



Student Residence Office

香港城市大學
City University of Hong Kong

Welcome to Shared Unit @ KLNT

Check - in



1. Registration

- a. Show your Pre-Check-in Passcode to the officer.
- b. Ready your passport / PRC ID to the officer.
- c. You should have read and agreed the Terms and Conditions, Licence Agreement and [Regulations and Rules](#).
- d. Sign the physical Licence Agreement
- e. Return the signed forms and take Residence key card.

2. Licence Agreement

Important Notes for Licensees:

- a. Observe and comply with the License Agreement, Terms and Conditions and Regulations Governing Student Residence.
- b. 1-month deposit is refundable, subject to full compliance of regulations and no outstanding of fees.
Deduction of final bills of utility charges from the deposit will be made.
- c. Pay all utility charges (e.g. electricity, water and gas) on time, late payment may incur penalty charges.
- d. Restricted to sublet or sub-license or part with possession of the whole or part of the premises.
- e. Pets are not allowed.
- f. No parking spaces are available for students.

Part B		
<u>Inventory List</u>		
<u>Flat xx, Hall x, 22 Cornwall Street, Kowloon Tong, Kowloon</u>		
Provided in the premises as per clause (13) of the Licence Agreement are:		
<u>Item</u>	<u>Description</u>	<u>Quantity</u>
1.	Air-conditioning units installed in living, dining rooms and bedrooms	2 [/ 3] Nos.
2.	Induction cooker	1 No.
3.	2-door refrigerator	1 No.
4.	Gas water heater	1 set
5.	Electrical water heater (kitchen)	1 set
6.	Microwave Oven	1 set
7.	Single bed	2 [/ 3] sets
8.	Wardrobe	1 [/ 2] Nos.
9.	Folding table	2 [/ 3] Nos.
10.	Chairs	2 [/ 3] nos.
11.	Window curtain provided in living & dining room And bedroom(s)	2 [/ 3] sets

3. Unit assignment

- a. All units will be allocated by the computer system.
- b. Residents are not allowed to change unit during the whole residential period. In our residence community, residents are strongly encouraged to resolve the differences or conflicts with their unit-mate by mutual respect, tolerance and communication.

4. Suggested Items for check-in



Beddings:

- Bedsheet, pillow & pillow case and blanket etc.

5. Hall location and Facilities

Facilities in SR (Video)

Cafeteria

SRO Gym Room

Outdoor Fitness Equipment

Multi-Function Hall

Music Room

Skygarden

Herbs Garden

Vending Machine



6. Hall Entrances

Hall Entrances



Locations

Main Entrance
(Tat-Hong Avenue)

Opening Hours

24-hours



Hi-Bye Bridge
Entrance

24-hours



Hall 10 Entrance

07:00 – 23:00

7. Residence Key Card

- Use your CityUHK Student ID card for gaining access into SR and hall.
- Beep your Residence Key Card to open the Unit assigned.
- Please keep the key card in good custody and **don't share with unauthorized persons**
- Replacement cost: Residence Key Card - @HK\$100



Unit no.



8. Utilities Payment

Important Notes for Licensees:

- a. Student Residence Office (SRO) will send the collection for Utilities charges to your CityUHK email account. The charges can be settled by the Coordinator in-one-go.
- b. Settle the fees at SRO counter by a specific deadline.
- c. For the first bill, SRO will calculate the Utilities charges from 1 Sept 2025.
- d. For the last bill, SRO will deduct the final amount from your “Deposit” with equally share among all residents in your Unit.
- e. Failure to settle the utility bills may lead to disconnection of the services by utility companies. You are responsible for paying for the re-connection of the services.

9. Utilities Payment

To enable Towngas for fee calculation, please note that SRO will enter your unit for reporting the meter reading to them in the 1st week of every month with prior notice, or SRO will request the residents to provide the meter reading.

The gas meter is under the sink in the kitchen:



10. Laundry

1. How to use washer and dryer
 - [Click here](#)
2. Download "CityUHK Mobile" App for Availability of Washer & Dryer under Student Residence
3. Location & Opening hours of Laundry room



Location & Opening Hours:

Hall 1 R/F	Hall 2 R/F	Hall 3 R/F	Hall 4 13/F	Hall 5 R/F	Hall 6 10/F
08:00- 02:00	08:00- 02:00	08:00- 02:00	08:00- 02:00	08:00- 02:00	08:00- 02:00
Hall 7 10/F	Hall 8 14/F	Hall 9 R/F	Hall 10 P1/F	Hall 11 G/F	
08:00- 01:00	08:00- 02:00	08:00- 02:00	24-hour	24-hour	

11. Important notes

1. Security

- 24 hours Tel: 3442 1999
- The Security Control Office is located next to the vehicle entrance.

