

# Tenancy Agreement

## 房屋租賃契約

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## TENANCY AGREEMENT

### 房屋租賃契約

This Tenancy Agreement (the "Agreement") is made on the \_\_\_\_\_ day of \_\_\_\_\_ by and between \_\_\_\_\_ (the "Landlord") and \_\_\_\_\_ (the "Tenant").

立契約書人：出租人 (以下簡稱為甲方)

承租人 (以下簡稱為乙方)

立契約日：\_\_\_\_\_年\_\_\_\_\_月\_\_\_\_\_日

WHEREAS, the Tenant intends to lease from the Landlord the "Premises" (defined herein below) and the Landlord agrees to lease to the Tenant the "Premises" in accordance and under the terms and conditions set forth herein. NOW, THEREFORE, the parties hereby agree as follows:

茲因房屋租賃事件，雙方合意訂立本契約，約款如左：

#### 1. Term of the Agreement

##### 第一條：租賃期間

Unless earlier terminated under other provisions of this Agreement, the Agreement shall have a term of \_\_\_\_\_ year(s) \_\_\_\_\_ month(s), commencing on \_\_\_\_\_ and expiring on \_\_\_\_\_ (the "Term").

The lease period is at least 4 months - 10 months. We do not accept leases less than 4 months.

自西元 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日起至西元 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日止，計 \_\_\_\_\_ 年 \_\_\_\_\_ 月。

外籍生於上課期間是一學期，則本宿舍最短租為 4 個月

是一學年，則本宿舍最短租為 10 個月

**本宿舍不接受短期租賃。**

#### 2. Rent and Deposit

##### 第二條：租金及押租金

(1) Rent: Single room: NT\$ 5,800 ; Large single room: NT\$6,800 ; Double room: NT\$7,800. In order to make a reservation, please pay one month rental as a deposit. The deposit can be paid by remittance, but the fee or other charges derived from the remittance shall be borne by the lessee, and the actual amount received shall be accounted for mainly in the bank account of this dormitory and transferred to a deposit after check-in. If the lessee does not show up, the deposit will not refund.

When remittance, please fill in your account name and account number. If you fill in the error or other reasons, the dormitory will not receive the deposit. Upon completion of payment, please contact us. Also, please note that the lessee is responsible for himself and must still pay in cash.

(1)房間費用-單人房 NT 5800、大單人房 NT 6800、雙人房 NT 7800，如須訂房須先繳納一個月房租作為訂金，本宿舍收取訂金後會保留房間，繳納訂金可用匯款方式繳納，惟匯款所衍生之手續費或其他費用須由承租人負擔，且實際收到金額以本宿舍銀行帳戶入帳為主，

入住後轉為押金，如未入住則將不退還訂金。

匯款時請確實填寫戶名及帳號，如因填寫錯誤或其他原因導致本宿舍無收到訂金。則由承租人自行負責，且仍須以現金繳齊。

- (2) During the Term, the Tenant shall pay monthly rentals (the "Rent") to the Landlord for the Premises. The Rental for the Term shall be NT\$\_\_\_\_\_ per month.

This dormitory cannot be paid monthly. All rentals must be paid in full at the time of signing the contract. If there are other needs, the dormitory must be notified in advance.

租金每月新台幣（以下同）\_\_\_\_\_元整，本宿舍不能月繳，須於簽訂本約時全部租金一次付清，如果有其他需求則須提前通知本宿舍。

- (3) The Tenant shall pay the Landlord a guarantee deposit in an amount of NT\$ \_\_\_\_\_ at the same time as signing the contract. If the guarantee deposit is paid, it will be converted into a deposit after check-in. If the amount is less than one month, the rent must be paid in cash.

押租金\_\_\_\_\_元整。乙方應於簽訂本約之同時給付甲方，如有繳納訂金，則入住後轉為押金，如金額不足一個月房租須以現金補足。

- (4) Upon expiration or termination of this agreement: If the room status is normal, the owner shall return the deposit amount without interest.

契約期滿甲方應於乙方返還房屋正常狀態時將押金無息退還乙方。

- (5) The deposit **cannot** be paid for the last month's rent.

押金不得抵最後 1 個月房租。

- (6) When the staying need to extend:

The duration of the housing period is less than 15 days, the rent is calculated in days.

The duration of the housing period is more than 15 days, the rent is calculated in months.

租賃期間需要延長時，

延長天數住房期間少於 15 天，房租以天計算。

延長天數住房期間多於 15 天，房租以月計算。

- (7) Before check-out, please settle the rent and utilities.

退房前，請先結清房租及水電費。

- (8) Please inform the management office 7 days in advance to settle the rent (the settlement of the utility bill is settled on the day of check-out), and refund the deposit by Taiwanese Dollars on the day of check-out.

