

# Moving In/Out Manual

## <Flow When Renting Housing>

[Foreigners]

[Real estate agent]

Specify your requirements for housing.

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

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.

Examination

※ A guarantor is often required when making application.

Make a reservation.

Decision

※ An application fee will be sometimes required.

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.

## <Terms for Rental Housing>

### **【Fudosanten】**

Real estate agent. The 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.

### **【Yachin】**

Rent for housing to be paid every month. If you move into or out of housing after the first day of the month, the rent for that month will be prorated.

### **【Kyoekihi (Kanrihi)】**

Common service fee (Management fee) to be covered the cost of electricity or cleaning fees, etc. for spaces used in common by the tenants, such as stairways or hallways.

### **【Chusharyo】**

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

### **【Shikikin】**

The guarantee money is deposited with the landlord(*oya*) when the rental agreement is signed against non-payment of rent or repairs required when the rental housing is vacated. This is the equivalent of 1 to 3 months' rent. Any remaining deposit after deducting repair costs upon vacation of housing is returned to the tenant.

### **【Reikin】**

Key money is paid to the landlord(*oya*) 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.

### **【Chukaiteuryo】**

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

### **【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.

### **【Koshinryo】**

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

### **【Hoshonin】**

#### ●Rentaihoshonin

➤ 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.

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

For inquiry: Yokohama City Housing & Architecture Bureau Housing Department Housing Reusing Division or Yokohama City Housing Supply Corporation Housing Community Development Counseling Center, Kanagawa Housing Support Center for Foreign Residents.

#### ●Private Guarantee Company

➤ Please directly inquire the real estate agent.

### **【Futsuu Chintaishaku Keiyaku】**

Regular Rental Agreement. This is the type of agreement generally used in Japan. The landlord cannot refuse to renew the agreement without due cause. The rental agreement will be automatically renewed.

### **【Teiki Shakuya Keiyaku】**

Fixed-term Rental Agreement. This agreement covers a specified contract period and ends at the end of the contract period without being renewed. It is advisable that you should understand the terms of agreement well and conclude which type of agreement you should sign, Regular Rental Agreement or Fixed-term Rental Agreement.

# 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 settlement of utility charge.



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

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

Water	Nearby office of Waterworks Bureau or local government office.
Electricity	Nearby branch or business office of Tokyo Electric Power Company
Gas	<ul style="list-style-type: none"> <li>■ For city gas, nearby business office of Tokyo Gas Company</li> <li>■ For Propane gas. Propane gas store</li> </ul>
Telephone	Telephone company, such as NTT
Mail	Nearby post office
Garbage	local government office



## [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

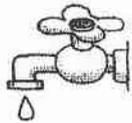
➔ These matters are conducted in the presence of the landlord or the real estate agent in accordance with the rental housing agreement that specifies original condition restoration.

◆ 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



<b>Real estate agency or landlord(<i>oya</i>)</b> <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)	<b>Company name</b> Name Phone number (        )
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<b>Water</b> <small>みづ どう</small> 水道	<b>Office Waterworks Bureau</b> (or        Division,        City, (Ward)) Phone number (        )
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<b>Electricity</b> <small>でん き</small> 電気	<b>Tokyo Electric Power Company Branch(Business Office)</b> Phone number (        )
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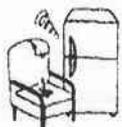
<b>Gas</b> <small>ガス</small> ガス	<b>Tokyo Gas Company Branch(Business Office)</b> LPG dealer (        ) Phone number (        )
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<b>Telephone</b> <small>でん 話</small> 電話	<b>NTT Branch(Business Office)</b> Other telephone company (        ) Phone number (        )
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<b>Mail</b> <small>ゆう びん</small> 郵便	<b>Post office</b> Phone number (        )
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<b>Garbage</b> <small>ゴミ</small> ゴミ	<b>Division (Branch Office) City, (Ward), Town, Village</b> 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 10:00 ~ 17:00	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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