

## ACCOMMODATION REQUEST & ARRIVAL NOTIFICATION FORM

Please return the completed form to Curtin Singapore by email to [accommodations@curtin.edu.sg](mailto:accommodations@curtin.edu.sg) at **least 2 weeks prior** to your scheduled Orientation date. An acknowledgement will be sent as confirmation.

<b>Section A: PERSONAL INFORMATION</b>	
Student Name	
Student ID / Passport No	
Gender	
Nationality	
Email Address	
Phone Number	

<b>Section B: SERVICE CHOICE</b>
<p>Please tick the service(s) you intend to request for:</p> <p><input type="radio"/> Airport Pick up (SGD55.00 per student)</p> <p><input type="radio"/> Accommodation arrangement</p> <p>Estimated date of arrival in Singapore: _____</p>

<b>Section C: ACCOMMODATION REQUEST</b>
<p>Please tick your preferred category:</p> <p><input type="checkbox"/> <b>Category 1</b> : Room Rental in Private Property (e.g. condominium) Approximate monthly rental: SGD1,000.00 to SGD1,500.00 per month <b>(One time commission of one month rent payable to property agent)</b></p> <p><input type="checkbox"/> <b>Category 2</b> : Room Rental in Public Property (e.g. HDB) Approximate monthly rental: SGD900.00 to SGD1,200.00 per month <b>(One time commission of one month rent payable to property agent)</b></p> <p><input type="checkbox"/> <b>Category 3</b> : Private Hostel (SGD400.00 to SGD1,200.00 per month)  <input type="checkbox"/> Single      <input type="checkbox"/> Twin Sharing      <input type="checkbox"/> Quartet</p> <p><input type="checkbox"/> <b>Category 4</b> : Home stay (SGD1,200.00 to SGD2,000.00 per month)  <input type="checkbox"/> Single      <input type="checkbox"/> Twin Sharing</p>

**PRIVACY STATEMENT**

At Curtin Singapore, the privacy of our students, staff and the people we deal with is very important to us. Much of the information that the University collects in order to provide the services that it does, is personal information.

<b>Section D: AIRPORT PICK UP (If applicable)</b>			
Name of Airline			
Flight Number			
Arrival Date		Arrival Time	
<p>In case of any change in arrival details, kindly ensure that we receive an update at least 48 hours prior to arrival. In the event of a failure to do so, the student will be liable for any additional costs incurred.</p> <p><b>Contact details as follows</b></p> <p>Primary email address: <a href="mailto:accommodations@curtin.edu.sg">accommodations@curtin.edu.sg</a>      Primary contact No: +65 6593 8000</p>			

<b>Section E: Declaration</b>	
<ul style="list-style-type: none"> <li>- I declare that the information given is true and accurate to the best of my knowledge and I have not wilfully concealed any information.</li> <li>- I fully understand that the accommodation will be arranged according to my choice as indicated above and I shall be liable for any potential imposition of charges should I make any changes.</li> <li>- I fully understand that all matters involving legally binding accommodation agreements are strictly between me and the accommodation provider.</li> <li>- I fully understand that Curtin Singapore will not be liable for any disputes, non-performance and/or breach of the accommodation agreement which I will sign with the property agent and/or accommodation provider.</li> <li>- I understand that the information given in this form is intended as a general guide. Curtin Singapore reserves the right to alter any contents without prior notice.</li> </ul>	
<hr style="width: 30%; margin: 0 auto;"/> Signature	<hr style="width: 30%; margin: 0 auto;"/> Date

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## **Important Notes**

### **Accommodation Request and Arrival Notification Form**

#### **1. Non-Affiliation of Curtin Singapore to Commercial/Residential Providers**

The accommodation and airport pick up services are managed by **private and/or commercial providers** on behalf of Curtin Singapore. Curtin Singapore does not benefit financially from the above services. Curtin Singapore is not to be held accountable in any way in contractual agreements between landlords/private providers/property agents/representatives and the student. However, Curtin Singapore reserves the right to intervene as it sees fit to ensure student safety amongst other concerns.