如要退房請提早 7 天通知管理室，以利結算房租（水電費退房當日結清），並於退房當日以台幣退還押金

### 3. Taxes and Charges

#### 第三條：稅費

- (1) Charges for electricity, water, and such other additional supplies of the Premises provided to the Tenant during the Term shall be the responsibilities of the Tenant.

租賃期間因使用本租賃物所產生之電費、自來水費、\ \除另有約定外，應由乙方負擔。

(2) Utility fee: calculated according to machine display

水電費依機器顯示計算

Water fee NT.15 per degree、Electricity fee NT.5 per degree

水費 1 度 15 元、電費 1 度 5 元

4. Miscellaneous (i. e. other terms and conditions agreed by the parties)

第四條：特別約定事項：(雙方得自行議訂之特別條款)

(1) The Tenant may terminate this Agreement before the expiry of the Term by written notice to this effect to the Landlord at least seven (7) days before the date stated in such notice to be the date on which such termination takes effect.

乙方得提前終止本約，但應於 7 天前通知甲方。

(2) If the contract is terminated in advance, the rent must be deducted for one month.

The rent can be paid with deposit.

(2)如果提前解約，則須扣罰一個月房租，可用押金扣抵

(3) If the contract is terminated in advance, the dormitory will refund the remaining rent that has not yet been occupied.

(3)提前解約，本宿舍將退還未住宿期間之已繳納房租，

(4) Calculation method for rent in the month of contract termination:

The duration of the housing period is less than 15 days, when the rent is calculated in days.

The duration of the housing period is more than 15 days, when the rent is calculated in months.

(4)解約當月房租計算方式：住房期間少於 15 天，當次房租以天計算。

住房期間多於 15 天，當次房租以月計算。

(5) If tenant violates the “Daily pledge” and refuse to follow after notified, the landlord will have the right to cancel the contract and treat it as a breach of contract. A penalty (a month’s rent) will be collected by the landlord, and the landlord has the right to confiscate the deposit.

(5)如違反生活公約，且經制止仍屢勸不聽者，本宿舍將有權要求承租人退租，且視同違約，扣罰一個月罰房租，可用押金抵繳。

請於閱讀本契約完後簽名 Signature: \_\_\_\_\_

Please feel free to contact us during your stay.

如住宿期間有相關問題。可透過以下方式跟我們聯絡

E-MALL: [daya12921163@gmail.com](mailto:daya12921163@gmail.com)

LINE: Please sweep this QR code



# Record of Payment of Deposit and Rentals

## 繳費紀錄表

房號: \_\_\_\_\_ 姓名: \_\_\_\_\_

Leasing Term from _____ expiring on _____				
租期自 _____ 年(Year) _____ 月(Month) _____ 日(Date) 至 _____ 年(Year) _____ 月(Month) _____ 日(Date)				
Year/Month/Date 月份/日	Rental Amount 租金金額	Date of Receipt 收款日期	Signature of payer 繳款人簽名	Signature of Recipient 收款人簽名
From				
to				
From				
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## 生活公約 Daily pledge

1. This dormitory is non-smoking. Please reduce the volume after 10 o'clock. If it affects other tenants, this dormitory will have the right to request to withdraw.  
1. 禁止吸菸，10 點過後請降低音量，如影響其它房客，本宿舍將有權要求退宿。
2. The laundry has coin-operated washing machine and clothes dryer for everybody to use. Please insert NTD ONLY; RMB or other token shall not be accepted. The clothes within the washing machine shall not be overload to avoid damage. After using the machine, please take the clothes back as soon as possible to avoid occupying the machines.  
2. 洗衣間有洗衣機、烘衣機供大家使用，請投台幣，勿投人民幣或其他代幣。洗衣使用後請將衣物盡速取回，避免占用洗衣設備。
3. The resident students are not allowed to carry out the design project or spray painting in the dormitory, or destroy the dormitory public property, furniture, or chamber facilities maliciously.  
3. 不能在宿舍從事設計習作及噴漆。惡意破壞宿舍公物、家具，或寢室設施。
4. Gambling, indulge in excessive drinking, or deposit dangerous materials or contraband goods are prohibit.  
4. 禁止賭博、酗酒、存放危險物品或者是違禁品。
5. Within the chamber, the resident student shall not use the electric appliance of great electric power consumption, such as electromagnetic oven, or causing a fire accident because of careless use. (If the fire accident occurs due to the above-mentioned behavior, not only the person himself/herself shall assume the criminal responsibility, but his/ her parents shall also take the responsibility of compensation.)  
5. 寢室內不得使用耗電量大之電器用品，以免跳電，或因使用不慎引發火災。(如因故發生火災，除家長應負賠償責任之外，當事者應負刑事之責)

**Anyone who violates the above conventions will have to pay the compensation according to the seriousness of the case and leave the house for settlement.**

凡違反以上公約者，依情節輕重將需以賠款、退舍辦法處理。

請於閱讀本公約完後簽名 Signature: \_\_\_\_\_