

# National Yang Ming Chiao Tung University Faculty Dormitory Lease Form for the Yangming Campus

Version: April 10, 2025

Department			Date of application	(MM/ DD/YYYY)	Dormitory type	<input type="checkbox"/> Single room	Are you serving as a chair professor? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Applicant	Name		Date of birth	(MM/ DD/YYYY)		<input type="checkbox"/> Multiple-room suite	Are you assuming the role of a first-level or second-level administrative director or deputy administrative director (Apply for new faculty dormitories must complete this cell)	
	Job title		Starting of employment	(MM/ DD/YYYY)	Secondment	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes: <input type="checkbox"/> First-level <input type="checkbox"/> Second-level <input type="checkbox"/> No	
	Faculty ID		Base Salary (薪額)		Email		cellphone	
	Permanent address							
Spouse, underage children, parents, or adult children with disabilities who rely on and reside with the applicant (hereinafter referred to as 'dependents')	Relationship	Name	Date of birth (MM/ DD/YYYY)		Occupation and department			
Dormitory preferences								
Applicant declaration	<p>1. The applicant has visited the official website of the 1st Division of Property and Business Management of the Office of General Affairs and read relevant regulations, including the University's Guidelines for the Lease and Management of the Staff Dormitory, Guidelines for Staff Dormitory Fees, Repair Regulations for the Staff Dormitory and Conventions for Staff Dormitory. The applicant has agreed to comply with all relevant regulations.</p> <p>2. Does the applicant or their spouse, underaged children, or aforementioned family members own a house in Taipei City or New Taipei City? <input type="checkbox"/>Yes <input type="checkbox"/>No Continuing from the above, do you own any property outside of Taipei City and New Taipei City in the country? <input type="checkbox"/>Yest <input type="checkbox"/>No</p> <p>3. Does the applicant or their spouse, underaged children, or aforementioned family members possess a disability certificate? <input type="checkbox"/>Yes <input type="checkbox"/>No What is the severity of the disability? <input type="checkbox"/>Mild <input type="checkbox"/>Moderate <input type="checkbox"/>Severe <input type="checkbox"/>Profound</p> <p>4. Has your spouse been employed as a certified staff at this university? <input type="checkbox"/>Yest <input type="checkbox"/>No</p> <p>5. <b>The applicant has agreed to pay the dormitory management fee, housing allowances, utility charges, and public expenses since the date of dormitory handover (including public utility charges, community management fee, and parking lot management fee) through salary deduction each month.</b></p>							

6. The Spouse of multiple-room tenants who is military personnel, civil servants, or teachers shall initiate to submit relevant applications to their affiliated units to qualify for rent rebates and housing allowance returns.
7. The applicant fully understands and agrees that, for the purpose of “faculty dormitory allocation and management,” National Yang Ming Chiao Tung University must collect the personal data of the applicant and their dependents, including name, national identification number, date of birth, affiliated department, job title, date of employment, personnel code, base salary, email address, cellphone number, household registration address, whether the applicant serves as a chair professor or a first- or second-level administrative supervisor, information on private home ownership, kinship title, occupation and affiliated organization, level of disability, disability ID or certification, and whether the applicant is officially employed within the University’s personnel system. This information will be used for dormitory management and contact purposes. If a dormitory is assigned, the management unit will register the information of the applicant and their dependents into the “National Dormitory Management System” maintained by the National Property Administration, Ministry of Finance, in accordance with relevant regulations. For further inquiries, please contact the 1st Division of Property and Business Management (ext. 62219). Failure to provide complete information may result in the inability to complete the dormitory allocation process.

I confirm that this information is accurate and that before the date of this application, my spouse and I did not purchase, build, or mortgage a residence using government subsidy. I will accept full legal responsibility for any inaccuracies to this information.

If the applicant provides false information and causes problems concerning dormitory point calculation and the dormitory assignment order of subsequent applicants, the management unit will undertake necessary procedures against the applicant as per relevant laws.

**Applicant:** \_\_\_\_\_ **(Signature)**

Unit Supervisor	After the unit supervisor's approval and official seal, please submit directly to the 1st Division of Property and Business Management.	Office of Personnel Management	The 1st Division of Property and Business Management, General Affairs Office	The President or Authorized Representative (Deputy Dean of General Affairs)

## Required Documents:

1. **The Faculty Dormitory Lease Form** is required and must be signed or affixed with the seal of the applicant, signed or stamped by the unit supervisor
2. **Household registration records** (copy of R.O.C. (Taiwan) Resident Certificate card, copy of household certificate, or household certificate transcript) of the applicant and their household members are required.
3. **Copy of employment certificate** (for new faculty only)
4. **highest education diploma/certificate** (for new faculty only)
5. If the applicant or their household members have disabilities and intend to apply for bonus cumulative points, a copy of their disability identification or (and) certification must be attached.
6. An applicant who has received and repaid government subsidies for interest on housing loans must provide proof that they have repaid the government-subsidized interest; such proof must be issued by the Construction & Planning Agency, Ministry of the Interior.

