

Information on Moving-Out Notifications

All residents moving out of JKK housing must submit this notification.

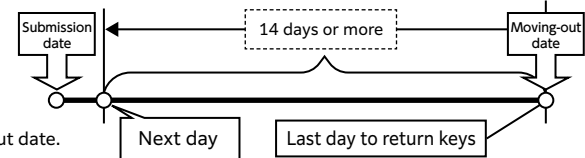
Submission date of moving-out notification

General rental housing	Up to fourteen days before the moving-out date	This may not always be the case, so please check your contract.
Metropolitan residents' housing	Up to thirty days before the moving-out date	
Fixed-term lease contract	Up to one month before the moving-out date	

Notes:

1. You cannot change or cancel your moving-out date after you submit your notification.
2. The submission date will be the day we receive your completed notification.
3. If you are late in paying rent or the like, you must pay the full amount by your moving-out date.

Example: For general rental housing



Rent settlement

- If you submit your notification late, you will be charged a daily prorated amount of rent calculated from the date we receive your notification.
- Please return your keys to the management office or local consultation center by your moving-out date.
- If your keys are not returned by your moving-out date, the lock will be changed and you will be charged for the replacement.

Vacated unit assessment

- You must file a request if you want to be present during the assessment of the unit you have vacated. You will be notified later by the department in charge about the assessment date. (These assessments cannot be conducted on Saturdays, Sundays, national holidays or at night.)
- The amount you must pay will be calculated based on the Tokyo Metropolitan Housing Supply Corporation Housing Damage Assessment Standards. If you have left any items in the unit, you will have to pay all removal costs.

Deposit settlement

- The amount of your deposit to be returned will be determined after the amount you must pay has been determined. It will take approximately two months after you move out for the settlement to be made.
- If your deposit is insufficient to settle all costs, you will receive a bill at the address where your settlement form is sent.

JKK paid parking lot contract

- If you have signed a paid parking lot contract with JKK, you do not need to submit a parking lot cancellation notice since the contract will be void on your moving-out date.
- Your parking lot deposit will be returned to the account you designated as your settlement refund account on your moving-out notification. If you want the refund deposited into a different account, please submit a separate parking lot cancellation notice.

Other

- Once your moving date is set, please contact the management office.
- For electricity, gas, water and other utility contracts, please contact the respective service providers and complete the cancellation procedures yourself.
- If you will have large-sized garbage to dispose of when you move, please contact the management office in advance to confirm the collection site and date.
- Please be sure to complete the necessary procedures for changing your mailing address, and if you have a bicycle please remove it from the JKK property.

Notes

- Please bring some form of official personal ID whenever you visit the management office or consultation center.
- You do not need your personal seal if the main tenant is submitting the notification.

If you have any questions, please contact the JKK Tokyo Customer Support Center.

JKK Tokyo Customer Support Center: Tel: 0570-03-0031

Hours: 9 a.m. to 6 p.m. (excluding Saturdays, Sundays, national holidays, and the year-end/New Year's holidays)

If you are using an IP phone, PHS or other device that cannot connect to the above number, please call **03-6279-2962**.

Note: The phone lines are very busy between 9 and 10 a.m. on Mondays and the day after holidays. If you are not in a hurry, please call at another time.

Example

記入例

① 退 去 届 ② ※4枚とも提出してください

④ 東京都住宅供給公社 理事長 殿
 下記のとおり退去しますので届出します。なお、退去にあたり残置物がある場合はその一切について所有権を放棄します。また、撤去処分に要する費用は賃借人が負担します。

⑤ 住宅名	トミンハイム渋谷 1号棟 111号室		
フリガナ	コウシャ タロウ		
⑥ 賃借人氏名	⑦ 実印 公社 太郎	⑧ 退去日	⑨ 令和 3年 5月 1日
⑩ 公社駐車場契約の有無	⑪ <input type="checkbox"/> 無 <input checked="" type="checkbox"/> 有 → 【区画】 5 (同住宅) 地域開放)		
⑫ 届出人	フリガナ	⑭ 賃借人との関係	本人
	氏名	⑬ 印 公社 太郎	⑮ 連絡先 *記入必須 090-9999-9999
⑯ 法人連名契約	⑰ 法人所在地	〒	
	⑱ 法人名	⑲ 登録印	⑳ 電話番号
⑳ 精算書送付先	㉒ 住所	〒 333-0001 埼玉県さいたま市さいたま5-5-5	
	㉓ 連絡先	㉔ 敷金精算書等の受取人	公社 太郎
㉕ 契約状態	<input checked="" type="checkbox"/> 名義変更(承継) <input type="checkbox"/> 定期借家再契約	㉖ 当初入居日	年 月 日
㉗ 空家査定立会希望	<input type="checkbox"/> 希望します <input checked="" type="checkbox"/> 希望しません	㉘ 立会日は土日祝日、平日の夜間を除いた日となります	
㉙ 敷金精算返還先	<input checked="" type="checkbox"/> 家賃振替口座へ返還希望 <input type="checkbox"/> 他の口座へ返還希望(下記記入)		
㉚ () 銀行 () 支店	㉛ ゆうちょ銀行		
㉜ 金融機関コード	㉜ 金融機関コード	㉜ 通帳番号	㉜
㉝ 預金種目	<input type="checkbox"/> 普通 <input type="checkbox"/> 当座	㉝ 預金種目	㉝ ①通常
㉞ フリガナ 口座名義人	㉞ フリガナ 口座名義人		

A 提出日を必ず確認してください!
 ※退去日は鍵を返還する日です

B 賃借人本人が届出人の場合は、本人確認できれば賃借人の押印は不要です(押印は1枚目のみ)

C 日中連絡が取れる連絡先を記入してください

D 敷金精算において、不足金額があった場合は、精算書送付先に連絡します

E 不明な場合は未記入で結構です

G 敷金精算により返還額が生じた場合は、原則として家賃振替口座に返還します(駐車場の敷金も含まれます)他の口座を希望する場合は、必要事項を記入してください

⑯【個人情報の取扱いについて】 ご記入いただいた個人情報については、本手続き及び当社住宅管理上必要な場合のみ使用します。

⑰【公社使用欄】

<input type="checkbox"/> 建設 <input type="checkbox"/> 法人連名 <input type="checkbox"/> 法人契約 <input type="checkbox"/> 一時使用	
[本人確認] 免許証・保険証 ()	
居住者コード	
住宅コード	

窓口センター	
係長	担当者

受付印

(MC・管理事務所)
(窓口センター用)

①	Moving-Out Notification
②	Please submit four copies
③	* Enter the filing date.
④	To the Chairman of the Tokyo Metropolitan Housing Supply Corporation (JKK) I hereby notify you of my intention to move out, with the details as follows. If I leave any items behind when I move out, I hereby relinquish ownership of them. I understand that I will be responsible for all costs of removal and disposal related to such items.
⑤	Building name: Room number:
⑥	Furigana: Tenant name:
⑦	Personal seal * Use the same seal as the one you used for the contract.
⑧	Moving-out date
⑨	* Enter the moving-out date.
⑩	Contract for JKK paid parking lot
⑪	<input type="checkbox"/> NO <input type="checkbox"/> YES 【Section】 (residents only/open to community)
⑫	Person filing notification Furigana: Name:
⑬	Seal
⑭	Relationship to main tenant:
⑮	Contact * Must be filled out
⑯	Corporate joint-name contract
⑰	Corporation address
⑱	Registered seal
⑲	Phone number
㉑	Mailing address for settlement form
㉒	Address:
㉓	Contact:
㉔	Deposit receiver on settlement form:
㉕	Type of contract <input type="checkbox"/> Tenant change (inheritance) <input type="checkbox"/> Fixed-term lease contract renewal
㉖	Original moving-in date
㉗	Request to attend the assessment of the vacated unit
㉘	<input type="checkbox"/> Requested
㉙	<input type="checkbox"/> Not requested
㉚	Assessments will not be conducted on Saturdays, Sundays, national holidays, or at night.

㉛	Where to send deposit settlement refunds
㉜	<input type="checkbox"/> Deposit to account used for rent transfer
㉝	<input type="checkbox"/> Deposit in a different account (enter information below)
㉞	() Bank, () Branch
㉟	Financial institution code
㊱	Account type
㊲	<input type="checkbox"/> Savings <input type="checkbox"/> Checking
㊳	Account number
㊴	Furigana Account holder name
㊵	Japan Post Bank
㊶	Financial institution code
㊷	Bankbook number
㊸	Account type
㊹	Account number
㊺	Furigana Account holder name
㊻	Handling of personal information: We use the personal information you provide only as necessary for this procedure and housing management.
㊼	Filled out by JKK

A	Make sure to check the notification date! Your moving-out date will also be the final day to return your keys.
B	If the main tenant is filing the notification, a personal seal (or signature) is unnecessary if his/her personal ID can be confirmed. (The seal [or signature] only needs to appear on the first copy.)
C	Please enter a contact number that we can use to contact you during the day.
D	If your deposit was not enough to cover all costs at the time of settlement, we will contract you at the address you listed for receiving the settlement form.
E	If you are unsure, you can leave this blank.
F	Please check all that apply.
G	In principle, any amount to be refunded from the deposit settlement will be sent to the rent transfer account (including the parking lot security deposit). If you wish to have this refund deposited into a different account, please enter the necessary information.