

Information on Moving-Out Notifications

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

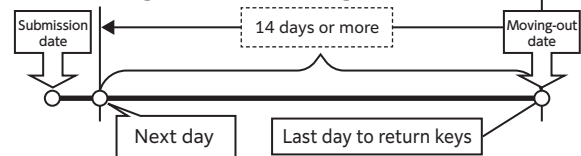
Submission date of moving-out notification

General rental contract (Contracts other than fixed-term rental contracts)	Up to fourteen days before the moving-out date	This may not always be the case, so please check your contract.
Fixed-term rental 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

- The rent and common fee for the month in which you move out will be prorated from the beginning of the month to the date you move out.
- If you submit your notification after **the submission deadline** listed above, you will be charged a daily prorated amount of rent and the like based on the number of days it was late.
- 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 door will be unlocked and you will be charged a fee.

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. Please note that assessments cannot be conducted on Saturdays, Sundays, national holidays or at night.
- The amount you must pay will be calculated based on the cost burden standards for restoration to the original condition. 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.
- You must return all items lent by JKK (remote controls, cards, keys, etc.) to the management office or consultation center by your move-out date. If any items are not returned, you will be charged for the cost of replacing them or the like.

Other

- Once your move-out date is set, please contact the management office to confirm the collection site and date for large-sized garbage.
- For electricity, gas, water and other utility contracts, please contact the respective service providers and complete the cancellation procedures yourself.
- 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.

[For those using Orico Forrent Insure Co., Ltd. as your guarantor]

You may be eligible for a refund of overpaid rent and the like. You must supply your account information for this, so please provide it in your moving-out notification.

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.

