

Staff Quarters Unit  
Business Unit, Finance Office  
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E-mail : uquarters@cuhk.edu.hk

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

**NOTICE OF REMOVAL/DEPARTURE**

Name of Occupant: (Prof./Dr./Mr./Mrs./Miss/Ms.) \_\_\_\_\_

Department: \_\_\_\_\_

Residence No.: \_\_\_\_\_ Flat No.: \_\_\_\_\_

Contact Mobile / Telephone No.: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_

Exact date of removal/departure (Note 1): \_\_\_\_\_

- Reason of Removal:  Retirement     Resignation     End of Contract  
 Move off-campus  
 Move to another flat on-campus ( Residence \_\_\_\_\_ Flat \_\_\_\_\_ )  
 Join Home Financing Scheme  
 Long Leave ( For period: \_\_\_\_\_ )  
 Others \_\_\_\_\_

My forwarding address (Note 2): \_\_\_\_\_

Please indicate the date which is convenient to you for the Estates Management Office and Staff Quarters Unit to inspect your flat before removal/departure:

Date: \_\_\_\_\_ Time: \_\_\_\_\_ (office hours only)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Note 1: You are allowed to extend your stay in the quarters for a short period of time beyond the appointment end date subject to availability and the extended residing period will be charged at market rental on a daily basis. Please contact us if you have any queries about the rate.

Note 2: Any outstanding payment of utility charges in relation to your occupancy in the above flat may be directed to the forwarding address.