**【Form 4】 Move-out application**

**SNU SangRok Student Dormitory Move-out Application form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Approval** | **Person-in charge** | **Manager** | **Dean** |
|  |  |  |

|  |  |
| --- | --- |
| Student ID number |  |
| Name |  |
| Date of birth |  |
| Gender | ☐ Male ☐ Female |
| E-mail |  |
| Contact information |  |
| Building & Room | Bldg. Rm.  |
| Date of move-in |  |
| Reasons for move-out |  |
| Expected date of move-out |  |
| Payment confirmation of utility fees | *Confirmed by: (signature)* *※Roommate, self-signature if none* |
| Refund application for deposit and management fee | Deposit  |  KRW |
| Management fee |  KRW |
| Account information※Account registered with one’s own name | Bank | Account No. | Account holder name |
|  |  |  |

 I hereby apply for move-out from the SangRok Student Dormitory of the Graduate School of International Agricultural Technology, SNU.

 Year / Month / Day

 Applicant: (signature)

**To the Dean of SangRok Student Dormitory, SNU**

**【Form 5】 Move-out checklist**

**SangRok Student Dormitory Facility Damage and Cleaning Status Checklist**

☐ Checked room: Bldg. Rm.

☐ Checklist

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Items** | **Check results** | **Remarks** |
| **Fine** | **Poor** |
| 1 | Is there any damage to the desk and bookshelf in the room? |  |  |  |
| 2 | Is there any damage to the bed and storage closets in the room? |  |  |  |
| 3 | Is there any damage to electronic devices, papered walls and floors in the room? |  |  |  |
| 4 | Is there any damage in the kitchen, dining table, and sofa within the housing? (family living room) |  |  |  |
| 5 | Is the overall cleaning status of the room in a good condition? |  |  |  |
| 6 | Is the overall cleaning status of the bathroom and balcony within the room in a good condition? |  |  |  |
| 7 | Is the overall cleaning status of the entrance and storage closet in the room in a good condition? |  |  |  |
| 8 | Is the overall cleaning status of the kitchen within the room in a good condition? (family living room) |  |  |  |
| 9 | Is the password for the room front door and storage closet initialized?  |  |  |  |
| 10 | Is the refrigerator in the common kitchen and the room, and garbage disposal in a good condition? |  |  |  |

☐ Check results

 - Inspection date: 20 . . .

 - Other remarks:

 - Moving-out resident: (signature)

 - Inspector: (signature)

☐ Facility inspector

 - Affiliation: Administration team of SangRok Student Dormitory

 - Name: (signature)

Head of Administrations, SangRok Student Dormitory: (signature)