

《Instructions regarding termination of lease》

※ Please read carefully before filling out 「Request form for Termination of Lease Contract」

◆ Regarding the application for contract termination, your notice by phone call will not be acceptable regardless of any reason.

Please submit the request form after you fill out.

◆ Application date will be either the date of postmark on the envelope in case of sending by post or the arrival date of the form through fax.

(If the form is not arrived, contract termination will not be acceptable. Please send by the registered letter or confirm by calling us after you fax the form.)

The rent will be charged from application date which is accepted as above until the termination date. In least contract, the period of notice is stated.

Please contact us if you are not sure about the notice period for termination.

◆ Regarding the last month's rent, please transfer or pay the full amount of rent first.

The over-paid amount will be refunded with the deposit after cost of restoring the property to its original condition is deducted from the amount.

◆ It will take around a month for refund of deposit.

We will send the statement for moving out to your new address.

Please be kindly noticed that handling fee for transfer shall be paid by tenant.

《Attentions》

1. You will not be able to cancel or change the termination date once the form is submitted.

2. We will send you the statement for moving out by post. Please fill your new address in the form.

3. As for the refund bank account, Japan post bank account is not accepted.

4. Before room inspection, please contact utility companies such as electricity, water and gas, telephone and the internet company to cancel contracts.

5. Please change your address at post office.

We cannot take any responsibility regarding the mails after your moving out.

(※Mails used Yamato or express mail will not be transferred to your new address.

Please change address at each company you need to.)

6. Regarding fire insurance, if you joined through us, we will process the cancellation on your behalf.

(In case the termination date is same with the termination date of lease contract, you do not need to apply separately.)

• In case if you joined Aioi property insurance or Ace insurance, refund will be remitted by each insurance company.

• **In case if you joined AIU insurance, we will remit separately with the refund of deposit.**

(※There is no refund in case that you are going to move out less than a month before expiration date)

7. Please dispose of large-waste such as furniture before room inspection.

Please check how to dispose with City/Ward office in advance.

Please note that if you leave large-waste in the property, we will have to contact the police and take a legal action.

《Regarding room inspection for moving out》

1.You need to take a room inspection with the associated cleaning company with us and return your key on that day after you move all your personal belongings (after make your room empty)

Please contact us and book the date and time for room inspection at least 10 days in advance.

※We may not be able to meet your request if you contact us immediately before your desired date for inspection.

In case you have already decided the date and time for inspection, please fill them in the form.

Room inspection should be set up on or before the termination date.

※The date cannot be after the termination date.

Please set the time between 10 a.m. and 4 p.m.

※Even when you take a room inspection before termination date, the rent until termination date will be charged.so please be careful.

2.What you need to prepare on the termination date.

- All keys handed when you signed the contract (including entrance, mailbox and spare keys)
- Seal (Registered Seal)
- Lease contract
- Delivery box card (in case you use)
- MC Internet Converter (In case you use MC internet except for LAN)

◆ Termination process

- ①Decision-making of moving out
- ②Filling in the request form for termination of lease contract
- ③Sending by post or faxing the form
- ④After the form arrives, notice period of termination will be started and termination date will be fixed.
- ⑤Room inspection.
- ⑥Sending the closing statement for moving out to new address.

◆Contact Details◆

【Customer who can speak Japanese】

Kinoshita Chintai CO.,Ltd

〒163-1308 Tokyo-to Shinjuku-ku Nishishinjuku 6-5-1

Shinjuku Island Tower 8F No 1540 (Reception Desk 8F)

TEL : 03-5908-2244 FAX : 03-5908-2243

【Customer who can not speak Japanese】

Global Trust Networks Co.,Ltd.

〒169-0072 2nd floor AKIYAMA Building, 1-15-15, Okubo, Shinjuku-ku,Tokyo Japan

TEL : 03-5155-4674 FAX : 03-5155-4679

Request form for Termination of Lease

Column for company use			
借上	集	新集	
AP	OR	R	AT SF 振
保険	IOI	Chubb	友
築年			
所氏			

◆Please fill in this form after you carefully read the guidelines

※You will not be able to change or cancel the termination date once this form is submitted.

