

# Required documents

## Documents required for application

### 1 Rental housing residence application (document specified by Urban Renaissance Agency)

Please fill out the application at UR Sales Office (UR Eigyo Center) or other office.

### 2 Certified copy of the resident register

Certified copies of the resident register, including family relationships, for the applicant and all cohabiting family members must be submitted. If the family relationship with the applicant cannot be confirmed from the certified copy of the resident register, a copy of the family register or other document that can confirm the relationship is also required.

\* Submit an original copy (acquired within the past 3 months) that does not contain your personal identity number (My Number). Because family relationships are not ordinarily printed on the certified copy of the resident register unless requested, please indicate on the request form that you require family relationships when you request certified copies of the resident register.  
\* For foreign nationals, the items printed on a certified copy of the resident register are often omitted unless particularly requested. Be sure to indicate on the request form that you require the following items when requesting a certified copy of the resident register.

- ① Name (Name and familiar name if your familiar name is printed on the certified copy of the resident register)
- ② Date of birth
- ③ Gender
- ④ Head of household (If applicant is not the head of household, then the name of the head of household and the family relationship)
- ⑤ Address
- ⑥ Nationality
- ⑦ Date when starting residence in Japan as a foreign national
- ⑧ Evidence that you are a mid- or long-term resident or equivalent
- ⑨ Visa status, visa period, and visa end date that are printed on the Foreigner Registration Card, as well as the Foreigner Registration Card number and related information

### 3 Documented evidence of income

The required document differs depending on the type of income. Documented evidence of income is not required for persons utilizing the advance rent and expense payment system.

- \* Submitted documents will not be returned.
- \* You will be refused a contract if you submit any documents that contain false declarations or contents.
- \* If you have any questions, please ask at UR Sales Office (UR Eigyo Center)

### (1) Persons receiving salary income

\* Documents ① and ② are required.

#### ① Record of withholding income tax for the previous year

\* Submit an original copy (with the company seal applied) that does not contain your personal identity number (My Number). If your employer is an individual owner-manager, attach the form bearing the registered seal together with the certificate of seal-impression.

\* If you have been employed for less than one year, use the income certificate designated by Urban Renaissance Agency. Also submit a copy of your employee identification, health insurance card, or similar document.

#### ② Tax certificate for the current year or resident tax notification form for the current year

\* Submit a form issued by the local government that includes your income from the previous year. If the time is during the period before the tax certificate and resident tax notification form can be issued, submit the most recent document that is available. The name of this document may differ depending on the municipality.

### (2) Self-employed persons

#### Tax payment certificate for the previous year (No. 2)

\* Submit an original copy (issued by the responsible tax office director).

### (3) Persons receiving pension income

Public pension certificate, notification of pension deposit, or equivalent document

\* Submit an original copy. When submitting a notification of pension deposit, submit the most recent notification.

### (4) Persons utilizing the savings standard

Bank balance certificate

\* The bank balance shall be for a Japanese yen savings account. Submit a certificate issued by the financial institution within the past 7 days.

### 4 Other documents required for evidence

In addition to the above documents, you may be asked to present or submit other documents required for evidence.

## Information

# About UR Rental Housing



## Documents required for a contract

- ① Rental contract (Please enter the required information in advance.)
- ② Deposit (2 months' rent)
- ③ Daily prorated rent and common area administration fee for the month you move in
- ④ Registered seal and certificate of seal-impression (Must be acquired within the past 3 months.) (Foreign residents who do not use a seal shall obtain a signature certificate issued by a consulate or equivalent body.)
- ⑤ Identity verification document (driver's license, passport, etc.) for the person completing the procedures at the office
- ⑥ Other documents required for evidence

- \* For ② and ③, pay at a financial institution in advance using the deposit form issued by Urban Renaissance Agency.
- \* For ④, the certificate of seal-impression is not necessary if the person who will sign the contract comes to the office personally, presents a photo ID (such as a driver's license), and submits a copy of the ID.
- \* Contracts are concluded at UR Sales Offices (UR Eigyo Centers) or other offices.

