

國立成功大學職務宿舍遷出點交表
National Cheng Kung University
Check list for Moving out Staff Dormitory

借用人單位

借用人姓名

Applicant's unit : _____

Applicant's name : _____

宿舍住址

遷出日期

Dorm address: _____

Date of moving out: _____

項目 Item	項次 No.	檢附文件 Attached Document	借用人確認 (由借用人勾選) Clicked by applicant	經營管理組確認 Confirmed by Management Service Division
檢附文件 Attach Document	1	繳清水費收據 Water fee payoff receipt	☐ 是 Yes ☐ 否 No(單房間免附) Exemption for single room dormitory	☐ 是 Yes ☐ 否 No ☐ 免附 Exemption
	2	繳清電費收據 Electricity fee payoff receipt	☐ 是 Yes ☐ 否 No	☐ 是 Yes ☐ 否 No ☐ 免附 Exemption
	3	繳清瓦斯費收據 Gasoline fee payoff receipt	☐ 是 Yes ☐ 否 No(單房間免附) Exemption for single room duty dormitory	☐ 是 Yes ☐ 否 No ☐ 免附 Exemption
	4	瓦斯拆錶收據 Gas demolition	☐ 是 Yes ☐ 否 No (單房間免附) Exemption for single room duty dormitory	☐ 是 Yes ☐ 否 No ☐ 已拆錶 Demolition
	5	遷出該址戶籍謄本 Moving out record on household registration	☐ 是 Yes ☐ 否 No(無設籍) No household registration	☐ 是 Yes ☐ 否 No ☐ 免附 Exemption
點交事項 Check List	1	私人物品是否已全部清 空 (包含壁貼、廢棄物、 垃圾等)。 Personal items are removed (Including wall stickers, waste, garbage, etc.)	☐ 是, 已全部搬除。 Yes, all removed. ☐ 否, 借用人同意負擔本校 處理遺留物品費用。 No, applicant agrees to pay the cost for removing items.	☐ 是 Yes ☐ 否 No
	2	宿舍設備是否有短缺或 毀損(如熱水器、瓦斯爐 等)。 Equipment is shortage or damaged (water heater, gas stove, etc)	☐ 是 Yes ☐ 否 No, 無短缺或毀損。 No shortage or damaged	☐ 是 Yes ☐ 否 No
	3	冷氣窗口是否有封閉。 Window for air conditioner is sealed or not.	☐ 是, 已全部搬除。 Yes, already moved ☐ 否, 借用人同意負擔本校 封閉窗口費用。 No, applicant agrees to pay the cost for sealing window.	☐ 是 Yes ☐ 否 No

	4	其他自行裝置、修繕、增建(設)部分是否回復原狀。 Other parts of the extra installation, repair, and extra construction are restored to their original state.	☐ 無自行修繕、增建(設)部分。 No extra installation and construction ☐ 是，已回復原狀。 Yes, restored already. ☐ 否，借用人同意負擔本校回復原狀費用。 No, applicant agrees to pay the cost for restore.	☐ 無自行修繕、增建(設)部分。 No extra installation and construction ☐ 是，已回復原狀。 Yes, restored already. ☐ 否，借用人同意負擔本校回復原狀費用。 No, applicant agrees to pay the cost for restore.
	5	宿舍鑰匙共 <u> </u> 副 <u> </u> 把(包括自行加鎖)及停車磁扣是否已歸還。 Keys(<u> </u> pcs)and magnetic key card for parking lot are returned (Including keys that tenant adds)	☐ 是，已全部歸還。Yes ☐ 否，未全部歸還，另於年月 日全部繳回。No (missed keys will be returned on MM/ DD / YY)	☐ 是 Yes ☐ 否 No
	6	水、電、瓦斯費已辦理停止自動扣繳。 Fees of water, electricity, gasoline are stopped deducting from bank account.	☐ 是 Yes ☐ 否 No ☐ 無自動扣繳。 No deduction from bank account.	---

注意事項 Notes :

一、 本表依行政院訂頒「宿舍管理手冊」第 13 點及本校「宿舍配借及管理要點」第 15 點辦理。

1. This check list is set based on Article 13 of “Dormitory Management Manual” instituted by Executive Yuan, and Article 15 of “Management Rules of Ration and Rental of Duty Dormitory” instituted by National Cheng Kung University.

二、 即日起借用人自動搬離並騰空、遷出宿舍，遷出後未清除之物品，視為廢棄物由本校處理，所生之費用由借用人負擔，絕無異議。

2. From this date, applicant should empty room and move out. All uncleared items are treated as waste and will be removed by the university. All related cleaning cost will be paid by applicant. Applicant cannot object.

三、 遷出日起停扣借用人專業加給內之房租津貼併入數額。

3. From this date, housing subsidy will be stopped deducting from applicant's bank account.

借用人 Applicant	點交人 Check person	承辦人 Undertaker	經營管理組主管 Supervisor of Management Service Division