

URH APPLIANCE DECLARATION FORM

Name: _____ Student ID #: _____ BLDG/ROOM #: _____

Email Address: _____ Submission Date: _____

TERMS AND CONDITIONS

- All residents must submit this form, declaring all appliances they intend to bring. Only 1 Laptop OR 1 Desktop is allowed per resident, aside from other free-charge items.
- Bringing in unlisted appliances requires URH Management approval and may incur additional fees. Likewise, bringing in of substandard appliance(s) is strictly prohibited and will be confiscated without prejudice.
- Residents must use appliances safely and responsibly, following manufacturer guidelines. Unattended appliances must be switched off to avoid fire hazards, and overloading electrical outlets is prohibited.
- The URH Administration reserves the right to conduct room inspection. Undeclared, misdeclaration or unauthorized appliances will incur a Php5,000.00 penalty per item and may be confiscated.
- Tampering with appliances or outlets is strictly prohibited. Repeated violations may lead to disciplinary action or suspension of residency privileges.
- Residents are liable for damages caused by appliance misuse, and fire hazard appliances may be banned from future use.
- In case of appliance-related emergencies, residents must immediately report the incident to URH staff.
- Save a digital copy of this form (ADF) and your Google generated auto-reply after paying the appliance fee. Upload both to your Google Drive shared with URH. **Any Additional appliances MUST be declared by uploading "Additional ADF" and "Additional ADF Payment" in your G-Drive and notify the URH Management through email.**

PLEASE CHECK ALL THAT APPLY

FREE-CHARGE ITEMS			
LAPTOP or DESKTOP	PRINTER	TABLET	STUDY LAMP

Personal Convenience & Comfort		
Appliance Type	Term Fee	Indicate items to bring
Hair Dryer	1,500	
Hair Iron	1,500	
Clothes Steamer	1,500	
Air Purifier	2,000	
Dehumidifier (max 60Watts)	2,000	
Handheld Vacuum	2,000	
Conventional Elec Fan (Desk/Stand Fan 30Watts–60Watts max)	2,000	
Rechargeable Elec Fan (6Watts-29Watts)	1,000	
Air Cooler	3,000	

OTHER APPLIANCES: KINDLY DECLARE OTHER ITEMS NOT LISTED ABOVE:

TOTAL AMOUNT TO BE PAID: _____

Food and Beverage Appliances (must be used only in Pantries, except for ref, which must stay in the room)		
Appliance Type	Term Fee	Indicate items to bring
Electric Kettle	1,500	
Rice Cooker	1,500	
Coffee Maker	1,500	
Portable Blender	1,500	
Sandwich Maker	1,500	
Air Fryer	2,000	
Refrigerator (max 5 cu.ft; 1 ref/room)	4,500	

Tech & Entertainment Appliances		
Appliance Type	Term Fee	Indicate items to bring
E-bike or E-Scooter	3,000	
Smart Home Devices (speaker, etc.)	3,000	
Portable Projector	3,000	
Additional laptop / desktop, monitors, non handheld gaming console, etc	5,000	

Please click on this link for payment: <https://tinyurl.com/URH-Misc-Fees-Payment-Options>

I understand and will abide by the Terms and Conditions stated on this Appliance Declaration Form.

Signature over Printed Name