



Version: 00
Revision No.: 00
Effective Date: 18th June 2018

**RESIDENTIAL AND MANAGEMENT UNIT (RMU)
MAHALLAH ZAID BIN HARITHAH
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA**

APPLICATION FOR RENTAL

1. Name : _____
2. Matric/NRIC/Staff No.: _____
3. Address : _____
4. Contact No. : _____ (Office) _____ (H/P)
_____ (Fax) _____ (E-mail)
5. Type of Application [Please tick (√) in appropriate box]
 Group; please fill in the following:
 - a. Name of Programme : _____
 - b. No. of Participants : _____ (Male) _____ (Female)
 - c. Type of Room : _____ (Single) _____ (Twin)
_____ (Quad) _____ (Executive) Individual/Personal; please fill in the following:
Reason for staying : _____

6. Period of stay : Check-in _____ (Date) Check out _____ (Date)

Note: Check in and check out time during office hours only

I declare that the particulars in this application are true and I agree to abide by the rules and regulations of the university/mahallah.

I fully understand that the university will not be responsible for any injury or accident sustained by any of the group member during his/her stay.

Signature

Date

FOR OFFICE USE ONLY

Confirmation:

Room availability : Available Not Available

Male Mahallah : _____ No. of Participants: _____

Female Mahallah : _____ No. of Participants: _____

Total night stay : _____ Rate/night (RM): _____

Amount Due (RM) : _____

Recommendation:

I verify that all information/data is complete.

RECOMMENDED

NOT RECOMMENDED (If not recommended, please specify)

Assistant Hostel Manager
RMU, Mahallah Zaid Bin Harithah

Date

Approval:

APPROVED

NOT APPROVED

Remark: _____

Officer in charge
Kulliyah of Languages and Management

Date