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## Notice on moving apartments

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Mon, May 22, 2023 at 11:00 AM

Dear colleagues,

This is a notice on moving apartments for returning faculty. Please visit the housing website (link attached below) , download *attachment 3* if you would like to move. Please make sure you are aware of the availability, the rental cost and other costs of the new apartment before you submit the application. If there are more than 1 person applying for the same place, people who first submit the application with required signatures to HR (A211, WKU Hall) will have a priority in this regard with the first choice.

**Time for application:** May 22-June 20

**Housing website:** <http://www.wku.edu.cn/en/org/hr/welcome-letter/>

Password: cougar1855

**Moving process:**

1. Download [Application for NEW housing access](#) (Attachment 3) from the housing website and fill out the general information by yourself.
2. Visit Finance Office A217, WKU Hall to pay the bills and a cleaning fee of 220RMB to get a signature from the finance people.
3. Deliver the application form to A211, WKU Hall, sign the Accommodation Agreement for the new apartment, and acquire the key/access.
4. Finish the moving within 1 week as you indicate on the application form. If you are unable to move during the moving period, your moving will be cancelled with your application being void automatically.
5. Pay the bills, email photo of the gas meter, the room conditions and the apartment assets of the former apartment to Chelsea when you finish the moving and return the key(s) to the former apartment to HR within the 1st week after moving.
6. WKU representatives will come to verify the condition of the former apartment in case of loss or damage etc..

Thank you so much for your understanding and cooperation!

Regards,

Chelsea

## Application Form for New Apartment Access

### Basic information

Name	
Current Apartment	
Email address	
Phone number	
Estimated Moving Date&Time	

<u>Fees need to be cleared</u>	<u>Paid or not (for HR/Finance)</u>	<u>Note</u>
Management fee (Chashan)		Filled out by Finance (A209,TB)
Deposit for apartment		
Rental differential for current apartment		
Cleaning fee of RMB220		
<b>Finance staff's signature</b>		

Please deliver this application form with the **Accommodation Agreement** to Office A219.

Management fee		Filled out by HR (A219,TB)
Community utility fee		
Internet fee		
Apartment utilities		
Accommodation agreement		
<b>New apartment</b>		

I acknowledge the rent and other costs of the new apartment and that I need to turn in the keys to HR for the former apartment within one week after moving.

Signature

Date