

## **1. Procedure of entering and leaving**

### **(a) About preliminary inspections and reservations**

Appointments for preliminary inspections can be made by phone or facsimile.

After seeing the place if you decide to move in you will need to fill in a moving-in application form and deposit a security deposit of 20,000yen in the account stated below.

Asahi trust bank Nezu branch account number 0 1 7 0 3 0 5

Account name Inter space CO.,LTD.

Deposit one week before entry if you cancel within one week of notice you will be charged for cancellation fee.

### **(b) Moving-in procedure**

The contract for the apartment is monthly therefore there are no other charges for the apartment. If you decide to stay for another month you will need to deposit rent 5 days prior to new month. Things you will need are

- ① Share house lease contract and a signed observance oath of manners and rules.
- ② Proof of payment to prior landlord or residency.
- ③ Identification (passport, drivers license, immigration card, etc.)
- ④ Emergency contact numbers and addresses.

After receiving these we will give you your security numbers and keys and will ask that you fill in a resident ledger. Please prepare your own bedroom and bathroom items.

### **(c) Leaving residency**

Although leasing is monthly please let us know one week before you decide to leave. We will refund you deposit at the time we receive the key for your locker. Please be careful not to forget anything and of personal items we are not responsible for lost and theft.

## **2 Basic rules and code of conduct in residency.**

### **(a) Reasons of eviction.**

Not following the instructions or warnings of the landlord

Creating loud and obstructing noise

Control of personal belongings or leaving personal objects and trash creating difficulties for other residents.

Breaking Japanese laws and Regulations.

Not getting along with other residents or causing problems. These will be considered as red card actions and you will be asked to leave at once. We have set these rules so that

everyone can enjoy their stay with us.

**(b) Things to watch out for**

Extreme acts of religion and or soliciting are forbidden. The living room and all other gathering facilities such as the television, air conditioner, dishes, shower, cleaning and washing. If you are warned about these things it will be considered as a yellow card and if you are warned repeatedly you will be asked to leave.

**(c) Request from landlord.**

Please try not to waste energy and water if you are not using something please turn it off. And please remember that in a shared house it is important to keep everyone happy so if you are bringing a guest over please let the landlord know so we don't mistake you guest as a trespasser.

**3 Rules of house sharing**

**(a) The kitchen**

You are welcome to use any of the items we have. Please label or name any foods you have so others will not use. Please make sure that when you are finished using the kitchen that you clean it immediately so that others may use when they want. Please throw all trash in the trash can by the entrance.

**(b) Your room**

Because your rooms will be shared we ask that you make your own rules with your roommates and control personal belongings so they don't get in the way of others.

**(c) Smoking**

There is no smoking in any rooms except the kitchen and only when other members agree that you may smoke in the kitchen while they are there.

**(d) Night time activities**

Please refrain from any activities after 11pm in your room so that others may sleep if you have to do something use the living room or kitchen.

**(e) Bath and toilet**

Please clean the toilet if you notice something that would disturb other users and also try to keep bathing to once a day so there is no traffic for other users.

**(f) Wash room**

Please keep clean and throw away any hair that you might find in the sink so the pipes do not clog and wash away any soap or residue when you are finished. And please watch for the faucet so water is properly stopped after usage.

**(g) Shower room**

The shower is coin operated and will cost 100yen per 15 minutes.

After 20 minutes the lights will turn off. Please try and limit showering time to 15

minutes so we can save water and others may be able to use shower when needed.

After using please wash away soap and clean any trash and hair so the pipes will not clog. Please keep Ventilation fan running awhile after using so mildew does not build up.

**Price list (check-out)**

<b>Period</b>	<b>Price</b>	<b>Deposit</b>
<b>SHION Yanaka</b>		
1month	42,000yen	20,000yen
<b>SHION D.st.</b>		
1month	38,000yen	20,000yen

**((Elegance cost))**

**If you have forgotten any items please ask us.**

**First linen set**

**Sheets, upper cover and pillow case 1,500 yen**

**First washing set**

**Disupo formula tooth brush and shampoo 500yen**

**Rental bath set (for 7days)**

**Bath and face towel and bath robe 500yen**

**Other items**

**Public bath tickets , cell phones , international and domestic calling cards**

**Please ask for any of these items prices vary on amount and length of use.**