Accommodation Agreement

of the Teachers’ Apartment in Beijing Normal University, Zhuhai

Party A: Beijing Normal University, Zhuhai

Party B: Professional Title: Highest Academic Degree:

School:

ID Number:

The teachers’ apartment, the temporary living quarters provided by the university to ensure the normal operation of education and teaching, is leased to teachers to solve their temporary housing difficulty. In order to reinforce the management of the teachers’ apartment, both parties sign this agreement based on statutory laws and regulations and relevant provisions in “Regulations on the Teachers’ Apartment of Beijing Normal University at Zhuhai” (hereinafter referred to as “Regulations”).

Article 1: Adopting a preferential rent with a subsidy, Party A hereby provides Party B with Room \_\_\_\_\_ in the teachers’ apartment, with a rent of \_\_\_\_\_\_ yuan per month.

Article 2: The accommodation duration of Party B will start from the day of signing this agreement and terminate on the due day of the Contract of Employment signed between Party A and Party B, yet with the maximum duration that does not exceed three years. Within one month after the due day of the accommodation duration, Party B should return the rented apartment to Party A as required by the specific provisions of the “Regulation” (Please see attachment).

Article 3: Party B promises to abide by the provisions of the “Regulation” during their stay that the rented apartment is for the use of the person signed only. Party B is not allowed to sublease, underlease or exchange the rented apartment to and with others. For those who break the promise, Party A is entitled to reclaim the apartment according to the provisions of the “Regulation”, record the breach of contract in the personal credit file, disqualify Party B from renting and acquiring the housing subsidy of other forms provided by Party A. Meanwhile, Party B is to undertake the liquidated damages 10 times of the monthly rent.

Article 4: During the period of the rent, Party A should guarantee the service safety of the apartment. Party B should take good care of the rented apartment, its ancillary facilities, furniture and home appliance etc.. Party B should neither reconstruct nor redecorate the apartment, nor should they use liquid gas and any equipment that might jeopardize safety. If it is Party B’s incorrect use that causes the damage of the apartment or the facilities, Party B should be responsible for the immediate repair or compensate for the economic loss. Party B should take full responsibility for the safety problem caused by Party B.

Article 5: Generally after three years’ rent, Party A is not to renew the lease with Party B. Only on the exception that Party B is experiencing special situations such as pregnancy and child birth and the application of Party B is granted by Party A, the renewal of lease could be considered duly, with the maximum extension of one year. Other extensions than this should result in a rent two times the original rent per month.

Article 6: Anyone who refuses to return the apartment after the due day for no reason would be charged three times the original rent per month, with no accommodation subsidy provided by the university. For those who are overdue for more than one year, Party A is entitled to reclaim the apartment through legal procedures.

Article 7: Party B agrees to allow Party A to take off the rent and other relevant costs of renting from the monthly salary.

Article 8: For matters not covered herein, both parties shall deal with them in accordance with the “Regulations” and relevant legal provisions.

Article 9: This agreement is in triplicate, each of which shall be deemed equally authentic. Party A shall hold two copies and Party B shall hold one copy.

Party A: Party B:

Date: Date:

**Letter of Commitment**

Beijing Normal University, Zhuhai:

I have read and fully comprehended the relevant content and requirements of “Regulations on the Teachers’ Apartment of Beijing Normal University at Zhuhai” (Revised edition of 2014). I promise to strictly follow the provisions of the above-mentioned “Regulations”. If I violate relevant provisions of the above-mentioned “Regulations”, I am willing to accept any punishment by Beijing Normal University at Zhuhai and undertake the correspondent legal liability.

 Promisee:

 Date:

**Regulations on the Teachers’ Apartment of**

**Beijing Normal University at Zhuhai (Revised Edition of 2014)**

In order to solve the temporary housing problem of the young teachers during a transitional period, and to ensure the smooth operation of the teaching and research tasks of the university, as well as to improve the housing conditions of staffs and promote the development of the university, hereby the regulations are formulated after careful research done and consensus from the university.