For us filling out ↓

Notification date	年 (year)	月 (month)	日 (day)	※Management company use	
Termination date	年 (year)	月 (month)	日 (day)	※Please check the required notice period and lease expiration date.	
Building	①Name of building	Room No			
	②Name of tenant				
	③Cell phone number				
	④Room inspection date and time	年 (year)	月 (month)	日 (day)	
	Time	AM / PM	Preferred Time	※(Between 10 a.m and 4 p.m.)	
	Attendant	※In case of tenant, please write yourself "本人"			
Parking lot	①Name of building	No			
	②Name of user				
	③Cell phone number				
	④Vacation date	年 (year)	月 (month)	日 (day)	
Forwarding address for the statement (※Basically, it should be new address of the tenant)	(Address)				
	(Phone number)	※Please notify later if you have not decided yet			
Contact Information for CorporateContract ※Corporate contract only	(Name of Corporate)				
	(Address)				
	(Telephone number)			(Department in charge)	
	(Fax number)			(Name of person in charge)	
Bank account info for refund of deposit (※Tenant's account only) ※In case of there is Fire Insurance fee refund, it will be refunded seperately.	(Bank name)				
	(Head office · Branch)				
	(Account number)			(Saving · Checking)	
	(Account name) (Katakana)				
Delivery box card	<input type="checkbox"/> Yes	<input type="checkbox"/> No	※If yes, please return with the keys at the time of room inspection.		
Have you decided the next place for residence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Request for House Agent	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Termination reason	<input type="checkbox"/> Get married	<input type="checkbox"/> Too small	<input type="checkbox"/> Far from work	<input type="checkbox"/> Job transfer	
	<input type="checkbox"/> Going back home	<input type="checkbox"/> Trouble with neighbors	<input type="checkbox"/> Noise problems	<input type="checkbox"/> High rent	
	<input type="checkbox"/> Dissatisfied with the property (Reason: _____)				
	<input type="checkbox"/> Dissatisfied with the person in charge (Reason: _____)				
	<input type="checkbox"/> Others (Reason: _____)				
For the future reference, please complete the questionnaires	<input type="checkbox"/> Any wish about facilities (Details: _____)				
	<input type="checkbox"/> Any wish about the building (Details: _____)				
	<input type="checkbox"/> Others (Details: _____)				

I, hereby, agree to the terms and conditions specified in the information regarding termination of lease and apply for contract termination as above. In case that I fail to vacate the property on time, I agree to bear any costs incurred as a result.

年 (year) 月 (month) 日 (day)

Signature

seal

◆Contact details◆ Kinoshita Chintai Co., Ltd Please check the 【List of Termination Reception】 and submit the form to the specified place depending your living area.<Business Hours 9:30~18:30>	Person in charge
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<Reception list>

【Customer who can speak Japanese】

Kinoshita Chintai CO.,Ltd

AREA	TEL	FAX	ADDRESS
Tokyo	03-5908-2244	03-5908-2243	Shinjuku Island Tower 9F, 6-5-1 Nishi-Shinjuku, Shinjuku-ku, Tokyo 163-1309 Japan
Saitama			
Kanagawa			
Chiba			
Tokai	052-859-2650	052-859-2665	1-33-2 2F, Kitahara-cho, Mizuho-ku, Nagoya-shi, Aichi 467-0811 Japan
Kansai	06-6310-9199	06-6310-9181	6th floor of Esaka Chuo Building No. 1-21, Toyotsu-cho, Suita-shi, Osaka 564-0051 Japan

【Customer who can not speak Japanese】

Global Trust Networks Co.,Ltd.

AREA	TEL	FAX	ADDRESS
ALL	03-5155-4674	03-5155-4679	2nd floor AKIYAMA Building, 1-15-15, Okubo, Shinjuku-ku, Tokyo 169-0072 Japan