Persons who require Japanese language support should please have a coworker or other person who can speak Japanese contact us.

# Four advantages of UR rental housing

No key money

No brokerage fee

No renewal fee

No guarantor

## No key money

It is not necessary to pay any extra money to the owner as a gift. Therefore the only money you need to move in is the deposit (2 months' rent), and the daily prorated rent and common area administration fee for the month you move in.

## No brokerage fee

Payment of a brokerage fee to a real estate company is not necessary.

## No renewal fee

Rental contracts renew automatically (except for fixed-term rental contracts), and no renewal fee is required.

## No guarantor

It is not necessary to make the troublesome guarantor request to a family member or friend.

# Steps to rental of UR rental housing

\* Be aware that the process and period may differ depending on the property.

STEP  
1

## Finding the apartment you want

At UR shops, a housing advisor will help you find an apartment based on your preferred conditions. Once you find an apartment you like, you can actually go and inspect it.



STEP  
2

## Checking the application requirements

▶ See [page 2](#) for the application requirements.

STEP  
3

## Application (provisional)

Once you have found the apartment you want, submit an application at the UR shop. (An application must be submitted for each household.)

STEP  
4

## Inspecting the apartment

You can go and see the apartment to inspect it before moving in.

\* You will need to present a driver's license or other form of identification at Administration Service Office or other office.



STEP  
5

## Submission of documents (application period: max. one week from the day after the provisional application was submitted)

Submit the required documents at the UR shop. For the document submission deadlines, please ask at the UR shop.

▶ See the [reverse side](#) for the required documents.



STEP  
6

## Contract (contract date: within 10 days of the day following the application (provisional application))

Prepare the documents required for the contract and come to the UR shop. The contract date must be within 10 days of the day following the application (provisional application).

\* Before concluding the contract, you must pay the deposit + daily prorated rent + daily prorated common area administration fee.

▶ See the [reverse side](#) for the required documents.

STEP  
7

## Moving in (around 10 days after conclusion of the contract)

Pick up the key from Administration Service Office or other office at any time starting from the permitted occupancy date that was set in the contract.

\* Rent and other expenses are due starting from the permitted occupancy date.



# Application requirements

You must satisfy all of conditions ① - ⑤ below in order to apply.

① The average monthly income of the applicant must be at or above the monthly income standard.

## Average monthly income

In general, this is the total of salary income, business income, real estate income, miscellaneous income (such as a pension), and other income that is recognized as continuing income during the past one year divided by 12. This income is limited to taxable and verifiable income.

## Monthly income standard

### Household application

Rent	Standard monthly income	
Less than 82,500 yen	4× the rent	Example: Housing with a rent of 60,000 yen requires a monthly income of 4× the rent = 240,000 yen.
82,500 - Less than 200,000 yen	330,000 yen (fixed amount)	
200,000 yen or more	400,000 yen (fixed amount)	

### Individual application

Rent	Standard monthly income	
Less than 62,500 yen	4× the rent	Example: Housing with a rent of 50,000 yen requires a monthly income of 4× the rent = 200,000 yen.
62,500 - Less than 200,000 yen	250,000 yen (fixed amount)	
200,000 yen or more	400,000 yen (fixed amount)	

\* It is possible to replace the standard monthly income requirement by using the advance payment system for rent and other expenses, or by using the standard savings system. For details of each system, please contact a UR shop.

- ② You must be a Japanese national, or a foreign national with the qualifications required by UR, who requires continual housing for yourself.
- ③ You must be planning to live alone or together with a family member who currently resides with you or wants to reside with you.
- ④ All residents including the applicant must be able to move in within 1 month of the permitted occupancy date decided by Urban Renaissance Agency, and must be capable of smooth communal living within the property.
- ⑤ All residents including the applicant must not be members of organized crime organizations or other anti-social forces.

\* For details of the conditions, please ask at a UR shop.