

# **OFFICE OF HOUSING & AUXILIARY SERVICES (HAS)**

## **TERMS AND CONDITIONS FOR OCCUPATION OF UNIVERSITY FACULTY HOUSING**

June 2013

**TERMS AND CONDITIONS  
FOR  
OCCUPATION OF UNIVERSITY FACULTY HOUSING**

**SECTION A**

This section covers the types and allocation process of the University Faculty Housing units.

**1 TYPES OF UNIVERSITY FACULTY HOUSING UNITS**

No representation as to availability, suitability, quality, size, merchantability or fitness for whatsoever purpose in relation to the housing units is made by the University. While the descriptions of the various types of faculty housing units in this section are, as far as possible, accurate at the time of the last update of this housing paper, no reliance on these description should be placed, and all faculty housing units allocated are provided on an “as is, where is” basis.

Due to the pressure of demand and supply, as well as other factors, the types of available housing units may vary from the description provided below and housing is subjected to availability upon arrival.

**2 PARTIALLY FURNISHED FACULTY HOUSING UNITS**

- 2.1 Partially furnished faculty housing units are for faculty members on appointments of more than 1 year.
- 2.2 The majority of partially faculty housing units are apartments in high-rise (up to 13 storeys) or low-rise (up to 4 storeys) blocks. The floor area of a smaller housing unit ranges from 56 to 143sq m while the floor area of a larger housing unit ranges from 150 to 200sq m. Each housing unit has a master bedroom with attached bathroom and other bedroom/s (2 in bigger units and 1 in smaller units), a kitchen, a bathroom/toilet, as well as living and dining areas. However, this typical layout may not apply to smaller sub-divided faculty housing units which mostly come with a smaller floor area that ranges from 56 to 82 sq m. These units consist of 1 or 2 bedrooms and are suitable for singles or couples, or visiting staff and their families on short-term visits.
- 2.3 Air-conditioners and ceiling fans will be provided in all bedrooms. The University does not provide electrical appliances such as refrigerator, stove, washing machine, cooker, or items such as carpets, curtains, cushion covers, bed linen, crockery, cooking utensils, etc. If required, HAS may help to source for new furniture at faculty members’ expense.

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Faculty member	

### 3 **FURNISHED FACULTY HOUSING UNITS**

#### *Short-term visiting faculty members on appointments of 3-months or less*

- 3.1 NEC is the on-campus venue that accommodate all faculty members for short-term stay. They may apply for accommodation at NEC, subject to availability. Information on NEC's rates and accommodation can be obtained from <http://www.ntu.edu.sg/nec/guestrooms/Pages/Rates.aspx> and <http://www.ntu.edu.sg/nec/guestrooms/Pages/Guestrooms.aspx> respectively.

#### *Short-term visiting faculty members on appointments of more than 3 months and up to 1 year*

- 3.2 There are limited faculty housing units for short-term stay as NEC is the preferred venue. They may apply for furnished faculty housing units, subject to availability. If furnished units are not available, they may apply for accommodation in the University's partially furnished housing units. They may need to procure electrical appliances and other basic items at their own expense.
- 3.3 The furnished faculty housing units are apartments in high-rise (up to 13 storeys) or low-rise (up to 4 storeys) blocks. The floor area of such a housing unit ranges from 56 to 200sq m and may consist of 1, 2 or 3 bedrooms, 1 or 2 toilets, living and/or dining areas and kitchen, etc. Most units are newer sub-divided faculty housing units which mostly come with smaller floor areas that range from 56 to 82 sq m.
- 3.4 In addition to basic items of furniture [such as cupboards, tables, chairs, writing desks, sofas, beds with mattresses (single and queen-size)], each furnished housing unit is provided with ceiling fans, air-conditioners, refrigerator, washing machine, colour television set, telephone, iron, cooker, electric kettle, air pot, water heater, crockery, cooking utensils, curtains, blankets, bed linen, bath/hand and towels, etc.

### 4 **ALLOCATION**

University faculty housing units are allocated to successful applicants on a first-come-first-serve basis, according to the availability of housing units on the day of assumption of duty of new faculty members. No reservation of faculty housing units will be made for new faculty members before they assume duty.

There are various types of University faculty housing units, and these shall be allocated by the University to successful applicants at the sole and absolute discretion of the University. The types of housing units allocated to faculty members may be depended on, amongst other factors, the number of immediate family members ("immediate family members" refer to faculty members' spouses and dependent children only) who will be staying with the faculty members concerned for the entire duration of their contracts with the University, subject to availability of units.

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**SECTION B**

This section is concerned mainly with policy matters governing the change of housing units and the eligibility criteria for occupation of faculty housing units.

**1 AUTHORISED OCCUPANTS**

- 1.1 University faculty housing units are to be used as private dwelling places for faculty members and their families. In this context, “families” refers to faculty members’ spouses and dependent children, their dependent parents, and their dependent parents-in-law.
- 1.2 In this document, the term “faculty member” refers to a faculty member who has been allocated a University faculty housing unit.
- 1.3 In connection with paragraph 1.1, sub-letting of part or whole of University faculty housing units, including the servants’ housing units, constitutes a breach of University faculty housing rules and will not be tolerated under any circumstances. The onus is on the faculty members to ensure that such a breach is not committed. Faculty members may face eviction if found guilty of such practices.

**2 CHANGE OF HOUSING UNITS**

- 2.1 Save in exceptional circumstances, a faculty member who has accepted an allocated housing unit is not allowed to change housing unit until after a lapse of at least three years, unless there is a change in the size of his/her immediate family (‘immediate family’ refers to faculty member’s spouse and dependent children only).
- 2.2 Application for change of housing unit has to be submitted in writing, accompanied by documentary evidence (e.g. marriage certificate, children’s birth certificates), where applicable, to the Housing & Auxiliary Services– Faculty Housing (HAS-FH) .

**3 ACQUISITION OF SINGAPORE CITIZENSHIP/RESIDENTIAL PROPERTY**

- 3.1 Faculty members must notify the Office of Human Resources (OHR) and Housing & Auxiliary Services– Faculty Housing (HAS-FH) immediately should any of the following becomes applicable to them during their terms of service with the University:
- 3.1.1 If they, their spouses or dependent children purchase or already own residential property in Singapore, or if their spouses are provided with any form of subsidised housing benefits by their employers in Singapore.
- (a) Faculty members will have to vacate the faculty housing unit within three months after date of marriage should their spouses own residential property in Singapore.
- (b) Faculty members will have to vacate the faculty housing unit within three months after the sale completion date of the property, regardless whether they inherit or buy a newly purchased property with tenancy.

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- (c) Unless there is documentary evidence that the development of the residential property which has been purchased is still in progress or is not ready for occupation (i.e. Temporary Occupation Permit (TOP) has not been issued), faculty members concerned are required to vacate their faculty housing units not later than three months after the date of TOP.
- (d) Faculty members will have to vacate the faculty housing unit within three months after the date of taking over the spouses' housing benefit or accommodation, whichever is earlier.

3.1.2 If they acquire Singapore citizenship, a copy of the faculty member's certificate of Singapore citizenship should also be submitted.

- (a) Faculty members who obtained Singapore citizenship prior to 19 September 2012, may apply to continue to stay in the University faculty housing units up to a maximum of three years. The housing charges payable will be at subsidised rates for the first year, and at non-subsidised rate for the second and third years.

**4 RETENTION OF HOUSING UNITS WHILE ON LEAVE**

4.1 Faculty members proceeding on overseas, study or other leave for a period of more than six months are required to vacate their housing units. If faculty members concerned wish to retain occupancy of housing units while away on leave, they must submit an application to HAS-FH at least two months in advance of their proposed date of departure.

4.2 The following conditions will apply where approval for retention of housing units has been granted:

- (a) The faculty member shall continue to pay the faculty housing rental;
- (b) The faculty member shall continue to be fully responsible for the care and maintenance of the faculty housing unit as stipulated in Section B of this paper;
- (c) The faculty member shall not permit anyone to occupy the faculty housing unit whilst on leave, without prior approval from the University.

**5 EXTENSION OF STAY BEYOND LAST DAY OF SERVICE**

Faculty members may apply for continued occupation of their housing units for a period not exceeding two weeks beyond their last day of service. Applications must be made to HAS-FH at least two months in advance. Non-subsidised rental will be imposed for extension of stay beyond the last day of service.

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**6. PERIOD OF OCCUPATION AT UNIVERSITY FACULTY HOUSING**

- 6.1 Faculty members are permitted to occupy one residential property on campus, either faculty housing unit or the hall fellows' apartment.
- 6.2 For faculty members who joined NTU from 1 May 2012, the period of occupation of the faculty housing unit is tied to the employment contract or a limit of nine years (includes the period of Off-Campus Housing Assistance, OCHA), whichever is **earlier**.
- 6.3 Subject to clause 6.2 above, the following condition will be applicable to any faculty member who subsequently becomes a hall fellow:
  - 6.3.1 When a faculty member ends his/her hall fellow's appointment, he/she can apply to return to stay at a faculty housing unit. However, it will be subjected to housing availability. The period of occupation at faculty housing shall not exceed nine years **from the date of his/her first occupation on campus** (i.e. faculty housing unit or hall fellow's apartment) **or the commencement date of his/her OCHA** whichever is earlier.

**7. PERIODIC UPDATE OF TENANT INFORMATION**

- 7.1 Faculty members are to participate in an annual update of tenant information conducted by HAS.

**SECTION C**

This section details the faculty housing charges, as well as the requirements to be observed by faculty members to ensure proper maintenance of the housing units, in accordance with the general rules and conditions as stated below.

**1 FACULTY HOUSING CHARGES**

- 1.1 The University reserves the right to revise the rental rates giving at least one month's notice.
- 1.2 Faculty housing charges will be levied with effect from the date of official handing-over of faculty housing units' keys to faculty members, to the date when the keys are returned to the University.

**2 ALTERATION/REMOVAL**

- 2.1 Extension, alteration or structural change to faculty housing units is strictly not allowed. Faculty members will be required to restore the unit to its original state at his/her own cost, if and when any unauthorized work within the unit is found.

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- 2.2 Faculty members are advised to check with HAS-FH before proceeding to install electrical appliances such as air-conditioner and water heater, as additional electrical power supply may be required.

**3. FURNITURE/INVENTORY**

- 3.1 Upon check-in, faculty members are required to verify the inventory of items supplied by the University and to report at once to HAS-FH if they finds the inventory items are not in order. If no report is made, faculty members will be held responsible for all losses, shortages and breakages of the inventory items before faculty members vacate the faculty housing units.
- 3.2 Outgoing faculty members need to inform HAS-FH, which will conduct an inventory check before the faculty members vacate the premises.
- 3.3 No furniture or fittings may be altered or removed from the faculty housing unit, without the permission in writing of HAS-FH.
- 3.4 Faculty members are required to engage the University's term contractor for any removal / relocation / return of furniture belonging to the University, and pay for all transport fees incurred.

**4. PETS**

- 4.1 Faculty members and occupants of faculty housing units who keep pets must assume responsibility for their pets. Pets should be kept indoors. If the pets are allowed outside, they must be attended to by their owners. In particular, dogs must be leashed at all times.
- 4.2 Owners of pets must ensure that their pets do not cause any nuisance to other occupants in the neighborhood. For more information on Pet Ownership, please refer to the website: <http://www.ava.gov.sg/AnimalsPetSector/ResponsiblePetOwnership/BeingResponsiblePetOwner/ExistingPetOwners/index.htm>.
- 4.3 Pets' droppings should be properly disposed by the owners, and in no way should the droppings be allowed to pollute the environment. Action will be taken against pet owners who fail to exercise responsible pet ownership.
- 4.4 Pets found to pose danger or inconvenience to other faculty members on campus, will have to be removed from the campus by their owners.
- 4.5 All owners of dogs must comply with Singapore Agri-Food and Veterinary Authority's Rules on Dog Ownership.
- 4.6 Faculty members are encouraged to keep only one pet in their apartment. Faculty members who wish to keep any pet in their apartment must write to HAS-FH office for approval. For pet dog, faculty members must obtain a copy of the dog license from Animal Control, Agri-Food and Veterinary Authority of Singapore (AVA).

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5 **PLANTS**

- 5.1 Faculty members are strictly not allowed to plant any flora in common areas.
- 5.2 Personal plants of faculty members and occupants must be potted and kept within the confines of the premises occupied.
- 5.3 Creepers/climbers planted by faculty members and occupants should not be allowed to latch onto any walls. This include internal walls within the confines of the unit occupied. Damages found on walls caused by such plants will be charged to the faculty members.
- 5.4 Faculty members and occupants must not vandalize the landscaped areas provided by the University.
- 5.5 Faculty members will be responsible to clear away any potted plants/flowers upon vacating the apartment. Faculty members will be liable for any removal or disposal charges engaged by the University for clearing of unwanted potted plants/flowers.

6 **BULKY ITEMS**

- 6.1 Faculty members shall not place, affix or hang any object within or outside any part of the premises in a manner which, in the opinion of the University, may pose danger or be a fire hazard to the occupants of the neighboring premises or the public, and / or endanger any property of the same.
- 6.2 Faculty members shall not place, or permit to be placed, any object on or around the common areas of the building or any part thereof which, in the opinion of the University, is an obstruction or a danger to other faculty members, occupants, visitors or the University's officers to the building.
- 6.3 Faculty members shall, on notice from the University, immediately remove all personal objects and items placed or hung outside the premises, or in the common area of the building. Faculty members will be liable for the cost of removal services engaged by the University to clear away any obstructed bulky items.

7 **BICYCLE RACKS**

- 7.1 Faculty members and occupants are to ensure that all bicycles parked at the designated bicycle racks are properly and regularly maintained.
- 7.2 The University is not responsible for any loss or damage of bicycles parked at the bicycle racks.

8 **CLEANLINESS**

- 8.1 Faculty members are to maintain the interior of the faculty members' premises, including the grounds, sanitary and water apparatus, as well as the University's fixtures therein, in good order and condition throughout the tenancy.

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- 8.2 Faculty members and occupants are not allowed to hang laundry, bedding or other articles in an unsightly manner visible from the exterior, e.g. balcony railing or common areas.
- 8.3 Faculty members shall return the premises together with all keys thereto and the fittings and furnishing therein upon expiry or termination of the tenancy. The premises shall be in good, tenable repair and tidy condition; restored to its original state, to the satisfaction of HAS-FH.

**9 TRANQUILITY OF ENVIRONMENT**

- 9.1 Faculty members and occupants are advised to practise good neighborliness and to minimize noisy or disturbing activities in and around their premises. There should be no noisy activities from 10.00pm to 9.00am.
- 9.2 Faculty members are to use the said premises as a private residence only and not to do or permit to be done in the said premises anything which may be or become a nuisance or annoyance or cause injury to the University or to the inhabitants of the neighboring premises or anything of an illegal nature or immoral purpose or constituting an offence or in contravention of any laws of Singapore.

**10 INSPECTION OF HOUSING UNITS**

Faculty members shall permit HAS-FH staff and term contractor worker to enter the premises to ensure that the conditions for occupation of faculty housing units are complied with, and to execute any necessary repairs.

**11 MAINTENANCE**

- 11.1 Faculty members are to ensure that the faculty members' premises are kept clean, and that the grounds are kept in proper condition. The rearing of livestock is strictly prohibited.
- 11.2 Faculty members shall not do, or permit to be done upon the premises, anything which, in the opinion of the University, may interfere with the quiet and comfort of the occupants of adjoining units, or any other occupants of the neighborhood.
- 11.3 The maintenance of items under the responsibility of the University, and those under the responsibility of the faculty members, are set out in enclosed paper Annex A.
- 11.4 Faculty members are to report immediately to HAS-FH any repair that is or may become necessary during his/her occupation of the University's faculty housing unit.
- 11.5 Cost of repairs and maintenance during the first three months of occupancy will be borne by the University except in cases whereby defects are caused by negligence of faculty members and occupants. From the fourth month of occupancy, faculty members shall be responsible for all repair and maintenance charges. Exceptions will be made for fair wear and tear of components, as well as exposure to natural weather elements.

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- 11.6 Faculty members may choose to refer to the list of recommended term contractors located on campus, engage external contractors, or embark on DIY ('do-it-yourself') projects for basic works. Faculty members are advised to agree on rates and scope of work before commencement of work by appointed contractors, to avoid disputes.
- 11.7 Faculty members are to keep the interior of the said premises and all additions thereto including the flooring and interior plaster or other surface material or rendering on walls and ceilings and University's furniture, fixtures and fittings including but not limited to doors, windows, shutters, locks, fastenings, sanitary wares, water apparatus electrical installations, sewage and drainage systems in good condition. Faculty members will be liable to pay for any repair cost of the contractors engaged by the University to make good the above items, if it is necessary to do so.

12 **AIR CONDITIONING**

- 12.1 Faculty members are responsible to keep the University air-conditioning units installed at and for the said premises in good condition and to ensure air-conditioning units are to be serviced and maintained at least every six months at the expense of the faculty members. Faculty members will be liable to pay for the cost of replacement if the air-conditioning units are beyond economical repair due to negligence or failure to maintain or service the air-conditioning units.
- 12.2 Faculty members who wish to install air-conditioners and/or make openings on walls to receive air conditioning piping/cablings must seek the prior approval of HAS-FH. Faculty members will have to remove all faculty member-owned air-conditioners and make good any openings on walls or other surfaces upon vacating the premises.

13 **PUBLIC UTILITIES**

- 13.1 The University maintains an utilities account with SP Services for all faculty housing units.
- 13.2 The service providers for utility will record necessary meter readings of occupied units every month. If actual readings are not obtained, an estimated reading or consumption will be provided by the service providers. The amount due will be deducted from the monthly salary of the faculty members.
- 13.3 Faculty members are to pay all charges or fees for supply of water, electricity and/or gas, water-borne sewerage system and refuse disposal including any tax, which may be levied thereon, by SP Services, Ministry of the Environment, or other relevant Authority. Such charges or fees shall be deducted from the faculty members' salary.

14 **TELEPHONES**

14.1 Partially Furnished Housing units

Telephone lines are not supplied in partially furnished housing units. Faculty members who wish to install telephone lines should either call SingTel enquiry at 1609 or visit personally at SingTel Customer Service Centre, 31 Exeter Road, Singapore 239732. The charges comprise an installation fee, advance subscription fee for three months and prevailing Goods and Services Tax.

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14.2 Furnished Housing units

The faculty housing units are provided with one telephone line service in the living room.

Faculty members requiring special or extra telephone services over and above the basic services provided by the University can apply directly to SingTel for activation of these services. Faculty members are also responsible for the termination of these additional services upon vacating the housing units, as well as for any costs incurred in connection with such activations/installations.

15 CABLE TV

Faculty members are to apply direct to StarHub at 1633. Faculty members are also responsible for the termination of this cable TV service upon vacating the housing units, as well as for any cost incurred in connection with the installation.

16. LIABILITIES

16.1 Subject to Clause 11.5, faculty members are wholly responsible for all damages caused to equipment, fixtures, wiring or pipelines (wear and tear due to fair and reasonable use excepted) in the faculty members' premises, and bear the full cost of necessary repair and reinstatement of these items.

16.2 The University is not liable for any loss of personal belongings or any losses arising from any form of injury to the faculty members or occupants in the faculty members' premises. Faculty members are advised to take out home insurance for their personal belongings.

16.3 Faculty members shall indemnify the University against all actions, claims, suits, costs or demands arising from or incidental to the acts or omissions of the faculty members, authorized occupants and/or faculty members' guests on the said and neighboring premises, or in respect of accidents or injuries sustained or for loss of or damage to property goods or belongings in the faculty housing.

16.4 Notwithstanding anything herein contained, the University shall not be liable to the faculty members or any other person in respect of any interruption in any of the services or facilities provided by the University, due to necessary repair or maintenance of any installations, damage thereto or other cases beyond the control of the University, or due to mechanical or other defect/breakdown.

SECTION C

1 VACATION OF HOUSING UNITS

1.1 Faculty members should notify HAS-FH, in writing, at least one month in advance, of their intention to vacate their housing units.

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Faculty member	

- 1.2 Faculty members should ensure that all personal belongings and appliances are removed, and premises reinstated to their original condition before their last day of stay.
- 1.3 Faculty members should contact HAS-FH staff to arrange for inspection of the faculty housing unit, after which all keys shall be returned to HAS-FH immediately upon vacation of the housing unit. Faculty housing charges will be levied until the keys to the premises have been returned to HAS-FH, including all duplicated security keys.
- 1.4 Any item or furniture found on the premises whether or not belonging to the faculty members shall be disposed in any manner by the University at its absolute discretion, and the University shall not be liable to the faculty members for any damages, loss or costs incurred as a consequence. Any item belonging to the faculty members should be disposed upon vacating the apartment.

2 VACATION OF HOUSING UNITS DUE TO MAJOR REPAIRS, RENOVATION/UPGRADING AND UNFORSEEN CIRCUMSTANCES

- 2.1 To facilitate major repairs, renovation/upgrading, or arising from unforeseen circumstances, the University reserves the right to relocate faculty members to other vacant faculty housing units, whether permanently or on a temporary basis, by serving two months' advance notice. With the exception of costs of engaging movers and relocation of one number of telephone line, all other costs are to be borne by faculty members themselves.
  - 2.2 The University shall not be liable to the faculty members or any other person in respect of any interruption in any of the services or facilities provided by the University for reason of necessary repair or maintenance of any installation or apparatus or damage thereof or destruction thereof by fire, water, Act of God or other causes beyond the control of the University including but not limited to mechanical or other defects or breakdown or by reasons of a strike of workmen or others or of a shortage of fuel, materials, water or labour.
- 2.1 All responsibilities of the faculty members with respect to vacation of faculty housing units as specified in Section C Clauses 1.1 to 1.4 shall remain unchanged.

The University reserves the right to amend the Terms and Conditions for Occupation of University Faculty Housing (paper HAS-FH/OCT2012/V1) without prior notice.

Initial by :	
Faculty member	

## ANNEX A

**Guidelines for Maintenance of NTU Faculty Housing**

Faculty members staying at NTU faculty housing are required to take good care of all built-in furniture, fixtures and fitting, air-conditioning etc. that are provided by the University. All other items that are not listed in the Annex A will not be provided or maintained by the University. Any addition or alteration works must be reinstated before faculty members vacate their housing unit.

**The table shows areas of responsibilities by University and faculty members:**

ITEMS	UNIVERSITY	FACULTY MEMBER	REMARKS
1. Internal Painting	✓		Faculty members who have stayed in the same apartment for a period of 9 years will get a fresh coat of paint.
2. Seepage/ Leakage	✓		
3. Window/ Sliding grille for door/ Gate repair	✓		Except for defect which is caused by negligence of faculty members and occupants.
4. Flooring (Parquet flooring)	✓		Except for defect which is caused by negligence of faculty members and occupants.
5. Flooring (tiled)	✓		Except for defect which is caused by negligence of faculty members and occupants.
6. Insect screens	✓		Except for defect which is caused by negligence of faculty members and occupants.
7. Power points	✓		Except for extra power points installed by faculty members.
8. Reset power tripping		✓	
9. Light fitting & fixtures (including light switch)	✓		Except for additional light fittings & fixtures installed by faculty members.
10. Lights bulbs, changing of lighting tubes		✓	Faculty members to pay for such consumable items.
11. Ceiling fans	✓		
12. Door bell	✓		
13. Ceiling fans	✓		
14. Door bell	✓		
15. Faulty electrical wiring to power points, telephone, TV & network points	✓		Except for additional points installed by faculty members.

Initial by :	
Faculty member	

ITEMS	UNIVERSITY	FACULTY MEMBER	ITEMS
16. University air-conditioning		✓	<p>The University's air-conditioning is serviced prior to faculty members moving in. Faculty members will be responsible for subsequent servicing or maintenance.</p> <p>Faculty members are expected to engage professional air-con contractor or NTU term contractors to carry out periodic servicing depending on usage.</p> <p>Faculty members who wish to install additional air-conditioners must seek the approval from HAS-FH. Faculty members have to remove all air-conditioners and make good any openings on walls or surfaces upon vacating.</p>
17. Air-con remote control & battery		✓	Remote control and battery will be supplied by the University when faculty members move in. Faculty members will bear the cost of missing remote control and battery.
18. Tap/Mixer tap	✓		Except for defect which is caused by negligence of faculty members or occupants.
19. Water Closets (WC)	✓		Except for defect which is caused by negligence of faculty members or occupants.
20. Flush system/Toilet seat		✓	
21. Water heaters	✓		
22. Choked sink/WC/Waste trap		✓	Faculty members will be responsible for any choked sink/WC/waste trap.
23. External horticulture	✓		
24. Potted plants		✓	<p>Faculty members are responsible for the upkeep of personal potted plants and to ensure :</p> <p>(1) no mosquito breeding</p> <p>(2) no blockage to passage way or entrance to essential services</p> <p>(3) all potted plants are removed upon vacating the faculty housing unit.</p>
25. Termites	✓		The University shall bear the cost of pest control treatment for termites only. There will be no replacement cost for faculty members' damaged items.
26. Domestic pests such as ants, lizards, cockroaches etc.		✓	Faculty members will be responsible to engage pest control services for domestic pests' treatment.

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Faculty member	

ITEMS	UNIVERSITY	FACULTY MEMBER	ITEMS
27. Furniture	✓		<p>There will be no additional or replacement of furniture. Faculty members can choose to return the University furniture or buy their own furniture. University will offer one free removal service for new faculty members during their first three months of stay on campus.</p> <p>Faculty members will be responsible for the repair of University furniture if damage is due to negligence.</p>
28. Door/ Lockset/ Mailbox repair	✓		Except for defect which is caused by negligence of faculty members or occupants
29. Apartment keys	✓		Except for missing or damaged key which is caused by negligence of faculty members or occupants
30. Built-in furniture	✓		Except for defect which is caused by negligence of faculty members or occupants
31. Kitchen top	✓		Except for defect which is caused by negligence of faculty members or occupants.

- University reserves the right to repair in full or partial any defective or damaged items.

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Faculty member	