

Moving In/Out Manual

<Flow When Renting Housing>

[Foreigners]

[Real Estate Agent]

Specify your requirements for housing.

If you find housing that meet your requirements, go to look at the housing.

If you want to rent the housing, fill out an application form.

Proceed with signing the agreement

The real estate agent provides information and floor layout of housing that meet your requirements.

Examination

- ※Joint guarantor
- ※Administrative guarantee system
- ※Guarantee company

Decision

Important terms of the contract are explained.

Sign the rental agreement. Pay deposit, key money, agency fee, property insurance premium, rent and other required fees.

Receive the key and move into the housing.

Note: In Japan, some real estate agents possess their own rental housing and will rent out to the tenant. However, in most cases, the rental housing is owned by a private person. Therefore, the real estate agent serves as the intermediary between the landlord and the tenant.

※ An application fee will be sometimes required.

Rules for Moving

When you move out the housing, you need to notify your local government office, the electric power company, gas company, etc.

[Before moving]

1 Confirm the period specified in your rental housing agreement (usually 1 to 2 months in advance) that you will be terminating the agreement, and notify the landlord or the real estate agent.

2 Notify your local government office, electric power company, gas company, section in charge of waterworks, etc. of your moving and completing the turn-off procedures.

Confirm electric power company, gas company, and section in charge of waterworks at your local government office to have the services turned off and



Call the telephone company and post office for notification of change of your

Inquire about disposal of large garbage items (especially large-sized furniture, large quantities of garbage) disposed at

Water	Nearby office of Waterworks Bureau or local government office
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Electricity	Nearby branch or business office of Tokyo Electric
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Gas	■ For city gas, nearby business office of Tokyo Gas Company
	■ For Propane gas. Propane

Telephone	Telephone company, such as NTT
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Mail	Nearby post office
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Garbage	local government office
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[When moving]

1 Remove all of your belongings from the housing and clean it well.

➡ Carry out all of your belongings from the housing, and clean the rooms well. Do not leave any large-sized garbage behind.

2

- Check the condition of the rooms
- Return the key
- Settle the deposit

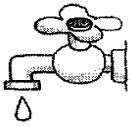
➡ These matters are conducted in the presence of the landlord or the real estate agent in accordance with the rental housing agreement

◆ After moving out, complete procedure for filing change of address at the resident registration for foreign nationals counter at new local government office within 14 days.

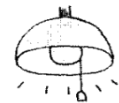
◆Agencies to Contact



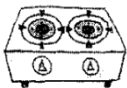
Real estate agency or landlord(<i>oya</i>) <small>ふどうさんてん やぬし おおや</small> 不動産店または家主(大家)	Company name Name Phone number ()
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Water <small>すい どう</small> 水道	Office Waterworks Bureau (or Division, City, (Ward)) Phone number ()
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Electricity <small>でん き</small> 電気	Tokyo Electric Power Company Branch(Business Office) Phone number ()
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Gas <small>ガス</small> ガス	Tokyo Gas Company Branch(Business Office) LPG dealer () Phone number ()
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Telephone <small>でん わ</small> 電話	NTT Branch(Business Office) Other telephone company () Phone number ()
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Mail <small>ゆう びん</small> 郵便	Post office Phone number ()
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Garbage <small>ゴミ</small> ゴミ	Division (Branch Office) City, (Ward), Town, Village Phone number ()
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*Please note that the telephone numbers of the above agencies might be changed.

Kanagawa Housing Support Center for Foreign Residents English Consultation available Monday ~ Friday	Tel. 045 (228) 1752 2F YMCA, 1-7 Tokiwa-cho, Naka Ward, Yokohama City, Kanagawa Prefecture E-mail: sumai.sc@sumasen.com
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<Terms for Rental Housing>

【Real Estate Agent (Fudosanten)】

Real estate agent serves as an intermediary between the landlord and the tenant or the landlord's agent for renting housing and also buys and sells or exchanges real estate.

【Rent (Yachin)】

Rent to be paid every month. If you rent a room in the course of a month, the rent for that month will be calculated on the prorated daily basis.

【Common Service Fee (Kanrihi)】

Common service fee (management fee) to be covered the electricity charges, etc. for common use space, such as stairways or hallways and to be paid separately from the rent.

【Parking Fee (Chusharyo)】

Parking fee of the tenant's car to be paid each month separately from the rent.

【Deposit (Shikikin)】

Guarantee money is deposited with the landlord for unpaid rent or damages and repairs required when the tenant moves out. Any remaining deposit after deducting repair costs upon vacation of housing is returned to the tenant. This is the equivalent of 1 to 3 months' rent.

【Key Money (Reikin)】

Key money is paid to the landlord when the rental agreement is signed. This is the equivalent of 1 to 2 months' rent and not returned to the tenant. There is some rental housing that does not require key money to rent.

【Brokerage Fee (Chukaiteisuryo)】

Commission (brokerage fee) to be paid to the real estate agent and is set within 1 month's rent.

【Damage Insurance Premium (Songaihokenryo)】

Damage insurance premium. Property insurance coverage to protect household effects and etc. against fire or water damage is acquired at the time the rental agreement is signed as needed.

【Renewal Fee (Koshinryo)】

Renewal fee to be paid to the landlord by the tenant when the rental agreement is renewed. The contract period is generally 2 years. Renewal fee is not required in some cases.

【Guarantor (Hoshonin)】

•Rentai Hoshonin

➤ Guarantor. The tenant is required to have a guarantor who will take the responsibility for paying unpaid rent or repair costs when the tenant cannot make payment. Guarantor must have an income that exceeds a certain level.

•Administrative Guarantee System

➤ **Kawasaki City:** If you would like to rent a room in Kawasaki City, you can use Kawasaki Residential Support System. (Note eligibility for using the support system)

For inquiry: Kawasaki City Urban Planning Bureau Housing Maintenance Section or Kawasaki City Housing Supply Corporation, Kanagawa Housing Support Center for Foreign Residents.

•Private Guarantee Company

➤ A company that will provide guarantee instead of joint guarantor. If you decide to use this service, it will be fee-based and you will need to provide an emergency contact information. Please ask the real estate agency regarding the content of this service.

【Ordinary Lease Contract (Futsu Chintaishaku Keiyaku)】

(Futsugata Tatemono Chintaishaku Keiyaku)

Ordinary Lease Contract. The landlord cannot refuse to renew the Contract without due cause. Renewal procedure will be made upon expiration of the term of the agreement through the renewal method stipulated by the content of the agreement.

【Fixed-term Lease Contract (Teiki Shakka Keiyaku)】

Fixed-term Lease Contract expires at the end of the contract period and shall not be renewed. You need to confirm the terms and conditions of the Contract thoroughly as to whether Ordinary Lease Contract or Fixed-term Lease Contract.

【Property Management Company (Kanri Kaisha)】

Property management company can provide necessary information and advice with regard to various consultations or problems in daily life, equipment failure, etc.