

NATIONAL TAIWAN UNIVERSITY

Property/Item Rental Form

Renting Unit				Contact No.	
Renter		Job Title		Signature or Seal	
Reason for Rental					
Rental Period	From: _____(yyyy/mm/dd) To: _____(yyyy/mm/dd)				

List of rented property/items: (please attach photo to back of form)

	Property/Item No.	Name of Property/Item	Brand and Model	Purchase Date	Unit Price	Qty
1						
2						
3						
4						
5						
Notes	1. The rented property/item shall be appropriately used and properly maintained by the renter, and shall be returned by the deadline. The renter is liable for compensation on all losses or damage to the rented property/item. 2. This form shall be completed in duplicate with the renter and original user each retaining a copy for reference.					

Affiliated Unit:

Property Manager:

Property/Item User:

Unit Head:

Date: _____ (yyyy/mm/dd)