

**REGISTRATION FORM**

<b>FULL NAME:</b>	PUA JING SHENG
<b>I.C/PASSPORT NO.:</b>	010411-01-1193
<b>NATIONALITY:</b>	MALAYSIAN
<b>PHONE NO.:</b>	011-16235068
<b>EMAIL:</b>	puajingsheng2001@gmail.com
<b>RELIGION:</b>	Buddha
<b>DATE OF BIRTH:</b>	11 April 2001
<b>OCCUPATION &amp; EMPLOYER:</b> <small>*APPLICABLE FOR NON-STUDENT</small>	
<b>INSTITUTION:</b>	UNIVERSITI PUTRA MALAYSIA
<b>FACULTY &amp; COURSE:</b>	Faculty of Computer Science and Information Technology Bachelor of Software Engineering with Honours
<b>STUDENT ID:</b>	207345
<b>EMERGENCY CONTACT:</b>	010-8202259
<b>VEHICLE &amp; REG NO.:</b>	-

**HOW DID YOU KNOW ABOUT US, PLEASE TICK (✓)**

<b>SOCIAL MEDIA (FACEBOOK &amp; INSTAGRAM)</b>	
<b>RECOMMENDATION FROM FRIEND</b>	✓
<b>STUDENT AGENT</b>	
<b>NEWS PAPER</b>	
<b>RECOMMENDATION FROM INSTITUTION</b>	
<b>WEBSITE</b>	
<b>OTHERS (PLEASE STATE YOUR COMMENT)</b>	



This is a legal document between UPM International Sdn. Bhd. as represented by Management of KMR OnePUTRA Residence (“**Management**”) and the Tenant (“**Tenant**”). By agreeing all the provisions of the Tenancy Agreement, the Tenant is promising that his/her conduct will not violate any of the conditions or regulations set out in the Rules and Regulation Handbook and acknowledges that consequences will be imposed for violations.

It is the responsibility of the Tenant to become familiar with the terms, conditions and responsibilities contained in this Agreement, Rules and Regulation Handbook and adhere to their terms and conditions.

Management may be updated the policies and procedures from time to time by email to all Tenant.

It is the responsibility of the Tenant to refer to the personal email to be aware of all updates for the duration of their contract term.

This is a legal document. Please read it carefully. If you have any questions or concerns about its meaning, please contact Management Office for explanation or clarification **BEFORE** signing.

## **AGREEMENT DATES**

Any changes to the Agreement Dates must be approved by OnePutra Management. The Tenant shall also be responsible for payment of all fees listed in the “Tenant Fees” monthly email.

**Agreement Dates:** 1 OCTOBER 2023 **to** 1 APRIL 2023



## **GENERAL TERMS & CONDITIONS**

1. This agreement includes of the list of individual living in the apartment/studio unit and is subject to this agreement.
2. The minimum period of tenancy agreement is **6 months** or **1 Semester (student only)**.
3. The tenant must complete to fill:
  - a. Electrical Appliance Form
  - b. Check in Form
4. The Tenant will adhere to all Policies, Rules and Regulations as stated in the Rules and Regulation Handbook. The Tenant may refer to **Appendix 2** for the further details. OnePutra Management will email to you the **Rules and Regulation of KMR OnePUTRA Residence**.
5. New applicants and current in-room residents may cancel the contract for future term reserved bookings. When the contract is cancelled, the deposit and rental are forfeited.
6. OnePutra Management has authority over room assignments and approval of room changes. All room changes may be subject to administrative and/or cleaning fees, as specified on the Rules and Regulation Handbook.
7. The Tenant (and any other guest) will abide by **all applicable laws of Malaysia**.
8. Application for refund of the Deposit must be completed in the prescribed form available at OnePutra Management Office. The Deposit will only be refunded after the accommodation has been vacant, the keys and the password returned, and all other monies due to the Residence Management have been settled. If the Resident check-out without settling any outstanding fees, monies or charges in their account, the total deposit shall be forfeited. The tenant total deposit shall be forfeited should they fail to comply with the Rules and Regulation Handbook. The deposit is non-refundable for any cancellation or not meet our minimum stay.



9. The Tenant will pay all fees in accordance with Payment Deadlines.
10. If tenant account outstanding exceed up to 1 month, OnePutra Management will issue the **Letter of Reminder and Rental Payment Agreement**. The tenant must be settling the payment within the period as agreed by OnePutra Management. OnePutra Management has a right to terminate the contract if the tenant does not comply with the Rental Payment Agreement.
11. Inside the room/apartment, any maintenance, replacement and cleanliness are the tenant responsibility.
12. The Tenant shall be responsible for payment of Tenant Fee as stipulated in this Tenancy Agreement. This agreement commits the Tenant to occupy ONLY the specified room supplied by Management Office, only for the duration of the Tenancy Agreement Term. The Tenant will be charged additional fees for non-compliance with this condition, as stated on the Rules and Regulation Handbook.
13. The facilities that available at KMR OnePUTRA Residence:
  - a. OnePUTRA Cafeteria
  - b. OnePUTRA Laundry
  - c. OnePUTRA GOSHOP & Vending Machine
  - d. Hotspot Wi-Fi (Available at cafeteria area)
  - e. Parking
  - f. Musolla
14. The Tenant may not paint or alter the accommodation or furnishings or remove furnishings. The Tenant may not remove common furniture from its assigned common location/area.
15. OnePutra Management, without notice, may authorize entry to the Tenant Accommodation by Management Office employees, maintenance and emergency personnel, and authorized contractor, to the extent permitted by law.
16. OnePutra Management Office may keep a copy of the Tenant's identification picture and/or any related information in order to better administer this Agreement.



17. OnePutra Management is not responsible for the loss of, damage to or theft of personal belongings.
18. The Tenant will not assign or sublet all or any of the Resident Accommodation to any other person.
19. The Tenant cannot change the room/apartment without get the permission or approval with reason from OnePutra Management.
20. Check-out Procedure - The tenant must submit official letter via email to OnePutra Management, 1 month before leaving.
21. Key/Key Card – The charges (RM50) will be applied when the tenant left their key/key card at anywhere. If lost, a fee of RM 100 will be charged.

\*\*\*\*\*

**IN WITNESS WHEREOF** the parties hereto have hereunto set their hands the day and year first above written.

**Signature**

I have read, understood, and agree to the Term and Conditions of this Agreement.

**Tenant' Signature:**

**Name of Tenant:**

PUA JING SHENG

**Unit No.:**

**Monthly Rental:**

RM350.00

**Date:**

7 AUGUST 2023

**Management Representative:**

**Date:**

**First Payment:**