

## Steps of looking for a house to move in

### Part I Looking for a house

#### STEP1

We'll ask about all your requirements of your new apartment, such as which area and what kind of place you want to live in, the layout of it, is there any special requirements (e.g. western-style room only, bathroom and toilet is divided), how do you go to school and so on.

Then we'll pick up the materials which match your requirements.

#### STEP2

Choosing your favorites, and confirming that apartment's condition with us.

\* Checking about 2~3 places, and it takes about 1 hour.

### Part II Move-in procedures

#### STEP1

##### Application

Filling in application paper, and we'll take a copy of your Certificate of Alien Registration, student card and passport.

【Necessary Documents】Alien Registration Card. Student Card. passport

『Documents to fill in』application paper

#### STEP2

##### Move-in judgment

We'll show your application form to the landlord of the apartment for your move-in judgment.

Staff will contact you about the result.

#### STEP3

##### Contract

First, we need you to take the Important Matters Explanation. (It takes about 10~20 minutes).

Then, filling the contract and sealing it.

Last, please pay all of the expenses.

『Documents to fill in』contract. Act Relief Life24 application paper. Fire Insurance Application paper

【Necessary Stuff】your personal seal

#### STEP4

##### Moving in

After finishing all the steps of contracting, it is allowed to give you the key from one day before the contracting day (afternoon).

Anyway, because of preparing there's some situation that can only give you the key on the moving day.

What's more, baggage is only allowed to take in from the moving day.

### Part III After moving in

If there's any problem of the room or something you're worrying about, please feel free to contact us.

### Part IV Moving out

#### STEP1

Basically it is necessary for you to contact us one month before the day you want to move out.

Please tell us as soon as you can and fill in the move-out notification when you want to move out.

\* Please pay attention that if you couldn't hand in the move-out notification before one month you're going to move out, there's some situation that you have pay for that month.

#### STEP2

After taking all of the stuff out, you need to join the attendance with administrative company to check if there're any places to fix.

Please tell us your request attendance day as soon as you decide it.