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「選擇性規則」為當房東選取時，此規則才會在與房東在平台簽署契約時，被列入契約文件之中。

**This is a contract sample provided by Zuker for users to check. Any uses otherwise should indicate the source.**

**“Optional rules” are rules that are only used when the landlord select it as part of the contract.**

## General 一般

1. The following contract is expressed in Chinese in addition to an English translation. It will be available for both parties – the tenant and the landlord – on Zuker to view and download. Should there be any discrepancy or contradiction between the Chinese version and its English counterpart, the Chinese version will be considered prior to the English translation.  
本合約書由雙方各持網路版乙份，隨時可以下載調閱。以中文與英文撰寫，中英文版本文義如語意有些微差異，以中文版本為準。
2. The landlord is responsible for providing a functional place before renting. Any situation that might affect the sole health and safety of the tenant should be informed in prior the agreement. If not informed, the landlord is responsible for any compensation and repair.  
出租方須提供能租賃使用目的之房屋，任何會影響租客健康與安全之狀況應在立約前告知；若無告知並獲得同意，出租方需負擔賠償及修復責任。
3. The premises are intended to function as a residential house. Without the agreement of the landlord, no changes in the function of the premises can be made.  
本房屋係供住宅使用。非經出租人同意，不得變更用途。
4. Use of the premises in any way that violates the law is strictly prohibited. Storage of illegal goods or substances, explosives, flammable materials, or dangerous articles on the premises is illegal.  
租客不得違法使用房源，或存放有爆炸性或易燃性物品，影響公共安全。
5. Painting and/or nailing objects on the wall as well as any actions that will permanently change the appearance of the apartment are strictly prohibited. Tenants who are found to be in violation of this rule will be charged fully for the cost of repairs complicit with the known damages.  
禁止塗鴉、釘或做任何會影響房屋本身完好的改變。若被發現，租客將負擔復原費用。
6. The tenants should uphold the standards of conduct and respect established by the community.  
承租方應尊重與遵守社區規章。

## Inventory 家具

7. The tenant should exercise the due care of a good administrator and be responsible for maintaining the house and furniture in good condition.  
承租方應以善良管理人之義務保持房源與家具的良好狀況。
8. The landlord is responsible for repairing household appliances that is damaged from normal wear and tear or natural disaster.  
出租方必須負責任何自然損害與天災損害之房屋與傢俱的修繕。
9. Any object left behind by the tenant after moving out will be handled by the landlord.  
租賃期滿遷出時，承租方所留下之任何物品將任憑出租方處置。

## Security deposit 押金

10. A deposit is requested from the tenant when reserving a room. This amount will be given back to the tenant after the contract expires. However, a portion of the deposit will be held by the landlord if any of the following scenarios arises:

承租方必須支付押金才能預留住處。押金會於承租方退租日當天歸還。然而，有一部分的押金可能會因下列事項而沒收：

- A. If furniture is damaged due to the tenant's negligence, the landlord has the right to claim compensation directly from the tenant or withhold the corresponding proportion of the deposit made by the tenant.  
若承租方導致家俱損害，出租方有權向承租方索賠或者直接從押金扣除賠償。
- B. If the tenant wishes to terminate the agreement before the end of the lease prior at least a month, the landlord has the right to withhold a proportion of the deposit equal to one month of rent as compensation.  
若承租方想提早解除租賃契約，出租方有權利扣押等同於一個月租金的押金。
- C. If the room is not returned to its general cleanliness, the landlord can claim the corresponding costs for cleaning.  
若在歸還房屋時未將房間打掃乾淨，出租方有權扣除相關打掃費用。

11. The deposit cannot be used to pay any part of the rent.

押金不得抵租金。

## Extension and Extermination of the Agreement 延長與解除契約

12. If the tenant chooses to extend his/her duration, the tenant must inform the landlord at least one month in advance of the original expiration date. The landlord has the right to refuse the extended stay.

若承租方欲延長居住期限，需在一個月前通知出租方，出租方有權利拒絕。

13. To terminate the lease at a date earlier than originally agreed upon, the landlord must inform the tenant one month in advance and the landlord is responsible for compensating the tenant by an amount negotiated by the two parties.

若出租方因故(非關承租方之因素)需要提早解約，應在一個月以前通知承租方並協商相關賠償。

14. The landlord can terminate the lease if one or more of the following situations takes place:

如果下列任何事項發生，出租方有權利終止租約：

- A. If the tenant fails to pay the rent within 2 months or refuses to pay other mandatory fees that sum up to the equivalent of 2 months of rent.  
如果承租方遲付租金或積欠應負擔之費用達兩個月，經通知仍不支付之情況。
- B. If the tenant does not uphold the standards of conduct and respect established by the community.  
如果承租方未盡善良管理人的注意義務與尊重周遭社區。
- C. If the tenant sublets the apartment or a room to a third party or occupies the apartment with another person not mentioned in the agreement without permission.  
如果承租方在未獲許可的情況下轉租於他人、或讓非承租人入住。

15. Unless the tenant is responsible for the situation, the tenant can terminate the agreement and retrieve the original deposit if one or more of the following takes place:

如果下列任何事項發生，承租方有權利終止租約並取回押金，歸責於承租方之狀況除外：

- A. The premises have affected the health and safety of the tenant.  
房屋損害有危及承租人之安全或健康之瑕疵時。
- B. The premises have lost the function designated by the agreement.  
房屋功能減失，致不能為租賃約定使用目的時。

## Optional Rules 選擇性規則

1. Registering the premises as a business office is prohibited.  
不得登記做營業場所。
2. The landlord will provide a furniture list on the day the tenant moves in. The tenant must inform the landlord if any furniture is not in accordance with the inventory.  
出租方會在承租方入住當天提供家具表紙本。承租方必須在當下檢查過後讓出租方知曉有任何家具的損壞或缺失。
3. A penalty equivalent to one day of rent, as calculated from the monthly rent, will be incurred for each late day the rent is paid beyond the date agreed upon by the tenant and the landlord.  
當承租方遲交租金時，每遲一天應繳交等同日租金的額度的罰金。
4. If the utility bill hasn't been paid when the tenant leaves, the tenant is responsible for paying the landlord a compensatory fee as determined by the tenant's usage on the meter as well as consultation with the corresponding utility company.  
若承租方在退租時賬單還沒繳清，出租人得以就承租人最後一個月的能源使用狀況，參考台電、水錶等的度數尋價收取費用。
5. If the tenant needs to do Household Registration or other registration on the address, the deposit will be returned only after it is removed.  
若有設戶籍或其他登記，遷出時始退押金。
6. The tenant can find a replacement for the remainder of the lease duration. The replacement must comply with this agreement and accept the same clauses as the original tenant.  
承租方可以尋找別人接替承租方剩下的契約，新承租方必須同意這同意書的所有要求。
7. The tenant must inform the landlord 1 month in advance for a replacement. The landlord has the right to reject the replacement. If rejected, the original tenant is still responsible for the agreement.  
若想要尋找接替者，承租方必須在一個月前通知出租方。出租方有權利拒絕出租給接替者。當出租方拒絕時，原承租方仍須負此同意書的義務。
8. Both party agrees to notarize this contract.  
本契約雙方同意辦理公證。
9. No smoking in the premises.  
此房源禁止吸煙。
10. The tenants should respect and follow any rules from the neighborhood.  
承租方應尊重與遵守社區規章。