**Regulation of Yunnan University of Finance and Economics on the Management of Residential Apartments of Foreign Teachers and Experts**

Yunnan University of Finance and Economics (YUFE) provides free accommodation at its apartments exclusively for long-term foreign teacher and expert (FTEs)working at its departments to strengthen the coordinative management of (FTE), provide better service for FTEs and promote the development of educational internationalization of YUFE. This regulation on the management of residential apartments for FTEs is made to strengthen the management of the residential apartments to create a secure, comfortable, clean and harmonious living environment for FTEs.

I. Management Institution

1. The apartments are property of YUFE, and the International Cooperation and Exchange Office (the Office thereafter) manages all the apartments. The Office is responsible for allocation and reallocation of the apartments for use to FTEs, and for the overall planning, coordination and supervision of maintenance of the apartment facilities, security and sanitation and routine services.

2. Departments hiring FTEs assist the Office in FTE’s application for apartments, qualification verification and routine management.

II. Eligibility of free accommodation and housing standard

Each of long-term FTEs, who are hired and signed the contract with the department, is eligible for an apartment for free use during the contract period.

III. Application Procedure

1. Once signing contract with FTE, department applies to the Office in line with the need of FTE. The department fills in the *Application Form for Residential Apartment for FTEs*, and hand it into the Office for approval.
2. After the application is approved, the FTE should be clearly informed of precautions, check the list of items within the apartment and sign the *Confirmation Form for Checking-in Residential Apartment* before moving in.

IV. Relevant Fees

1. FTE eligible for free accommodation and approved by the Office resides in the residential apartment during the contract period and pays a deposit of RMB 1000 before moving in. The deposit will be refunded to the FTE when the contract ends and without any items within the apartments are damaged.
2. Costs for water and electricity will be calculated on monthly basis based on the actual usage. The Office will pay on behalf of FTE from the special fund for FTE.
3. FTE bears drinking water cost and other living costs.

V. Management of Residential Apartments

1. FTEs reside in the apartments should comply with the coordination and management of the Office. The Office will inspect the apartments regularly.

2. Regulation on visitor registration is implemented, and all visitors must register and show his or her valid ID before entering into the apartment building. Visitor allows to enter the apartment building only after obtaining a permission of the apartment manager.

3. Only approved FTEs allow to stay in the apartments, and the others are not allowed to stay in the apartments unless a written permission is obtained from the Office.

4. FTE is not allowed to lend or lease the apartment to others.

5. All the facilities in the apartment are registered in a table by apartment manager. If any facility is out of order, it is repaired by the apartment manager. If the facility is damaged by FTE, the FTE covers cost for repairing or replacing.

6. FTE living in the apartment is not allowed to move any facility out of the apartment or lend it to others, and is not allowed to alter or detach housing structure. If the FTE causes any damage to apartment, he/she compensates actual cost.

7.FTE is not allowed to make duplicate key(s)to his/her apartment or lend key to the others. If he/she loses key, FTE should contact the apartment manager in time to make a new key or change the lock.

8. YUFE service staff is responsible for cleaning public area of the apartment building, while it is FTE’s responsibility to keep his/her apartments clean.

9. No pets are allowed in the apartments.

10. FTE must report to the Office for checking out, and must move out from apartment within three days after contract end date, clean all facilities and items within the apartment when checking out, and return keys to the apartment manager. Apartment manager checks and accepts.

11. If FTE violates this regulation, he/she may pay a fine or be asked to leave apartment ahead of time, depending on the degree of severity of the violation.

VI. This regulation is valid since the date of its issuing. International Cooperation and Exchange Office reserves the right to its explanation.

Appendix A: Application Form for Residential Apartment for FTEs

Appendix B: Confirmation Form for Checking-in Residential Apartment

**Attachment A**

**Application Form for Residential Apartment for Foreign Teacher and Expert**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name |  | Gender |  | Age |  |
| Nationality |  | Passport  Number |  | Health  Condition |  |
| Hired by  (department) |  | Position |  | Valid Period of  Contract |  |
| Any family member lives with you? |  | Number of family members |  | Tel  E-Mail |  |
| Opinion of the Hiring Department | （If the above information is true, and if the FTE is eligible to live in the residential apartment）  Signature（Seal）：  Date: | | | | |
| Opinion of International Cooperation and Exchange Office | Signature（Seal）：  Date: | | | | |
| The Apartment allocated to FTE | Unit 3：Room on Floor  Unit 4：Room on Floor | | | | |

**Attachment B**

**Confirmation Form for Residential Apartment Checking-in**

1. I have read the *Regulation of Yunnan University of Finance and Economics on the Management of Residential Apartments of Foreign Teachers and Experts,* and promise to obey all the regulations.
2. The itemized list of the facilities is as the following:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 序号  NO. | 物品名称  Items | 数量  Quantity | 单价（元）  Unit-Price（RMB） | 备注  Remarks |
| 1 | 电视机  TV Set | 1 | 2700 |  |
| 2 | 机顶盒  TV Decoder | 1 | 1000 |  |
| 3 | 微波炉  Microwave | 1 | 400 |  |
| 4 | 冰箱  Refrigerator | 1 | 1650 |  |
| 5 | 洗衣机  Washing Machine | 1 | 1200 |  |
| 6 | 电磁炉/电灶  Electronic-Magnetic Cooker | 2 | 1250 |  |
| 7 | 抽油烟机  Kitchen Ventilator | 1 | 2000 |  |
| 8 | 饮水机  Water Dispenser | 1 | 200 |  |
| 9 | 台灯  Desk Lamp | 1 | 200 |  |
| 10 | 整体浴室  Shower Facility | 1 | 2000 |  |
| 11 | 电视柜  TV Bench | 1 | 600 |  |
| 12 | 衣柜  Closet | 1 | 600 |  |
| 13 | 鞋柜  Shoe Cabinet | 1 | 450 |  |
| 14 | 橱柜  cupboard | 1 | 600 |  |
| 15 | 书桌&书柜  Desk & Bookcase | 1 | 700 |  |
| 16 | 椅子  Chair | 1 | 280 |  |
| 17 | 床&床垫  Bed &Mattress | 1 | 1600 |  |
| 18 | 床头柜  Bedside Table | 1 | 280 |  |
| 19 | 被子&被套  Quilt & Quilt Cover | 1 | 300 |  |
| 20 | 枕芯&枕套  Pillows & Pillowcase | 1 | 100 |  |
| 21 | 床上用品(床单、床旗、抱枕)  Sheet & Bed Runner & Pillow | 1 | 200 |  |
| 22 | 窗帘  Curtain | 1 | 50**/** m |  |
| 23 | 沙发  Sofa | 1 | 3250 |  |
| 24 | 茶几  Tea Table | 1 | 320 |  |
| 25 | 晾衣架  Clotheshorse | 1 | 350 |  |
| 26 | 镜子  Mirror | 1 | 150 |  |

I have confirmed there is no damage of the facilities（）

If any, please specify（）

Signature： Date：