

Housing information to new teachers

HR Nikita Tsai

Our warmest welcome to Taiwan, I am Nikita Tsai from the HR Department responsible for assisting you with the housing arrangements.

[Here](#) is a property agent list for your reference. We'd also like you to fill out a bit of information regarding your housing preferences at the below link, so we can share them with the agent and let them better understand your needs: <https://forms.gle/EFixLs3csNcqLA327>

Here are a few tips and reminders from us, please read carefully and let us know if you have questions.

1. Location

We operate on two campuses: Swire European Primary Campus at Fuguo Road, ShiLin, and Swire European Secondary Campus at JianYe Road, Yang Ming Shan.

Our Primary campus is conveniently located in the ShiLin district of Taipei, in an area popular with expatriate families. Metro ZhiShan station is a five minutes walk from the campus and provides access to surrounding areas via the Taipei Metro system. The city centre is only about 15 minutes away by car, bus or train.

Our Secondary campus is beautifully situated in the hills surrounding Taipei. With close proximity to YangMingShan National Park. The campus is easily accessed by public transport and is a 25 minutes drive from the Primary campus.

There are several areas that our teaching staff usually prefer to reside:

- 1) ZhiShan, ShiLin and TianMu area
Housing within walking distance of the campus rents for NT\$30,000 to NT\$60,000 per month for a two-bedroom to four-bedroom apartment, excluding building monthly fee and utilities. The life functions of these areas are very convenient, there are nearby public transportation, shopping access, parking arrangements and park, etc. Public buses, the R5, S15, 303, 260, 109 and 1717 also operate between ShiLin area and Secondary campus.
- 2) BeiTou area
Beitou has a beautiful, hilly atmosphere to it, and It only takes 15 minutes to take MRT from BeiTou station to ZhiShan station. There are more options of property and the rental usually is cheaper than ShiLin, ZhiShan or TianMu area.
- 3) Yang Ming Shan area
There are limited options of property, rents for NT\$45,000 to NT\$80,000 per month for a two-bedroom to three-bedroom apartment, excluding building monthly fee and utilities.

2. Lease Contract

The lease contract with the landlord will be in the staff's name (plus the spouse's or partner's name, if accompanied for the purposes of processing Taiwan's Residence Permit) and the staff is fully responsible for his/her own lease. The HR Department will provide support in reviewing, negotiating and translating where appropriate, and we recommend all new teachers initially sign a one-year lease. Please check every detail before signing a lease. Are the toilets and faucets functioning? Are there signs of previous leakage? Is there power everywhere? Are all the lights working? It is best to make a list and check it carefully before signing a lease. We suggest renting a furnished apartment, it is more comfortable when you do the quarantine in your apartment.

3. Rental Payment

Overseas hired teachers will receive an accommodation allowance. You could choose to arrange the rental payment by yourself (so you will receive the allowance with your monthly salary) or have TES to transfer it to the landlord. All utility bills (electricity, water, gas, telephone etc.) will be for your account and shall not be included in the lease contract as rental cost.

4. House Deposit

Landlords usually ask for a two-month refundable rental deposit upon lease signing. TES will offer an interest-free loan to pay for the deposit. This deposit must be paid back in full upon expiry of the lease contract or upon the termination of employment with TES, whichever comes first. Any deduction from the deposit by the landlord will be for your account. Please be reminded that the processing time for deposit from TES to Landlords will be at least two weeks.

5. Agency fee

The agent who finds you a place will normally charge 1/2 of a month's rent for their service fee. After you sign a contract, most agents will be glad to render you some services, like getting a phone line, Internet connected or cable TV connected, contacting and negotiating with the landlord on maintenance, showing you the most important places in the area. Do not hesitate to use it. TES covers the real estate agent's initial fee, in the amount of up to 1/2 of the leased accommodation allowance. During an employee's agreement or any subsequent agreements, a real estate agent's fee and subsequent removal expenses will be at your own expense if you wish to relocate.

Given the unusual circumstances this year, the HR has provided some FAQs regarding the quarantine as followings:

1. Can we quarantine in a hotel if I haven't found the apartment before I come to Taiwan?

Taiwan CECC announced a new measure to prevent the delta COVID variant from entering into Taiwan: as of the 27th June, all inbound travellers must be quarantined away from home (community).

If you are travelling from the listed key high risk countries, you will need to quarantine at a designated CECC group quarantine facility, free of charge. You will undergo PCR tests upon checking in at the group quarantine facilities and at the end of their quarantine period.

If you are travelling in from other countries, you will need to undergo quarantine at a CECC approved quarantined hotel, at your own expense. You will undergo a PCR test at the end of the quarantine period.

For those who will undergo quarantine, in principle, one room per person is the general rule for quarantine. Elders, infants, children under 18 years old and those who need company or caregivers are allowed to have at most one caregiver per person in the same room.

Currently, "key high-risk countries" include Brazil, India, the UK, Peru, Israel, Indonesia, and Bangladesh.

2. I do not have a mobile number in Taiwan, what should I do if I am required to undergo home quarantine or self-health management?

TES will prepare you a SIM card in advance and deliver it to you with your work permit. You may apply for a SIM card at the airport as well. The quarantine officer will dial the phone number on-site to ensure it is valid and you are always reachable for home quarantine/self-health management follow-up and tracking.

3. Assuming I do find an apartment before I arrive, how will the contract signing work?

- 1) A Service agreement with the agent: You only need to sign with the agency for UR HOUSE Realty and Jerry's Realty Company.
- 2) Lease contract: There are three situations based on the landlord's preference,
 - a. The agent will email you the lease agreement (PDF file) for your signature, after your signature, then you email back the lease agreement for the landlord's signature; You need to sign the original lease agreement when you arrive in Taipei.
 - b. The agent will email you the lease agreement (PDF file) which the landlord signed first, then you sign your part then email back to the agent.
 - c. If the landlord insists you sign on the original copy instead of (PDF File) lesigning then, the agent will DHL the original one for your signature.

If you have any specific questions, please don't hesitate to get in touch.

nikita.tsai@tes.tp.edu.tw