

CCU On-Campus Housing Guidelines for Faculty and Staff

- I. Move-in:** Upon receiving housing assignments, faculty and staff applicants will receive a notification in print from the Property Management Section (PMS) regarding lease notarization, which must be completed at the PMS office within 15 days. Once notarization is completed, the prospect resident shall visit the office of maintenance for residential keys, parking permit, and access control card. The prospect resident will also be accompanied by the maintenance to check the water and electricity meters for most current reference numbers, based on which the resident can make the first payment of utility bills. Move-in procedures will not complete until all the steps mentioned above are taken. The initial lease is valid for 10 years. The resident will receive a written notification from the PMS office one semester prior to the termination of the lease. The resident may apply for an extension. If qualified, the lease will be renewed for 5 years. (Occupancy period for temporary housing: Chair Professor – as required by appointment; retired Emeritus Professor – 3 years; Visiting Scholar and Project Faculty – 3 months to 2 years; Post-doctoral Fellow – 3 months to 1 year)
- II. Move-out:** The resident must fill out a lease termination agreement and submit it to the office of Property Management Section. The resident is liable for the cost of repairing damage to the individual room(s). The resident may choose to pay for the cost, or agree to have the cost deducted from the security deposit. The resident's space should be left clean, CCU properties intact, and all personal belongings and trash should be removed. After move-out, the resident shall turn in all residential keys, parking permit, and access control card. The resident will also be accompanied by the maintenance to check the water and electricity meters for reference numbers, based on which the resident can make the last payment of utility bills. Move-out procedures will not complete until all the steps mentioned above are taken.
- III. Maintenance & Repairs:** The resident may report individual unit problems by filling out a maintenance request form within 30 days of the move-in date. CCU is responsible for repairing individual unit problems with no charge when a request form is received within 30 days of the move-in date, and the problems are a result of natural damage. Otherwise, the resident is liable for the cost of repairing and general maintaining (e.g. changing light bulbs). Common area problems are not subject to this restriction.
- IV. Notarization Fee:** Multiple-room – NT\$ 3,000; Single-room – NT\$ 1,500; All room type temporary housing – NT\$ 3,000. Fees paid on the date of notarization.
- V. Security Deposit:** Multiple-room – NT\$ 10,000; Single-room – NT\$ 5,000. The deposit will be deducted from the resident's monthly paycheck after 30 days of the move-in date. (The security deposit for all room type temporary housing is NT\$ 10,000 and shall be paid at the Cashier's Section). After move-out, Property Management personnel will inspect each unit for cleaning and repair needs, damage, and furnishings. In case of damage to a room or its furnishings (e.g. broken AC window glass, nail holes, hooks, wall stains, electrical rewiring, etc.), or missing inventory, associated charges will be applied to the resident's security deposit. The same goes with any unpaid utility bills. The remaining deposit will be returned to the resident, but the resident is not entitled to interest on the security deposit.

VI. Monthly Management Fee (Rent): Phase 1 Single house unit Type A – NT\$ 6,240; Type B – NT\$ 5,840; Type C – NT\$ 5,440. Phase 2 Apartment unit Type A – NT\$ 5,840; Type B – NT\$ 3,200. Single apartment unit Type A – NT\$ 2,800; Type B – NT\$ 1,920; Type C – NT\$ 1,120. Monthly management fees are deducted from the resident's monthly paycheck. Any additional paid management fees after move-out will be returned to the resident. (For all temporary housing residents, except for Chair Professor, the monthly management fee is NT\$ 7,500)

VII. Rent allowance: An NT\$700 rent allowance withholding is applied to residents of multiple-room units. Residents of single-room units may apply to the Personnel Office for exemption from rent allowance withholding. (Please see the appendix for the range of rent allowance withholding)

VIII. CCU is not responsible for providing gas, landline phone service, cable TV, or ADSL, etc. The resident may apply for above mentioned services with local service providers. Upon move-out, the resident shall terminate the services and pay all service charges in full. Utility bills (water and electricity) for residents of Phase 1 Single house units and Single apartment units are automatically paid (deducted from monthly paycheck). Residents of Phase 2 Apartment units shall pay utility bills to local service providers (residents may apply for automatic payment with their bank accounts or bring bill statements and pay at convenient stores before payment deadlines). After move-out, any unpaid utility bills will be applied to the resident's security deposit.

IX. Facility maintenance: Kitchen sink and counter – 10 years, wooden doors – 10 years, gas stove – 5 years, electric/gas-operated heater – 5 years, kitchen ventilator – 5 years. If any of the above mentioned is out of order, or the warranty has expired, the resident may fill out a maintenance request form and submit it to the maintenance office. CCU is responsible for repairs or remodeling.

X. Due to high mineral content in the water in Minsiung area, the pipes of most electric/gas-operated water heaters need to be declogged after 2 to 3 years under normal use. If clogging happens, the resident will need to fill out a maintenance request form and submit it to the maintenance office.