## Notification

Based on the "National Yang Ming Chiao Tung University Staff Dormitory Lease and Management Guidelines," key provisions are summarized as follows:

5. The standard for the calculation of cumulative points for the allocation and relocation of staff dormitories:

(1) One point for every NT\$10 in salary point:

The management unit calculates dormitory points by using information obtained from the Personnel Office. If an applicant's information changes, the applicant may submit an application for point adjustment, with documents of proof included, to the management unit.

(2) Seniority:

1. Seniority (i.e., years of service) will be calculated from the first day of work to the last day of the month before the month when dormitory distribution was announced; employees will be awarded one point for every 3 months of employment. Seniority calculation will begin in the month in which the tenant assumes their current position at the University.

2. For tenants whose seniority is noncontinuous, seniority will be calculated as the total seniority at the University.

3. For jointly-appointed professors, only the years in which they were paid by the University will count toward their seniority.

4. For visiting professors who continue to work at the University after the duration of their visit, the seniority within the duration of the visit will count toward their seniority points.

5. For people who are on leave without pay, the leave period will not be included in seniority point calculations.

(3) For applicants living with a spouse, minor children, parents (either their own or their spouse's), or adult children with disabilities who rely on the applicants, 3 points will be awarded for each dependent for up to 15 points.

(4) When both an applicant and his/her spouse work for the University and are within the staffing complement of the University, their points may be calculated together, with the higher of the two sets of points used as a basis and 30% of the other set of seniority and salary points added to this basis.

(5) Applicants are awarded 6 points when neither they nor their spouse, minor children, or family members listed on the application form own a residence in Taiwan. Applicants are awarded 4 points when they own a residence in Taiwan but meet the following conditions

1. Apply the Yang Ming campus dormitories: their own residence is not in Taipei City or New Taipei City.
2. Apply the Chiao Tung campus dormitories: their own residence is not in Hsinchu City, Hsinchu County, Taoyuan City, Taoyuan County, or Miaoli County.

When an applicant co-owns a residence and their share of the ownership is 10 ping or less and when they submit a declaration stating that they do not live in that residence or rent out that residence, they are eligible to receive points.

(6) When an applicant has a disability or his/her spouse or direct family members have disabilities and live with the applicant, the applicant will receive 1, 2, 3, or 4 points when the level of disability is mild, moderate, severe, or profound, respectively.

(7) The Chair Professor will receive 8 points.

(8) To facilitate recruitment of talent, when a new teacher applies to live in new-teacher dormitories in accordance with Article 4 and also serves as a first-level or second-level administrative supervisor, they shall receive an additional 10 and 5 points, respectively.

When the applicant meets the specifications of subparagraph 6, they must submit a photocopy of the disability ID during the announcement period. If they do not submit the document before the deadline, they will not receive the associated points. For applicants of single-room staff dormitories, only the personal points discussed in subparagraphs 1, 2, 5, 6, and 7 will be considered.

7. Regulations for staff dormitory charges, lease signing, hand over, and notarization:

(1) For dormitory management, water and electricity (including those for public areas), and gas fees will be deducted from the renter's salary each month, and tenants should return housing allowances. Fee calculation begins from the day on which the dormitory room is handed over and continues to the day on which it is returned.

(2) The management unit will provide the staff member with the keys on the day on which the dormitory is handed over. Tenants will be responsible for taking care of the dormitory room from that day on.

(3) Dormitory room tenants must be working for the University. The following limitation will be applied to the duration of the rental period:

1. Staff within the staffing complement of the University may rent the same type of staff dormitory room for up to 15 years. This 15-year period continues if the staff member changes rooms and moves into the same type of staff dormitory room. The total duration of renting various types of dormitory rooms, including multiple-room and single-room dormitory rooms, may not exceed 25 years. In addition, the University may reserve a part of multiple-room or single-room staff dormitories for new teachers to live in for up to 3 years.

2. Pursuant to Article 2, Paragraph 3 of this Guideline, contract personnel may rent single-room staff dormitories for 5 years. Their eligibility after 5 years depends on the circumstances at the time.

3. Each chief of each district of Chiaotung Campus may extend their lease for 1 year for every year they serve as chief and may extend their lease for up to 2 years.

Regulations in this paragraph do not apply to past contracts. Tenants who have rented dormitories before the merging of the two universities and the announcement of this Guideline must follow their original contract.

(4) Upon receiving rental application approval, the tenant must sign a lease with court notarization within 15 days while receiving notification of this approval from the management unit . The notarization fee must be paid by the tenant. If the lease signing and notarization are not completed within 15 days, the applicant will be assumed to have voluntarily relinquished their claim to renting the dormitory room

8. The following circumstances will cause an applicant to lose their right to rent a dormitory room; they will not be allowed to sign a contract, or their contract will be immediately terminated. In addition, they will lose the right to apply to live in a staff dormitory for 2 years.

- (1) The applicant relinquished their claim to the room after signing the contract or did not move into the room within 3 months after signing the contract.
- (2) The applicant provided false information in their application that affected the dormitory distribution results.

For detailed information on the "National Yang Ming Chiao Tung University Staff Dormitory Lease and Management Guidelines" and related regulations, please refer to: <https://ga.nycu.edu.tw/ga/en/app/data/list?module=nycu0014&id=1401>