#### **2. Singapore Rental Rates and Miscellaneous Charges**

**2.1** The rental figures listed only serve as a rough guide to Singapore's property rental rates. These figures are subject to change on a basis undetermined. Current property market rate changes are subject to a wide variety of factors, including but not limited to:

- variation of supply and demand
- changes in legislations (whenever applicable)
- other factors such as location
- condition of the premises
- condition of the surrounding areas
- proximity to amenities
- accessibility
- inclusion of furnishings
- utilities arrangements (water and electricity, cable, internet and telephone connection, or any such combination)
- duration of contract
- living arrangements (landlord living in or rented unit)
- proximity to the Central Business District or the central shopping area
- distance from the premises to Curtin Singapore
- others not mentioned in this document.

Each unit or room category identified is as unique as an individual's accommodation preferences.

**2.2** Upon confirmation of choice of accommodation, students are expected to incur the following costs:

- 1 month rent upfront
- 1 month refundable deposit
- 1 month agents commission (plus GST) for room rentals\*
- Related stamp fees (As per Internal Revenue of Singapore stamp duty fee calculation. For more information on Stamp Duty, please visit [www.iras.gov.sg](http://www.iras.gov.sg))

*\*Students confirming hostel and home stay accommodations are not subject to payment of agent commission.*

#### **3. Room Categories as per Section C of Accommodation Request and Arrival Notification Form**

**3.1 Category 1:** Rooms without attached toilet. Generally higher end accommodation option and comes equipped with in house facilities such as gymnasiums, swimming pools, tennis courts etc. Master rooms (with attached toilet) could command a price as high as SGD1,500.00-2,000.00 per month.

**3.2 Category 2:** Rooms without attached toilet. Flats located in self-contained estates conveniently built around public amenities such as schools, bus interchanges, supermarkets, clinics, food centres, recreational facilities etc.

**3.3 Category 3:** Off campus hostels not managed by Curtin Singapore. Students may expect to share common facilities at the hostel with students from other schools as well.

**3.4 Category 4:** Off campus home stay not managed by Curtin Singapore with options ranging from single or twin sharing.

#### **4. Living Arrangements**

**4.1** Rooms in Singapore are rented out by either live-in house owners or master tenants. Should students prefer to live with schoolmates or friends, they may consider renting a whole unit and share the rent among the group.

**4.2** In general, owners commonly allow only VERY LIGHT cooking such as instant noodle, reheating of food in the microwave, etc. Some owners do not allow cooking at all. However, good and inexpensive cooked food is easily available all over Singapore. Options such as HALAL food, Vegetarian Food, Chinese Food and Indian Food are all within short distance.

**4.3** Most rooms come with Internet. They are either included in the room rental or to be paid in addition to the room rental. However, most students these days get their own Mobile USB Broadband Internet. You may search through the websites of local telecommunications providers for more information on subscription rates. As such, you do not need to restrict your room search option.

**4.4** If students have living restrictions owing to religious beliefs, they should make specific notifications during their accommodation request application.

#### **5. General**

**5.1** Students are advised to make temporary living arrangements (e.g. hotel) prior to arrival subject to confirmation of accommodation arrangements. Curtin Singapore will not finalize accommodation arrangements prior to the arrival of the student in Singapore.

**5.2** Supply of rooms near Curtin Singapore (and in Singapore in general) is quite limited owing to huge market demand. As such, it would be advisable to arrive in Singapore about 2 weeks before your Orientation dates to view accommodation options.

**5.3** The tenancy agreement is valid for 1 year. Owners may require the tenant to fulfill a minimum of 6 months' stay should there be any instance of either party having to cease the contract duration. Shorter contract durations are also available but are only limited to private accommodation options. The one month rental deposit is refundable only after fulfilling the minimum stay by the tenant and deduction of any damages caused by the tenant if any.

**5.4** Should either party intend to terminate the contract, a 1 month notice in writing is given to notify the other party of the circumstances. However, if the minimum fulfillment of the contract on the part of the tenant is not adhered to, there is a tendency for the owner to forfeit the tenant's deposit.