



Student Residence Office

Hall Resident's Authorization Letter

As hall resident, I'd like to make a special request to authorize the following person(s) on my behalf to

✓ *the box on your acceptance*

- enter my room, pack my personal stuff to complete my check-out of the SR;
- do others: _____ (please specify)

Details of the authorized person(s) are as follows:

Name: Mr./Ms. _____ *(up to 2 persons)*
 CityU SID and/or HKID: _____
 HK mobile: _____
 Expected date/time for packing: _____ *(within 08:00 – 24:00)*

Authorized Person(s)' responsibility

The authorized person(s) are required to

- register at Security Control Office (SCO), Tak Hong Avenue to obtain his/her Day-pass into hall;
- complete the check-out procedures on resident's behalf upon departure at SCO.

Resident's Undertaking

1. I understand it is my obligation to have communicated with my roommate and gained his/her **prior** consent on my authorizing 3rd party to pack the stuff in the room on my behalf;
2. I shall alert my authorized person(s) for correct packing of my stuff (if necessary via video-communication on real-time), complete the packing and check-out at one occasion;
3. I hereby authorize Security Control Office to open my room/drawer at my absence;
4. I shall assume full liability for any damage/loss if any caused to the my room-mate.

Name: _____ SID: _____ Hall: ____ Room: _____ Bed: ____

Signature : _____ Date: _____

**Email the completed form to srosecurity@cityu.edu.hk via CityU email account
 at least 1-day before the arrival of your authorized person(s)**

SRO Use: _____

Form Received on: _____ Follow-through by: _____ IC: _____