2. Repair & Maintenance

- Our Repair & Maintenance service are provided by outsourced contractor.
- Any damage to facilities in the common areas and the unit must be reported immediately via AIMS.
- Please follow these steps:
 - Log in to AIMS.
 - Click on the "Student Service".
 - Select "Student Residence."
 - Click on "Service Request."

3. Cleaning

- Residents are required to clean their own rooms/unit.
- Basic cleaning utensils have been provided in the Unit.
- Residents should put the rubbish in plastic bags, tie them up properly and place them at the collection points located at the backstairs of each student floor, where large rubbish bins are provided.
- Garbage should be disposed of properly to maintain a clean and pleasant environment.
- For large-scale packing items, please dispose at the rubbish collection room located next to car park.
- Please refrain from pouring following items into toilet bowl
 - Food leftover (e.g. ginger, chili, meats and bones, cooking oil etc.)
 - Sanitary napkins
- To avoid having blockage of bath tub, please put a filter into the bath tub.

12. Useful Guides

1. What is my mailing address

e.g. Flat XX, Hall XX,
Student Residence, City University of Hong Kong
22 Cornwall Street, Kowloon, HONG KONG

2. How can I get my address proof

- Go to SRO office during office hours
- Present your student ID card for issuing address proof

3. How can I connect to network

- Please visit [Network Connection Management System](#) for the details

• Wifi:

The Internet Access Services of Student Residence cover areas Internet is available in all bed study rooms.

Free wireless LAN connection signals covers within hall areas like the common rooms, fitness room, skygarden, multi-function halls and cafeteria.

13. Regulations and Rules

- Regulations and Rules are stipulated by the SRO for the health, safety, security and orderly operation of hall community, subject to review when necessary.
- Comply with the [Regulations and Rules](#), in particular:
 1. Visitors' Policy (Visiting Hours: 08:00 – 23:00)
 - Each resident can register up to 2 visitors at any time at Hall lobby Counter.
 - Overnight stay is NOT allowed.
 - Please be considerate to other residents of the residence.
 - Keep all area clean and tidy.
 2. Quiet Hours (23:00 – 7:00)
 - Pay extra attention on noise level for TV, conversation and listening music etc.

14. User Guide for Electric Appliances



Facilities Management Office
香港城市大學
City University of Hong Kong

Health and Safety Leaflet 健康及安全單張

Safe Use of Microwave Ovens

Microwave ovens provide a convenient way to cook and reheat food, but ignorance can conduce to accidental burns and fires. The following are essential safety tips that can help you to be cautious while operating a microwave oven on campus.

Dos:

- Microwave ovens should be used for food re-heating purposes only.
- Follow the manufacturer's instruction manual for recommended operating procedures and specific safety precautions.
- Use only utensils and containers that are suitable for use in microwave ovens.
- Reheat the food in several short periods rather than one long period.
- Open the oven periodically and stir, turn, and/or check the contents for even cooking and container integrity.
- Let food cool for a while in the oven before removing it.
- Be cautious on the temperature and steam of the food when taking them out.



Don'ts:

- Never use a laboratory microwave oven for food preparation (or a home-use microwave oven for laboratory materials).
- Do not operate the microwave oven unattended.
- Do not operate the oven when empty.
- Do not set oven for excessive cook times.
- Do not operate the oven if it is damaged. Never operate the oven if the door does not close firmly or is bent or warped, or you have reason to believe it will continue to operate with the door open.
- Do not stand directly against the oven for long periods of time while it is operating.
- Do not heat drinks like water, tea or coffee in open cups. Overheated liquid without signs of boiling may suddenly splash out and cause severe burns.
- Do not use aluminum foil or any metal containers, metal utensils, metal objects, or objects with metal or foil trim in the oven.
- Do not use ordinary plastic food wrappings or foamed polystyrene in a microwave oven since they may melt.
- Do not heat sealed objects as they may explode and cause damage. For example, do not heat nuts and eggs with shells intact.
- Never heat flammable materials in the oven.

In the case of an emergency, notify other people in the area and call the 24-hour Security Hotline at 3442 8888 or call 999.

