



THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY
Campus Management Office

Application for On-Campus Essential Staff Quarters (ESQ)
(Post-tied Quarter in relation to Emergency Response and Support Team Duties)

Part A – Application Details

1. Name of Applicant _____ (Staff No. _____)
2. Post _____ Dept. _____
3. Contact Telephone (Off.) _____ (Mobile) _____
4. Family Status: a. Single / Married / Divorced / Separated / Widowed *
b. Without children / With dependent children *
5. My spouse and / or my dependent children will / will not * be residing in the ESQ with me. Details of family members who will reside with me in ESQ unit allocated are:

<u>Name</u>	<u>Relationship with Applicant</u>	<u>Sex</u>	<u>Date of Birth</u> (for dependent children)	<u>HKUST Staff (Y/N)</u>	<u>Staff No.</u> (if applicable)
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

6. Utilities

In connection with the provision of utilities to the ESQ that the University assigned to me, I agree that the University can make the necessary payroll deduction for the following:

- a. any payments made by the University on my behalf regarding charge / fee for electricity, gas, water and other utilities relating to my residence in the ESQ; and
- b. a deposit of HK\$3,000 upon my moving out of the ESQ or leaving the University so that utilities charges may be settled by the University on my behalf, with any surplus to be refunded to me and any deficit to be recovered from me.

P.T.O.

* Delete whichever is inapplicable

7. Authorization and Declaration

I hereby authorize the University to deduct every month a portion of my monthly salary (currently 5%) as the rent for the ESQ unit allocated. I understand the percentage of salary deduction shall be subjected to review by the University from time to time and may be adjusted as decided by the University at its sole discretion.

I understand that the ESQ are to house staff who need to take up the Emergency Response and Support Team duties as assigned by the Department, that requires me to work outside normal hours or to be present to attend emergency situations according to respective policies and guidelines. If I am no longer a member of the Emergency Response and Support Team, I and my family members shall move out of the ESQ unit assigned before the date designated by the University.

I declare that the above information is true and correct. I understand that if I give false or incorrect information, or if I and/or my family members fail to move out of the ESQ unit as per abovementioned requirements, I will render myself liable to legal or disciplinary proceedings and/or disqualification from all forms of housing benefits provided by the University. I also agree that the University shall have the right to recover the market rent of the ESQ assigned to me (and interest thereon at a rate to be determined by the University) from my salary or from any monies due for whatever reason to me.

Signature : _____
(Applicant)

Date : _____

Part B – Head of Department’s Declaration

I support the application for ESQ as detailed in Part A above on the ground that the above applicant has been assigned as the Emergency Response and Support Team member for the department from _____ to _____. He / She is required to stay in the ESQ in order to fulfil his / her duties as the Emergency Response and Support Team member.

Signature : _____

Name : _____
(Head of Department)

Date : _____

Completed form (both Parts A & B) should be submitted to the Housing Section, CMO.