

3. Procedures When Moving In

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When taking up residence, you need to carry out the following procedures. Please make sure that you complete each one of these.

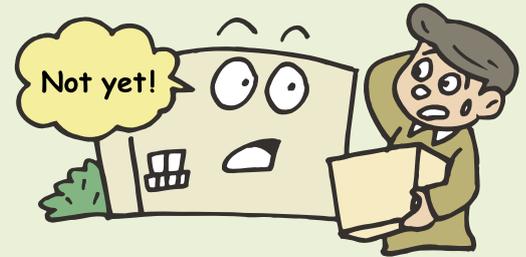
(1) Permitted Occupancy Date

The date mentioned in your rental agreement when you are allowed to move in is called the permitted occupancy date.

You are to take up residence within one month of this date. However, if you are unable to do so due to exceptional circumstances, you need to give the reason and the expected date of taking up residence

on an "Application for Postponement of Taking up Residence" and submit it to the Administration service office or the administration contact. The period of postponement shall be no more than one month.

Note that you are not allowed to enter the apartment for cleaning or moving belongings before the permitted occupancy date.



(2) Receiving your Key

To receive your key of the apartment, you need to bring the "Notification of Key Transfer for Rented Accommodation" (received on concluding agreement), the "Rental Housing Agreement For Rented Accommodation(a copy is also acceptable)" and your identification, etc, to the separately specified location, and then please take the key within a week from the day when you are permitted to receive it.



◆ Custody of the Key ◆

The apartment complexes do not have a master key, so please guard your key carefully.

If you should lose your key, we recommend that you change the locks in the interests of security. (The cost of changing locks is borne by the resident.)

(3) Inspection of the Apartment

◆ When Applying for a New Apartment ◆

If you are moving into a newly constructed apartment, please check for any defects or problems when you receive the key and submit an inspection confirmation form regardless of whether there are any defects or problems. If there are any defects, please fill in the repair request form and submit it along with the inspection confirmation form.

UR will bear the responsibility of repairing any defects or similar that are present before your moving in, but any damage that appears to have been caused by the moving of your belongings while moving in shall be your responsibility.

◎ **Please note that if the inspection confirmation form is not submitted by the deadline (within one month after the Permitted Occupancy Date), it will be assumed that there were no defects.**

◆ **New Application for a Vacant Apartment (including renovated apartments)** ◆

When you move into a vacant apartment, be sure to check for any defects or problems according to the guidelines for filling out the inspection confirmation form, and submit the inspection confirmation form to the administration service office or residence center, regardless of whether there are any defects or problems.

However, while vacant apartments are all equipped to a specified level for your convenience, they are not new apartments, and there may be cases where the requested repairs for small damages and stains, etc., are not possible.

◎ **Please note that if the inspection confirmation form is not submitted by the deadline (within seven days after moving in), it shall be deemed that there were no defects.**

(4) Moving

Please use a moving vehicle with a loading capacity of up to 4 tons. (Some apartment complexes have additional weight restrictions. New apartment complexes are often crowded on Saturday, Sunday and national holidays, so please try to take up residence on a weekday.

Also, please be aware that in high-rise apartments, the use of the elevator may be restricted to certain times, so please restrict your moving to those times of the day.

When moving, please take care not to damage the gutters or external facilities. As you will be held responsible for any damage that should occur, it is your responsibility to warn the moving company to be careful.

Please collapse and stack any cardboard and wooden boxes leftover after moving and dispose of them at the designated waste site for leftover moving materials. Please do not dispose of them with other regular household waste. (Where there is no designated waste site for leftover moving materials, please dispose of the materials yourself.) Before moving in, please properly dispose of any unneeded articles while at your previous residence. Do not dispose of such articles at either the designated removal waste site or with regular household waste.



(5) Application to start using Electricity, Gas, Water, etc.

Please apply to start using electricity, gas, water, Internet, etc. on your own

◆ Application to start using Electricity Service ◆

With the total deregulation of the retail electricity market, you can choose the electricity provider. Please apply to your preferred electricity provider before you start using electricity. When you start to use electricity, please check the electricity distribution board attached to the top of the entrance, corridor, etc. of each residence (see page 83).

◆ Application to start using Gas Service ◆

With the total deregulation of the city gas market, you can choose the gas provider. Please apply to your preferred city gas provider before you start using electricity (except for some apartment complexes using propane gas).

Please note that it usually takes several days from the time of application to the start of use, so please apply in advance before the start of use. It is also necessary for you to be present when the gas is turned on.

Because the type of gas may differ depending on the region, please make sure you get the explanation on the handling of gas appliances from the gas provider when you open the gas valve.

◆ Application to start using Water and Sewerage Service ◆

As water companies, etc., have individual contracts with each household, please submit an application for use upon taking up residence. In some apartment complexes, the UR has entrusted separate companies with meter reading and collection of charges.

Please apply to your local water provider on your own. Please open the water shutoff valve in the meter box outside the entrance of each residence to start using the water and sewerage service (see page 78).

At some apartment complexes, meter reading and collection services are provided by companies contracted by UR.

◆ Application to start using the Telephone Service ◆

Please apply to the telephone company on your own. You will be responsible for all costs associated with the use of the telephone service.

Please note that it usually takes several days from the time of application to the start of use, so please apply in advance before the start of use (see page 67).



◆ Application to start using the Internet ◆

Please apply to the Internet service provider on your own. You will be responsible for all costs associated with the use of the Internet. Availability will vary by residence.

Please note that it usually takes several days from the time of application to the start of use, so please check with each service provider in advance before starting use (see page 86).

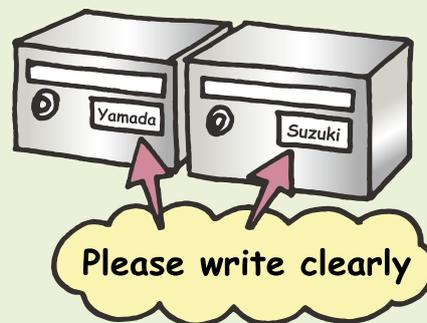
(6) Resident Registration

Please register everyone living in your apartment with the local authority within 14 days of moving in.

(A certificate of moving out is required for resident registration, so please complete moving-out notification before moving.)

**(7) Apartment complex Addressing**

Be sure to state the street address, name of the apartment, and number of the dwelling unit on mail. Also, please write your name on the nameplate or group post box.

**(8) Dissolution of Contract without Taking up Residence**

If you are unable to take up residence due to unforeseen circumstances and need to dissolve your contract, you should carry out the prescribed dissolution of contract procedure. (Refer to pages 39 to 40.)

In these cases, you will be required to pay the rent owing for the period from the permitted date of occupancy until the date of dissolution of contract (calculated as 14 days from the day after you submit the dissolution of contract form).