Facilities Management Office

August 2019

Ref: HSL/Gen_012

General Safety — 一般安全

15. Don't Bring Non-Local Electrical Appliances

- For considerations of the electricity loading and possibility of short circuit, please **don't buy non-local electrical appliance** whereas electricity tripping may be easily initiated.
- Treasure the sharing electrical appliances in the flat of your residing floors.

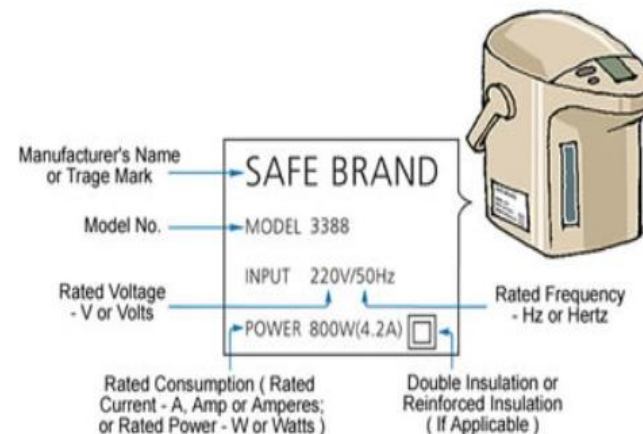
Sources:

https://www.emsd.gov.hk/en/electricity_safety/publications/general/household_electrical_safety_handbook/part_2/2_1/index.html

- Buy only electrical appliances which meet the local statutory safety requirements (see note 1) for use in Hong Kong. Electrical appliances which are brought outside Hong Kong may not be suitable for use under the local power supply conditions (e.g. rated voltage and frequency) and environmental conditions (e.g. temperature and humidity).

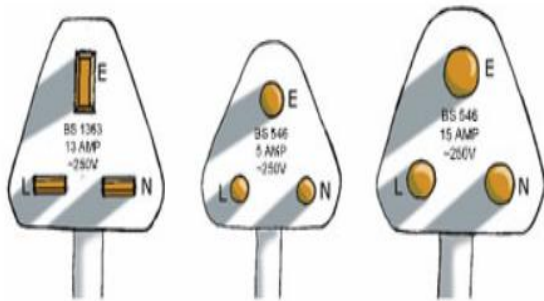


- Electrical appliances must bear the proper markings as shown on the diagram or be accompanied with a notice indicating the same.

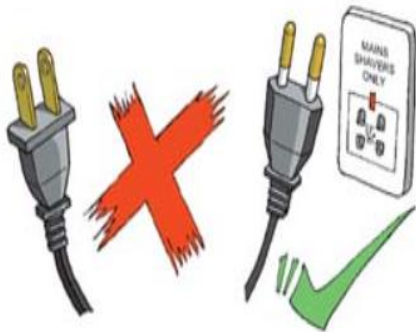


15. Don't Bring Non-Local Electrical Appliances

3. Apart from fixed electrical appliances (e.g. ceiling luminaires and electric water heaters) which do not receive power supply from socket outlets, an electrical appliance must be fitted with a 3-pin plug which complies with the safety requirements.



4. Do not buy or use any electrical appliance which is fitted with a 2-pin plug unless the appliance is fitted with a 2-round-pin plug which complies with safety standard BS4573 or EN50075 and is designed to receive power supply from a shaver supply unit inside a bath room (e.g. electric shaver, toothbrush or epilator).



5. For all fixed electrical appliances which do not receive power supply from socket outlets, the connection of power supply must be carried out by a registered electrical contractor (see [Part 3](#) for details).

6. To prevent electric shock, electrical appliances must be effectively earthed, i.e. the metallic casing of an electrical appliance is connected to the "earth" pin of its plug. Electrical appliances without earth connection must be of double insulation or reinforced insulation design, and such appliances usually bear a symbol "□".

7. Electrical appliances must be accompanied by proper operation manuals depicting the installation, assembly and operation procedures and safety precautions. Adhere to the instructions given in its manual when using an electrical appliance.



8. Any electrical appliance of rated voltage less than 200V a.c. (e.g. audio-video (AV) appliances rated at 110V a.c.) must not be connected directly to the 220V a.c. household power supply system in Hong Kong. Any such appliance must bear a proper warning label.



16. No Smoking and Say No to illegal drug

- **Ban on CBD Products** – From 1 February 2023, Cannabidiol (CBD) has been listed as a dangerous drug under the **Dangerous Drug Ordinance (DDO)** in Hong Kong.
- “Etomidate 依托咪酯(舊名:太空油)” is regulated as an illegal drug, subject to a maximum penalty of a fine HK\$5 million and life imprisonment.
- An offense for any person to involve in trafficking (import and export), sales, possession and consumption of CBD products. Offenders may be subject to fines and penalty of imprisonment. Please refer to [HERE](#) for details. **“Let’s Stand Firm. Knock Drugs Out!”**
- Severe offence can result in significant fines and long prison sentences.
- Under the DDO, anyone found in possession; or smokes, inhales, ingest or injects a dangerous drug, shall be liable upon conviction to a fine HK\$1 Million and imprisonment for 7 years.

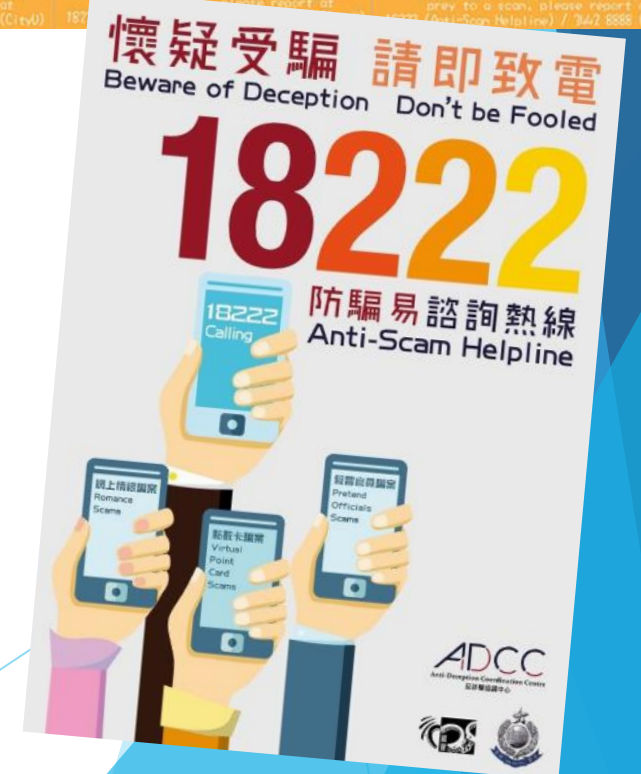


Etomidate



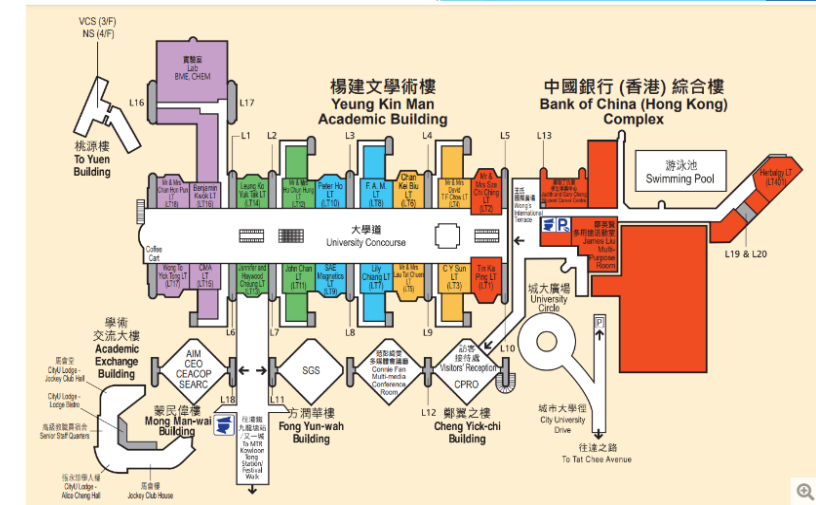
17. Anti-scam and Crime Prevention

- a. Beware of scam and don't release personal information to suspected person. Report suspected case to 18222.
- b. Keep your doors, windows, air conditioners and lightings etc. be properly closed and switched off before going out.
- c. Beware of pickpocketing and avoid bringing too much valuables, you are advised to use electronic payment for service patronage.



18. Other Useful Tips

- a. **Way-finding System on Campus** – see homepage of City University of Hong Kong
- b. **Road Safety** - please don't use mobile phone (s) upon road crossing.
- c. **Medical and Dental Clinics of Young Chung-Yee Health Centre (楊仲儀保健中心)** at 3442 6066 and 3442 6052.
- d. **CityU Mobile app** for one stop information of the University



The room number in YEUNG and BOC starts by 1st letter of the colour zone: Pxxxx, Gxxxx, Bxxxx, Yxxxx and Rxxxx.

