

Staff Quartering Unit  
c/o Business Office, Finance Office  
Fax No. 2603 6480/ Tel. No. 3943 1876

**THE CHINESE UNIVERSITY OF HONG KONG  
STAFF QUARTERING UNIT**

**Request for Additional / Removal of / Replacement of Furniture/Equipment**

Name of Occupant : \_\_\_\_\_ Residence No. \_\_\_\_\_ Flat No. \_\_\_\_\_

Tel. Nos. - Home: \_\_\_\_\_ Office: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason: \_\_\_\_\_

Delivery date & time: \_\_\_\_\_ (Date) \_\_\_\_\_ (Time)

(Please note that the delivery is usually rendered on Friday mornings except public holidays.)

Occupant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**IMPORTANT NOTES :**

- (a) Occupants should make good any loan or damage except that caused by normal wear and tear.
- (b) The Staff Quartering Unit will confirm with you by phone.
- (c) Should you wish to make any changes after confirmation, please call the Staff Quartering Unit at 3943 1876.

**Staff Quartering Unit**

**July 2018**