



**The Hang Seng University of Hong Kong
Residential Colleges Unit
Authorization Form of Move-Out**

As RC resident, I'd like to make a special request to authorize the following person(s) on my behalf to

the box on your acceptance

enter my room, pack my personal stuff to complete my check-out

other purpose (please specify):

Details of the authorized person(s) are as follows:

Name:

Student ID/ or HKID:

HK Mobile:

Expected date/time for packing:

(9:00 am – 4:30 pm, Mondays – Fridays, exclude Saturdays, Sundays and Public Holidays)

*** Important Note:**

- Printed copies of Student ID of apply and authorized residents should be attached with this Authorization Form of Check-Out during submission.
- Door and wardrobe keys should be return to the Residential Colleges Unit before the check-out date.
- Residents are responsible for clean-up and restoration of the assigned bed space and furnishing before leaving.
- All belongings and luggage found after the check-out period will be cleared by janitors without further notice.

Resident's Undertaking:

- I understand it is my obligation to have communicated with my roommate and gained his/her **prior** consent on my authorizing 3rd party to pack the stuff in the room on my behalf;
- I shall alert my authorized person(s) for correct packing of my stuff (if necessary, via video-communication on real-time), complete the packing and check-out at once occasion;
- I hereby authorize Security Control Office to open my room/drawer at my absence;
- I shall assume full liability for any damage/loss if any caused to my roommate.

Name:

Student ID:

RC:

Room:

Bed:

Email the completed form to rescolleges@hsu.edu.hk via HSUHK email account 1 working before the arrival of your authorized person(s)

RCU Use:

Form Received on:

Follow-through on:

IC:

Date: