

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 or 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 will be banned from future use.
- In case of appliance-related emergencies, residents must immediately report the incident to URH staff or building security.
- 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	600	
Hair Iron	600	
Clothes Steamer	600	
Air Purifier	800	
Dehumidifier (max 60Watts)	800	
Handheld Vacuum	800	
Conventional Elec Fan (Desk/Stand Fan 30Watts–60Watts max)	800	
Rechargeable Elec Fan (6Watts–29Watts)	400	
Air Cooler	1,200	

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	600	
Rice Cooker	600	
Coffee Maker	600	
Portable Blender	600	
Sandwich Maker	600	
Air Fryer	800	
Refrigerator (max 5 cu.ft; 1 ref/room)	1,800	

Tech & Entertainment Appliances		
Appliance Type	Term Fee	Indicate items to bring
E-bike or E-Scooter	1,200	
Smart Home Devices (speaker, etc.)	1,200	
Portable Projector	1,200	
Additional laptop / desktop, monitors, non handheld gaming console, etc	2,000	

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