Colour Zone	Floor Level	Room Number
Y	5	205
P = Purple	G = Green	B = Blue
Y = Yellow	R = Red	



19. Signing the Licence Agreement

- a. Ensure your name, bed no. and the premises at pages 1 and 5 are correct
- b. Sign on Page 5 above your name

Licence Agreement

AN AGREEMENT made the xxxxxx day of xxxxx year Two Thousand and Twenty-five BETWEEN City University of Hong Kong (hereinafter called "the University"); and

- (1) xxxxxxxx ([country] Passport No. xxxxxxxxxx)
- (2) xxxxxxxx ([country] Passport No. xxxxxxxxxx)
- (3) xxxxxxxx ([country] Passport No. xxxxxxxxxx)

The above persons (1) to [(2)/(3)] are hereinafter collectively called "the Licensee".

Now is hereby agreed as follows:

1. The University shall allow the Licensee to take the premises at Flat xx, Hall x, 22 Comwall Street, Kowloon Tong, Kowloon for the period from _____ to _____ (both dates inclusive) subject to the terms and conditions of this Licence Agreement and the rules, regulations and codes of the University as hereinafter mentioned.
2. (a) The University confirms that the Licensee has paid to the University a licence fee in the sum of Hong Kong Dollars _____ (\$ _____) ("Licence Fee") and a deposit in the sum of Hong Kong Dollars _____ (\$ _____) ("Deposit").
- (b) The Deposit shall be retained by the University free of interest. The University shall have the power, without prejudice to any other remedy hereunder, to deduct any fees and charges payable by the Licensee hereunder from the Deposit or the amount of any costs sustained by the University as a result of any breach, non-observance, or non-performance by the Licensee hereof.
- (c) Subject to clauses 2(b) and 33, the Deposit shall be refunded to the Licensee by the University without interest within 90 days after the expiration or termination of this Licence Agreement, upon the University being satisfied of the delivery of vacant possession of the premises and after settlement of any outstanding claim by the University against the Licensee for any charges and any amount for any breach, non-observance or non-performance of any of the obligations or conditions herein contained.
3. The Licensee and the University shall bear their own legal costs, if any.
4. The Government Rent and rates shall be borne by the University.
5. The Licensee shall pay all utility charges including but not limited to water and sewage, telephone, gas, electricity and computer/TV broadband or Wi Fi network throughout the period of occupation of the premises.
6. If any outgoings hereby stipulated shall remain unpaid for 15 days, or if the Licensee shall fail to observe or perform any of the agreements or conditions herein, it shall become lawful for the University at anytime thereafter to re-enter upon the said premises and

AS WITNESS the hands of the parties hereto the day and year first above written.

SIGNED by the University
in the presence of :

City University of Hong Kong

SIGNED by the Licensee

in the presence of
(name of witness)

Dr. Lam Kin
Director of Student Residence
for and on behalf of
City University of Hong Kong

Name
Date:

- Page 5 of 11 -

20. Signing the Check-in Form

- Receive the Residence key card and sign on the Check-in form
- Check the meter readings

Licencee Check In / Out Record for Shared Unit @KLNT Compound

Flat _____, Hall _____	Date of Move-in: 1 September 2025
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Part A – Check-in /Check-out

Item	Description	Quantity	Received by (Name)	Received by (Signature)	Returned to SRO (Date)	SRO's representative (signature)
1.	Room key for Bed no. 1A	1 pc				
2.	Room key for Bed no. 1B	1 pc				
3.	Room key for Bed no. 2A	1 pc				

Part B – Utility Meter Readings

Meter Type	Meter No.	Readings on check-in date	Readings on check-out date
Water Meter			
Electricity Meter			
Gas Meter			

We confirm that the quantities of keys issued and the utility meter readings are correct and undertake to comply with the Regulations Governing Student Residence.

Bed No.	Name of Licensee	Signature
1A		
1B		
2A		

Handled by SRO (name): _____ (Check-in) /

Handled by SRO (name): _____ (Check-out)

21. Update AIMS Records

For better management, please update the following in AIMS

1. Personal Address
2. Personal Local Contacts and 2nd contact
3. Personal Email
4. Emergency Contacts
5. Bank Account in CityUHK Pay



22. Contact Us

Email: srouma@cityu.edu.hk;

Student Residence Office (Kowloon Tong Compound): 3442-1111

Security Control Room (24 hours): 3442-1999

