



RESERVATION FORM
IIUM ENDOWMENT FUND
PUTRA VILLA CONDOMINIUM
(Tel : +603-61965313 Fax : +603-6196 4269 (Attn : Br Azrul))

TERMS OF RESERVATION:

1. Reservations must be made using the IIUM Endowment Fund Putra Villa Condominium Reservation Form.
2. Any changes in the details of the reservation must be notified by at least seven (7) days prior to the actual date of check-in.
3. The Management reserves the right to cancel any reservations if there is a reservation which should be given priority by the University.
4. Payments can be made either by Cash or Cheque
 - a) Cash Payment should be made at least three (3) days before the check-in date. The Cash can also be credited into IIUM Endowment Fund bank account (1407-0000006-71-1 BANK MUAMALAT)
 - b) Cheque payment should be made payable to "IIUM ENDOWMENT FUND" and to be sent to IIUM Endowment Fund at least three (3) days before the check-in date.
5. IEF is not liable for any damage or loss of goods / equipment owned by the guests.

PART A – FILLED BY GUEST

Name : _____ Identity Card / Passport No : _____

K/C/D : _____ Contact / HP No : _____

Address : _____

Car Registration : _____ No. of Guest : _____

	CHECK IN	CHECK OUT
Date		
Time		

Guest Signature / Official Stamp

Date

* Check-in - 2.00 pm Guests should inform in advance if expected to arrive after office hours
* Check Out - 12.00 noon. Guests may apply for late check out but not later than 2.00 pm.

PART B – FOR OFFICE USE ONLY

Approved Not Approved

Allocated Unit : _____

Charges

Rental :RM _____

Deposit :RM _____

TOTAL :RM _____

Signature / Official Stamp

Date

Rules and Regulations

1. Kindly note that CONDOMINIUM PUTRA VILLA is part of our home and not a hotel or commercial guest house.
2. Strictly NO liquor, alcohol beverages and non-halal produce (ham, pork etc.) in respect of our Muslim guests patronizing the premises.
3. Strictly NO Smoking (indoors) and NO Pets allowed. Violation of this rules will subject to a penalty of RM50.
4. The Guest(s) shall maintain the unit premises in a good, clean, and ready to rent condition, and use the premises only in a careful and lawful manner.
5. The Guest(s) shall pay for any damage done to the unit premises over and above normal wear and tear. Please report immediately should the items missing, broken or malfunction. Inventory list as attached.
6. Kindly dispose your waste at disposal room opposite lift area and clean the house prior your check out.
7. Guest(s) is advised conserve energy / electricity and water whenever possible.
8. Valuable items left behind by Guest in the unit will be held for the Guest and every reasonable effort will be made to contact the Guest for return. If items are not claimed for longer than 3 days the Landlord shall not be liable for condition of said items.
9. The Guest(s) shall not create noise or disturbances in the homestay or annoy the surrounding property owners at all time.
10. Doors and windows shall be closed when air conditioning is in operation. All electric operated equipment / lights / fans / ACs should be switched off by Guest before leaving the room at any time. Violation of this rules will subject to a penalty of RM50.
11. Guest shall use the property for legal purposes only and other use, such as but not limited to, illegal drug use, alcohol drinking, abuse of any person, harboring fugitives, etc.; shall cause termination of this agreement with no refund of rents or deposits.
12. Under no circumstances can Landlord be held responsible for any injury, damage loss, misadventure, delay or accident which may happen during your, or as a result of activities they take part in during their stay, or whilst travelling to and from your home or loss of property.
13. The Landlord has the right to inspect the premises without prior notice at any time to enforce the terms of this agreement. Should the Guest(s) violate any of the terms of this agreement, the rental

period shall be terminated immediately.