormitory:
 - i. The hosting unit should submit an official application to the Property Management Division, Office of General Affairs in advance. The applying document should indicate the reason for application, the rental period, and be attached with a photocopy of the letter of appointment of the tenant. It is under the approval of the President or his authorized agent should the application be valid.

- ii. The applicant should sign the lease of agreement within 15 days starting from the next day of the approval, and proceed with relevant rental procedure.

B. Guest House :

The tenant or the hosting unit should submit the application to the Property Management Division, Office of General Affairs, prior to the estimated move-in day. The applicant can check-in on the applied move-in day after the approval by the university.

- (2) The university shall provide the dormitory room's essential list to the tenant, who should confirm the list and return the sheet with signature within two days after check-in.

(3) Check-out Procedure:

By the tenant's check-out, the guest house should be restored to the original condition, including the appliances and facilities, keys returned, personal belongings cleared out, and all the bills settled.

The applicants are obliged to recompense for any loss or damage. If the tenant does not fulfill the responsibilities, the hosting unit shall take care of the restoration and relevant charges.

5. Tenancy Period :

(1) Visiting Scholar Dormitory :

A. Tenancy period is subject to the duration granted by the University ◦

- i. For those who would like to extend tenancy due to renewal of appointment, they should apply for approval following the procedure in Point 1 of Article 4 one month prior to the expiration of the tenancy.
 - ii. The tenant should check-out the dormitory upon expiration of the tenancy. Overdue check-out leads to extra accommodation charges until the tenant checks out the dormitory. For overdue tenancy period less than a month, a full month's fees will be charged.
 - iii. When the tenant is hired by the University as a full time faculty member, he/she should check out the dormitory within three month of his/her appointment.
- (2) Guest House: Tenancy period is subject to the applying period approved by the University. Minimum tenancy is 7 days. Tenancy less than 7 days would be counted on a 7-day basis.
 - (3) Faculty members with outstanding academic accomplishments who are

recruited by the President of the University shall be exempted from the restrictions.

- (4) If a tenant does not check out of the dormitory three months beyond expiration date, the Property Management Division, Office of General Affairs, reserves the right to legally evict the tenant from the dormitory, or apply for a court order to reinforce the recovery of the dormitory. Any legal expenses arising from the litigations shall be shouldered by the tenant. The case would be submitted to the relevant committees for discussion and the tenant shall be deprived of the right for school accommodation thereafter.

6. Payments :

(1) Visiting Scholar Dormitory:

A. Management Fee: Management fee will either be debited from the salary account of the tenant or paid in cash on a monthly basis. If the tenant extends the tenancy, management fee will double for the extended period. The doubled rate only occurs once.

B. Utility Fees: The tenant should pay for the water, electricity, internet, and off-campus condo fees, etc.

C. The tenant should pay all the costs of the housing upon expiration of tenancy.

D. The University reserves the right to terminate the tenancy contract if the tenant does not pay the overdue bills, and the bills remain outstanding after the University issues the notice. The tenant should still make the payment for all the bills after the termination of the tenancy.

- (2) Guest House : Management fees will be charged on a monthly basis with utilities included. For tenancy less than a month will be charged based on the number of days of residency. For tenancy over a month, the payment should be made by month. If the last month of the tenancy is less than 30 days, the fees would be charged according to the exact numbers of the days of residency.

The collected dormitory management fees shall all be deposited into the University Endowment Fund and managed through a dedicated account. It shall then be used to pay for the construction, amortization, maintenance, repair and management of the dormitory according to the principle of earmarked funds

7. Due diligence and Responsibilities:

- (1) The tenant shall actually live in the dormitory, and may not (sub)-rent, lend, switch, transfer, add or modify the building structure, use it for commercial activities, or other non-residential purposes.

The University shall terminate the tenancy agreement and request the tenant

to move out of the unit in case of violations on the preceding regulations; in which case, the tenant shall be deprived of the right for school accommodation thereafter

- (2) The tenant should take care of the cleaning and maintenance of the dormitory during residency.

The tenant could report a repair for damage from fair wear and tear, and the charges will be covered by the University. For damages caused by improper maintenance or usage, the tenant should pay for the costs.

If the tenant renovates the dormitory during tenancy and the renovation is inseparable from the building structure, then the tenant should leave the renovation to the University free of charge unconditionally upon check-out.

If the tenant installs new locks or changes locks, the keys of the locks shall be handed to the University upon check-out.

- (3) For safety and maintenance of the housing, electric cooking appliances are prohibited.

Pets are not allowed.

Renovation on the walls and in the dormitory spaces are forbidden.

- (4) Serious and major violations of the regulations would lead to the termination of the tenancy agreement by the University, and the applicants are responsible for relevant legal duties.

8. The Property Management Division, Office of General Affairs, would take care of repairs and maintenance of the dormitory, which is subject to the damage conditions of the unit as well as the budgets.

9. The Guidelines were approved by the Administrative Council Meeting and submitted to the University President for sanction prior to implementation. The same shall apply to their revisions.

Appendix

Short-Term Housing Accommodation Fees

No.	Room No.	Room Type	Management Fee (NT\$/mth)	Room size (m ²)	Condo Fees	Monthly Payment	Remarks
1	B 214	1 Bedroom Unit	4,500	50	0	4,500	
2	B 301	Studio	3,000	25	0	3,000	
3	Bing 105	Studio	3,600	25	0	3,600	
4	Bing 306	Studio	4,200	25	0	4,200	
5	Pacific 504	3 Bedroom Unit	6,000	103	1560	7,560	
6	Wen Xin 112	Studio	1,440	32	861	2,301	
7	Wen Xin 114	Studio	1,200	27	710	1,910	
8	Wen Xin 115	Studio	1,200	27	710	1,910	
9	Sizihwan 605	Studio	2,000	23	470	2,470	
10	Sizihwan 606	Studio	3,600	27	520	4,120	
11	Sizihwan 607	Studio	2,400	27	520	2,920	
12	Sizihwan 613	Studio	2,000	27	500	2,500	
13	Sizihwan 707	Studio	3,000	27	520	3,520	
14	Sizihwan 708	Studio	2,000	23	470	2,470	
15	Sizihwan 711	Studio	2,400	23	470	2,870	
16	Sizihwan 803	Studio	2,500	23	470	2,970	
17	Sizihwan 805	Studio	2,500	27	470	2,970	
18	Sizihwan 806	Studio	2,400	27	520	2,920	
19	Sizihwan 808	Studio	2,000	23	470	2,470	
20	Sizihwan 812	Studio	3,500	38	610	4,110	
21	Sizihwan 813	Studio	2,000	27	500	2,500	
22	Wu-ling 3001	3 Bedroom Unit	13,750	135	0	13,750	
23	Wu-ling 3101	1 Bedroom Unit	7,420	71.7	0	7,420	
24	Wu-ling3102	1 Bedroom Unit	7,420	71.7	0	7,420	

※ Cleaning fee for bedding is NT\$850 per set, charged upon check-out.

※ There is no internet service for off-campus dormitories.

Guest House Accommodation Fees

Room Type	Room Size (m ²)	Location	Daily Rates	No. of Tenants	Remarks
Studio	23-27	Off-campus	Single NT\$600	1-2	Wen Xin 114(Double) Wen Xin 115(Double) Sizihwan 607(Single) Sizihwan 711(Single) Sizihwan 806(Double)
			Double NTD700		
Studio	32	Off-campus	Single NTD800	1-2	Wen Xin112(Double)
			Double NTD900		
1 Bedroom Unit	50	On-campus	NTD1000	2	B214(Double)
1 Bedroom Unit	71.7	On-campus	NTD1200	2	Wu-ling 3101 Wu-ling 3102
3 Bedroom Unit	135	On-campus	NTD1500	3-4	Wu-ling 3001
3 Bedroom Unit	103	Off-campus	NTD1200	3-4	Pacific 504

- ◎ Minimum tenancy is 7 days. Charges for accommodation would be on a 7-day basis for tenancy less than 7 days. Utility fees are included.
- ◎ We provide discounts for tenancy length more than 15 days. Rates for tenancy within 14 days would be charged for original price. Rates for tenancy from the 15th-30th days would be granted with 40% off, and 50% off from the 31th days on.
- ◎ Please note that we do not provide personal hygiene products, internet service or extra beds.

National Sun Yat-sen University Application Form for Guest House

Application Date: MM/ DD/ YYYY

Applicant's Name		Position	
Telephone No.		Unit	
Duration of Tenancy	MM/ DD/ YYYY MM/ DD/ YYYY	Names and No. of Tenants	<input type="checkbox"/> 1 person <input type="checkbox"/> 2 persons
Reason of Application	(Please specify the school events or work-related needs for application)		
<p>※Guidelines for Tenancy:</p> <ol style="list-style-type: none"> 1. The minimum rental of the guest house is one week. The service is mainly offered to visitors attending university events or staff with work-related needs for short-term housing. 2. The hosting unit should submit the application in advance for visitors invited to attend university events. The application should be attached with a photocopy of the invitation and submitted to Property Management Division (PMD), Office of General Affairs. 3. We do not provide personal hygiene products, internet service, or extra beds. Tenants or applying units should be in charge of the maintenance of the dormitories during the tenancy. 4. Access card/keys should be claimed before check-in. After tenants' check-out, the guest house should be restored to the original condition and keys returned. The hosting unit should take charge of move-in, reception, food, and necessary assistance required by the tenants. 5. Tenants should take care of personal valuables. We are not responsible for any loss. 6. Tenants are obligated to the maintenance of the guest house and relevant facilities. Any damage will require recompense. 7. Smoking and flammables are strictly prohibited. Please keep quiet at night to avoid disturbing others. 8. Minimum tenancy is 7 days. Accommodation fees would be on a 7-day basis for tenancy less than 7 days. Utility fees are included. 			
Allocated Unit	<i>(filled in by PMD)</i>		
Accommodation Fees	$(\text{NT\$/Day}) * D * 1.0 = \text{NT\$(1~14D)+}$ $(\text{NT\$/Day}) * D * 0.6 = \text{NT\$(15~30D)+}$ $(\text{NT\$/Day}) * D * 0.5 = \text{NT\$(>30D)}$ Total: _____ NTD <i>(filled in by PMD. Fees vary subject to days of the tenancy.)</i>		
Supervisor of The Applicant/Applying Unit	Property Management Division of General Affairs	Vice President for General Affairs	
Remarks	<ol style="list-style-type: none"> 1. Please fill in all the columns above. The applicant has complete legal liability if there is any discrepancy and inconsistency. 2. Foreign visitors should attach a photocopy of their passports or ARC certificates (both front and back covers). 		