

TENANCY RENEWAL FORM

House No. :

Received Date :

 Passport
size photograph

 Passport
size photograph

 Passport
size photograph

 Passport
size
photograph

** Please create an attachment, if there is not enough space

Section A

PERSONAL INFORMATION

Name :

Contact Number (House & Mobile Phone) :

Spouse's Contact Number :

I/C or Passport Number :

UTM ID :

Gender :

Male

☐

Female

☐

Email :

Please enclose a copy of :

(v)

- 1) Passport size of photograph for student, spouse and children.
- 2) IC/Passport for student, spouse and children
- 3) Student's pass visa & family passport visa.
(cumpolsary valid until the expiry date of study)
- 4) UTM Matric Card.
- 5) Marriage Certificate(English Translation).
- 6) Children's Birth Certificate.
- 7) Offer Letter from School of Graduate (SPS).

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Reason For Extension:

Section B

APPLICANT ACKNOWLEDGEMENT

I hereby acknowledge that the above personnel particulars are true and completed.
 The university have right to reject this application should the particulars given are not true and completed. If my application successfully, I will subjected to comply with the Family Student Accommodation regulations, terms and conditions.

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I hereby declare I have paid house rental and utility bills.

Date :

Applicant Signature:

Section C**FOR OFFICE USE ONLY****Payment Status:**

Semester	Date	Rental	Utility Bills	Tenancy Duration

Application (v)

:

APPROVED

NOT APPROVED

Acknowledgement by :

Assistant Administrative Officer
University Family Housing (UFH),
Kolej Perdana,
Universiti Teknologi Malaysia,,
81310 Johor Bahru, Johor.

Date

:

Section D**APPLICATION PROCESS :**

- 1) Student has to submit complete supporting document's for the tenancy renewal application form.
- 2) The complete tenancy renewal application form will be given to the Assistant Administrative Manager for approval.
- 3) The Assistant Administrative Manager has reserved the right to approve or decline the application for tenancy renewal.