1. **General Rules**
	1. The Application of the Regulations

The regulations are to apply to the teachers’ apartment of Beijing Normal University, Zhuhai. The occupants of the apartment should comply with the regulations for their activities and behaviours.

* 1. Formulation and Implementation

The Personnel Department, the Property Department of the university and the Property Management Branch jointly form the manager of the apartment, who would be responsible for the daily management of the teachers’ apartment of the university. The regulations are formulated by the manager on the basis of laws and regulations, disciplines of the university and other relevant provisions, thus the regulations should be observed by both the occupants and the manager.

The manager has the right to draw up detailed rules and regulatory framework based on these regulations to address to specific management of the apartment. Also, the manager is entitled to modify, replenish or change the constituents of these regulations, which are effective immediately after announcement with equal authenticity to the regulations.

* 1. Reasonable Suggestions

The manager encourages the occupants to propose reasonable suggestions and

advices on the management of the apartment, and will put them into effect or rectify accordingly.

1. **Procedures of Check-in**
	1. Check-in

2.1.1 After getting the approval from the university Personnel Department and signing “Accommodation Agreement of the Teachers’ Apartment in Beijing Normal University, Zhuhai”, the occupants may move in the designated room after going through the following check-in procedure at the Property Department:

1. Submit the application form of check-in;
2. Pay for the accommodation deposit;
3. Receive the key of the apartment;
4. Other procedures prescribed by the Property Department.

2.1.2 The occupants have the right to count and check the conditions of the items in the apartment with 24 hours of moving in. Once they find anything that is malfunctioning, they should notify the Property Management Branch to fix or change it free of charge. If the occupants do not notify the Property Management Branch, the facilities and other items of the apartment should be deemed to be delivered in good condition. If the occupants exceed the time limit to notify, they should go through the procedure of calling for repair service.

2.2 Check-out

2.2.1 When the occupants need to check out, they should go through the following check-out procedures at the Property Department:

(1) Pay up all the overdue payments occurred during the stay and get the remaining deposit back from the Personnel Department after they check the settlement;

(2) Return the keys to the apartment;

(3) Return the items that they have borrowed;

(4) Other prescriptive procedures if required.

2.2.2 The occupants should move out of the apartment the same day they finish the check-out procedures without any delay.

2.2.3 If the occupants are demanded to move out of the apartment because of violation of these regulations, the university shall not return any fees, including the deposit.

2.2.4 If the occupants delay or refuse to check out for no reason, or stay in the apartment after they have checked out and insist to stay despite they have been talked to and urged, the university can adopt necessary measures within the law to force them to clear up and return the apartment.

2.3 Change the Apartment or Rooms

2.3.1 If the occupants want to change their apartment or rooms, they should file a written application to their school for the change. This application should be approved by their work units with a stamp seal and later approved by the Personnel Department of the university. This application will be dealt with on the principles of being legitimate, fair and reasonable. And the arrangement should not influence other occupants’ life in the apartment as well as the normal order of the apartment.

2.3.2 The occupants should go through the following procedures at the Property Department:

(1) Deliver an application that has been approved by both the work units and the Personnel Department;

(2) Return the key to the former apartment;

(3) Return relevant items of the former apartment;

(4) Pay up all the fees occurred in the former apartment, or the Property Department can help check the account and the cost of the new apartment can be calculated continuously;

2.3.3 After going through the above-mentioned procedures, the occupants can get their key to the new apartment from the Property Management Branch, and finish inventory and checking as required.

**3. Daily Management Regulations and Rules**

3.1 Access

The occupants should enter the apartment with an access card or a latchkey. The visitors can only enter after registration.

3.2 Environmental Hygiene

The occupants are responsible for the environmental hygiene of their apartment. They should voluntarily clean up and keep their rooms clean and tidy.

The occupants should not spit, urinate and defecate, pour the sewage and leftovers or discard, spill and throw litters, cigarette ends, debris or other garbage within the scope of the apartment.

The occupants should not paste, engrave or scratch at any non-designated place in the apartment.

The occupants should not conduct any behaviours that damage the greening in the apartment, including but not limited to:

1. picking flowers;
2. excavating, breaking off and engraving trees;
3. hanging and drying items on trees and rails of the greening designs.

The occupants may arrange the apartment by themselves, but they are not allowed to use utensils like nails, paint, knife and correction fluid. Also they cannot destroy the structure of the apartment, the wall and the original looks of the doors and windows. Furniture and home appliance that are embedded in the walls cannot be positioned. No ball marks, shoeprints and man-made stains should appear in the room. The whole image of the apartment building should not be influenced. The manager will arrange scheduled and unscheduled environmental hygiene check in the apartment, and may demand rectification accordingly. For those who refuse to listen, the manager is entitled to cancel their eligibility to live in the apartment.

3.3 Behaviour

3.3.1 The manager is responsible for drawing up specific rules and regulations within the scope of the apartment, and announces them timely on the bulletin board and the university website.

3.3.2 The manager has the right to point out and correct any conduct that violates the rules and regulations of the management of the apartment.

3.3.3 The occupants must not engage in any behaviour that violates the laws, accommodation agreement, these regulations, school regulations or disrupt the management order of the apartment, including but not limited to:

(1) talking loudly and playing loud music in the apartment building;

(2) throwing and casting things within the scope of the apartment;

(3) intentionally making noise within the scope of the apartment;

(4) kicking ball, playing ball, roller-skating, dancing or playing mahjong within the scope of the apartment;

(5) disturbing others during the break or after the lights are off;

(6) smoking in the non-smoking area;

(7) listening to, watching, downloading, logging in or circularizing radio broadcasting, videos, disks, books and newspapers, web pages and websites that contain anything pornographic, obscene, reactionary or superstitious.

(8) indulging in excessive drinking, trouble making, quarrelling, fighting and gambling within the scope of the apartment;

(9) raising animals within the scope of the apartment;

(10) setting up stalls, peddling, engaging in trade and various charging operations without the consent of the manager within the scope of the apartment;

(11) parking motor vehicles and non motor vehicles in the undesignated places in the apartment area;

(12) hampering, obstructing and sabotage the management of the manager in various ways;

(13) other behaviours prohibited by law.

3.4 The Use of the facilities, Water and Electricity in the apartment

The occupants are entitled to use the facilities, water and electricity in the apartment building according to the accommodation agreement and these regulations. During their use they should pay attention to save the energy, turning off the lights and taps when they leave the room, with no lights on all day and night, with no tap running day and night. They should take care of the water and electricity facilities in the apartment.

The occupants must not pull wires privately and use high-power electrical appliances that exceed the electrical load of the apartment. They must not assemble and disassemble the gauge table, wires, machine boxes and equipment of water, electricity, telephone and communication privately.

The occupants must not install, use any equipment that would imperil the safety of electricity in the apartment.

3.5 Repair

 3.5.1 The Property Management Branch in the jurisdiction is responsible for the repair, maintenance and management of the facilities and equipment in the teachers’ apartment.

 3.5.2 When problems occur in the equipment and relevant pipeline routes of water, electricity, telephone and communication, the occupants should notify the Property Management Branch in time. The Property Management Branch should deal with the trouble timely if they can do it on their own. If the problems are beyond the capacity of the Property Management Branch, both the occupants and the Property Management Branch should take measures together to avoid further damage caused by the malfunction, in the mean time, the Property Management Branch should report the to relevant organizations and assist with the repairing. The occupants should support and cooperate with the Property Management Branch and the utilities for their maintenance work. In case of water failure or electricity failure, the Property Management Branch should notify the occupants by putting up a notice in the bulletin immediately after they are informed by relevant department, unless it is out of emergency, which cannot be notified.

 3.5.3 The occupants should pay for the cost of the maintenance which is induced by themselves. If the damage belongs to natural losses, the Property Management Branch should repair it free of charge.

 The procedures of reporting to repair are as follows:

1. The occupants report to the Property Management Branch via phone calls or they can fill in the repair form in the duty room of the apartment;
2. The Property Management Branch arranges the date and time of maintenance workers to repair according to the details of the repair, and informs the occupants later.
3. When the maintenance workers provide on-site repair, the occupants should offer assistance;
4. The staff of the Property Management Branch work together with the maintenance worker to identify the reason and the responsibility of the damage before they sign on the repair form;
5. The responsible party pays for the costs.

3.6 Safety

 3.6.1 The occupants must not use naked flame like alcohol burner, kerosene stove, candles, burning waste garbage and littering cigarette ends within the scope of the apartment. They must not burn the fireworks in the apartment area, use electrical power illegally, installing electric wires without permit. They should not move the fire fighting apparatus and appliance without consent, nor should they store, use and transport flammable, explosive or poisonous things or anything that is illegal and prohibited or jeopardize public safety.

 3.6.2 The occupants should take care of their belongs. They should keep their valuables, cash and bank notes safe, taking their own risks.

 3.6.3 The occupants should not lend their access card or latchkey of the apartment to other people, not should they duplicate a key or change the lock privately. They should not bring unfamiliar people or vendors into the apartment building.

 3.6.4 When the occupants cannot enter their own rooms for some reason, they should register with their own ID card or work permit at the duty room of the apartment. They may enter their room with a spare key after confirmed by the administrative staff. No one should enter the apartment room through the methods like prying doors and windows, breaking the locks, climbing windows or balconies.

 3.6.5 The occupants should not climb up the platform of the top floor of the apartment building, nor should they climb up the building, over the doors and windows and walls.

 3.6.6 The occupants should cooperate and work with the administrative staff of the apartment. When they find anyone suspicious, anything illegal or accident, they should report to the administrative staff of the apartment. If there is an emergency they should take action at once.

 3.6.7 The occupants should not change the residential use of the house or sublease, make over or underlease the house to other people, nor should they exchange their own rooms without permission.

 3.6.8 If the occupants stay with their relatives for less than a week, they should report to the Property Department for approval. If it is over a week, they should report to the Personnel Department for approval. In principle, they should not stay together for over a month. Yet the following situations are exempt from reporting:

 (1) The applicant lives with his or her children who are under 18 years old;

 (2) The applicant lives with his or her spouse, while the spouse has not applied to rent the teachers’ apartment or neither the applicant nor the spouse has purchased a house in the campus;

 (3) The applicant lives with his or her parents whose ID information has been registered in the Property Department/the Personnel Department.

 3.6.9 The university has the right to check the potential safety hazard at regular intervals or randomly, including but not limited to installing surveillance devices in public areas, entering rooms for inspection and investigating the occupants. The occupants and the guests should cooperate positively and show their effective ID certificates as required.

**4. Facilities and Services**

4. 1 Service Regulations and Charge

4.1.1The Property Management Branch offers various facilities and corresponding services in the apartment prescribed in this chapter, meanwhile it draws up the rules and regulations as well as the charge method with regard to the use of the facilities.

4.1.2 The occupants should use the facilities properly according to the regulations. They should not undertake any conduct that violates the law, the university regulations or social public ethics. In the course of use they should abide by the rules and regulations, take care of the facilities and pay for relevant fees.

4.1.3 If there is any damage in the facilities, the occupants should report to repair in time. The Property Management Branch is responsible to repair or replace the damaged ones. If the damage is caused by misuse, the responsible person should pay for the charge of repair or replacement.

4.1.4 The Property Management Branch is responsible for the daily maintenance and repair work of the facilities.

4.1.5 For those who refuse to or delay to pay for the cost after using the facilities, the Property Management Branch is entitled to refuse the occupants to use the facilities together with the corresponding services until the occupants pay off all the bills.

**5. Relevant Fees for Accommodation**

5.1 Rent

 The occupants need to pay the university for the rent prescribed by the university regulations as well as other fees that go together with it.

5.2 Deposit

5.2.1 The occupants should pay the Property Department for the accommodation deposit when they are going through the check-in procedures. The amount is RMB 1000 yuan per household. The deposit for the access card and the key to the door is RMB 300 yuan per set. Once the occupants are found out to duplicate the access card and the keys, they will be fined for RMB 500 yuan per set.

5.2.2 When the occupants default to pay the following fees, the manager would deduct these fees from their deposit. If the deposit is not enough for the payment, the occupants should supply what is lacking:

(1) utility bills and communication expense;

(2) maintenance cost;

(3) damages

(4) other fees that should be paid by the occupants.

If the deposit is reduced as a result of the deductions, the occupants should complement it to the normal size.

5.2.3 When the occupants are checking out, the Property Management Branch should examine the integrity of the items that should be returned before they settle and return the rest of the deposit. The deposit is free of interest.

5.3 Damages

 If the pubic properties are damaged by the occupants intentionally or unintentionally, the occupants should pay for the damages. The amount of the damages is decided by the extent of the loss as well as the behavior and the attitude of the occupants by the manager, but it should not exceed the original price at most, except for items of special value.

5.4 Disposition of Arrearage

If the occupants refuse to pay for or default on the accrued expenses with no reason, the management department of the apartment is entitled to recover the arrears through legal channel, meanwhile will notify the university as well as the school the occupants are in to seek assistance.

The management department of the apartment should report faithfully to the university about the occupants’ refusal or defaulting on payment with no reason.

**6. Order to Check out**

6.1 Situations leading to order to check out

If the following behaviours are conducted by the occupants, the manager has the right to order the occupants to check out:

1. Changing the residential use of the house or sublease, transfer, under-lease the house or exchange the house without permission;
2. Undertaking illegal actions in the apartment;
3. Listening to, watching, downloading, registering, circularizing radio broadcasting, video, disk, books and newspapers, web pages, web sites within the scope of the apartment to a serious extent, causing a bad influence or repeatedly negligent;
4. Indulging in excessive drinking, trouble making, quarreling, fighting, gambling within the scope of the apartment to a serious extent, causing a bad influence or repeatedly negligent;
5. Conducting activities that seriously affect other people’s normal life in the apartment and refusing to amend after being dissuaded;
6. Raising animals within the scope of the apartment, causing a bad influence or repeatedly negligent;
7. Damaging public properties and facilities intentionally to a serious extent, causing a bad influence or repeatedly negligent;
8. Setting up stalls, peddling, engaging in trade and various charging operations without the consent of the manager within the scope of the apartment to a serious extent, causing a bad influence or repeatedly negligent;
9. Refusing to pay for or defaulting on the accrued expenses with no reason to a serious extent with a huge amount, causing a bad influence or repeatedly negligent;
10. Other behaviours identified by the manager that disturb the normal life in the apartment, to a serious extent, causing a bad influence or repeatedly negligent.

6.2 Disposition Procedures

 Once the above-mentioned behaviours are found out, the manager can immediately request the occupants to amend within a definite time; if the behaviours have reached the extent to be ordered to check out, the manager is to send the notification of order to check out to the occupants with the following operations:

1. The occupants should check out of the apartment within the time prescribed in the notification of order to check out. If they fail to check out in time without a written extension request to the Personnel Department, the university is entitled to compel the check-out process;
2. To circulate the notice of criticism in the university;
3. The breach of contract will be recorded in the personal credit file, meanwhile the applicant will no longer get housing benefits from the university, including but not limited to the housing subsidy;
4. For the sublease or under-lease, the occupants should pay the liquidated damages ten times the rent of the apartment to the university.

**7. Supplementary Articles**

7.1 The Personnel Department and the Property Department of the university are responsible for the interpretation of these regulations.

7.2 These regulations are put into effect since October 1st, 2014.