

National Sun Yat-sen University Student Dormitory
Dormitory Move-in/Move-out/Room Change
Inventory and Deposit Refund Inspection Form, _____ Academic Year

Student's ID : _____ Name : _____ Phone Number : _____ Room Number : _____

Date of Inventory: _____ Room type: ☐ Room for 4 people 、 ☐ Room for 2 people

Personal Property	Price	In Room (Circle One)	Shared Property	Price	In Room (Circle One) <input type="checkbox"/>	Asset Number (if marked*)
Single Bed	NT\$8,000	Yes No	Sink / Mirror	NT\$1,100	Yes No	
Chair	NT\$600	Yes No	Door Lock	NT\$300	Yes No	
Closet	NT\$6,000	Yes No	Screen Window	NT\$800	Yes No	
Drawer	NT\$750	Yes No	Electric Fan	NT\$1,500	Yes No	
Desk	NT\$8,000	Yes No	Wooden Door	NT\$3,000	Yes No	
Desk Lamp	NT\$1,100	Yes No	Window Blinds(Curtain)	NT\$1,500	Yes No	
If any equipment is damaged, please report it online. Website: https://reurl.cc/paRlra . Shared equipment should be reported by a designated room representative. Repair Request Submitted : <input type="checkbox"/> Yes 、 <input type="checkbox"/> No			Air Conditioner	As listed in asset system	Yes No	
			Air Conditioner Card Reader	NT\$10,000	Yes No	
			AC Remote Control (no battery)	NT\$800	Yes No	
Inspection complete, Student Signature: _____			*Mini Fridge	As listed in asset system	Yes No	Required if Yes
			*Dehumidifier	As listed in asset system	Yes No	Required if Yes

Notes:

- Upon moving in, please complete this form and return it to your dorm's service station within 1 week. Any modifications must be verified with a Dorm Service staff member or inspector's stamp.
- Prices listed are for reference only. For unlisted items, market value applies. Actual compensation is based on staff evaluation or repair costs.
- Items marked with an asterisk (*) require asset number if applicable (e.g., 5010106003-241).**
- Public-use mini fridges and dehumidifiers are provided at an additional charge:
 - NT\$500 per semester per person for 4-person rooms 、 - NT\$1,000 per semester per person for 2-person rooms
 - Students may purchase their own dehumidifier and mini fridge, but each dorm room is limited to one unit of each.

<input type="checkbox"/> Move-out/ <input type="checkbox"/> Withdrawal / <input type="checkbox"/> Room Change Date: _____ , Late Move-out: <input type="checkbox"/> Yes , ____ days late 、 <input type="checkbox"/> No	
1. Room has been cleaned; no personal items or trash left behind <input type="checkbox"/> Yes <input type="checkbox"/> No 2. Are any listed items missing or damaged upon move-out? <input type="checkbox"/> Yes (fill out 3 & 4) 、 <input type="checkbox"/> No 3. Missing items: _____ 4. Damaged items:: _____ <input type="checkbox"/> Repair request submitted online 、 <input type="checkbox"/> Not submitted	
Student Signature: _____ Date: _____	
1. Students must complete the checklist and mark it themselves. If any modifications are made, they must be verified with a seal from the dormitory staff or inspector. 2. When the stay ends, if the room is cleaned and all property is intact, the dormitory deposit will be refunded without interest. If any items are damaged due to negligence or intentional acts, the student will be held responsible for compensation and will receive violation points accordingly.	
Review and Violations (To be completed by Dorm Staff)	(Per Articles 23 and 29 of Dormitory Regulations) <input type="checkbox"/> No violations <input type="checkbox"/> Unnatural damage/loss of property; compensation required for: _____ <input type="checkbox"/> 5 points deducted: Did not clean and vacate bed area upon move-out — deposit will not be refunded <input type="checkbox"/> 5 points deducted: Late move-out; administrative fee of NT\$500/day will be deducted from deposit <input type="checkbox"/> 10 points deducted: Unauthorized lock change or intentional damage to property — compensation required. Failure to comply by deadline will result in penalties.
<input type="checkbox"/> Photo inspection move-out (Deposit will not be refunded if photo does not match actual condition) <input type="checkbox"/> On-site inspection move-out	
Inspector Signature: _____ Date: _____	

Refund Result: Dorm Deposit Refund: ☐ NT\$1000 、 ☐ NT\$500 、 ☐ NT\$ _____ 、 ☐ No refund; compensation required: NT\$ _____

Additional Notes: