

8. Notification and Applications to UR

So that you can fully enjoy living in the apartment complex, and to ensure its smooth running, there is a system for notification and applications.



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Main Items for Applications

(1) Applying for Postponement of Residency

When you are unable to move in within one month from the permitted date of occupancy specified by UR, please submit a notification for postponement of occupancy to the administration service office, the Residence Center or other management facilities in advance.

- ◎ Please be aware that if you fail to do this, UR will consider that you no longer wish to take up residency, and will cancel your contract.

(2) Application for Remodeling of Your Apartment

There is the regulation for remodeling in order to preserve your apartment and the fine views of the apartment complex.

Rearranging furniture and connecting a television is not considered remodeling. However, prior approval is required for any renovation or construction work, such as opening a sleeve in the wall to install an air conditioner.

◆ Remodeling Procedure ◆

Before remodeling, the following procedures are required. To see if the type of remodeling applies to any item in the following table, please check “Remodeling Item” (refer to page 36 and 37) as examples of remodeling. For other remodeling items, please contact a management service office or the Residence Center.

Remodeling	First, you are required to submit the “Application for approval of Remodel, and necessary documents (drawings, pamphlets, etc. that show the details of the remodeling). These are examined by the Residence Center based on the regulation set by UR, and if there are no problems, we will give approval.
Simple Remodeling	First, you are required to submit the “Notice for Simple Remodeling” and necessary documents (drawings, pamphlets, etc. that show the details of the remodeling). We check the content and accept.

◆ Remodeling Criteria ◆

UR has defined the work specifications (materials, specifications, construction methods, etc.) that can be approved or accepted. Please contact a management service office or the Residence Center.

◆ Obligation to Restore the Apartment to Original Condition ◆

In principle, you are required to pay any fees for restoring the apartment to its original condition when you move out, if UR has approved or accepted remodeling.

However, with regards to the items from which UR has exempted you the obligation to restore the original condition as stipulated in “Remodeling Item” (refer to page 36 and 37), if the materials used, specifications, and construction methods conform to the specifications set by UR, the obligation of restoration is waived.

Even if the obligation of restoration is exempted, if there is staining or damage to a remodeled part when you move out, you will be responsible for the cost of compensatory damages. In the case of a house with a yard, restoration also applies to the yard. In addition to remodeled parts for which you received approval, if there are naturally growing trees and other items remaining that were not part of the remodeling (including flowers and vegetables, etc.) or there is dirt or damage, you will be responsible for costs associated with removal or restoration.

Remodeling Item

- With regards to exemptions for the obligation to restore to original conditions as stipulated in the following table, if the materials used, specifications, and construction methods conform to the specifications set by UR, these obligations are waived.

	Item		Obligation to restore to original condition	Procedures		
				Remodeling	Simple remodeling	Unnecessary
Construction	1. Use of nails	1) Woodworks	Exempt *1			○
		2) Concrete portions (limited to base plywood to prevent falling furniture)	Exempt	○		
	2. Boring multipurpose sleeve holes		Exempt	○		
	3. Finishing carpentry works and the like		Yes	○		
	4. Finishing floors	1) Replacing Tatami mats	Exempt			○
		2) Replacing tatami mats with wooden flooring	Exempt	○		
		3) Installation of flooring over existing floor	Exempt	○		
		4) Laying a floor sheet on the front door space	Exempt		○	
		5) Installation of vinyl flooring to bath/shower	Exempt	○		
		6) Eliminating difference in level on the bathroom floor (raising the floor level)	Exempt	○		
		7) Eliminating difference in level on the restroom (raising the floor level)	Exempt	○		
	5. Finishing walls	1) Repapering the walls	Exempt		○	
		2) Painting the walls	Exempt		○	
		3) Paneling for kitchen wall	Exempt	○		
	6. Finishing ceilings	1) Changing the specifications of vermiculite ceilings	Exempt		○	
		2) Changing the specification of non-vermiculite ceilings	Exempt		○	
	7. Fittings	1) Replacing the lock of the front door with a cylinder-lock	Exempt *2	○		
		2) Adding an auxiliary lock to the front door	Exempt	○		
		3) Replacing the current front door knob to a lever type door knob	Exempt	○		
		4) Installing a folding door in the bathroom	Exempt	○		
		5) Repapering the Fusuma sliding doors	Exempt		○	
		6) Changing the Fusuma materials	Exempt		○	
		7) Putting screens in the windows	Yes		○	
	8. Others	1) Installing safety handrails inside the apartment	Exempt		○	
		2) Integrating the kitchen, dining and a Japanese room	Exempt	○		
		3) Changing the Japanese traditional closet to a Nishi-style closet	Exempt *3	○		
		4) Installation/replacement of wall cupboard	Exempt *4	○		
		5) Replacement of sink	Exempt	○		
		6) Installation of indoor clothes rack	Exempt		○	
		7) Installation of stone block with resin cover in the bath/shower sink	Exempt			○
Equipment	1. Replacing water cocks and the like	(1) Changing a faucet with separate hot and cold handles to a single-lever faucet	Exempt *5	○		
		(2) Installing a branched (two-outlet tap) faucet for a washing machine and a dish washer-dryer	Exempt	○		
		(3) Others	Yes	○		
	2. Replacing the toilet bowl (if you want to install different model toilet bowl from the originally installed one)		Yes	○		

- *1 A length to embed nails shall not exceed two third (2/3) of the thickness of the material nor exceed 30 mm.
- *2 Locks to be replaced shall be limited to those which do not need extra cut or boring on the front door fixtures including the door frame. Of them, if you use a lock considered compatible with the front door by UR, you will not be charged for such replacement.
- *3 This change will be done only for a Nishi style room with such Japanese style closet, or for a Japanese style living room of which Tatami mat floor will be simultaneously changed to a wooden floor (to a Nishi style room) as set forth in Paragraph 4 (2).
- *4 Exemptions will only be made for installations in the washroom/undressing room, toilet, kitchen.
- *5 To replace a handle type faucet to a single lever one, you will be exempted from charges for replacement with a faucet with water hammer protection and a check valve function.

	Item		Obligation to restore to original condition	Procedures			
				Remodeling	Simple remodeling	Unnecessary	
Equipment	3. Installing a multifunctional toilet seat (warm water cleaning toilet seat/heater toilet seat) *6	Heater toilet seat if there is an outlet	Exempt		○		
		Multifunctional toilet seat other than the above *7	Exempt	○			
	4. Replacing the wash stand to a bathroom vanity (a shampoo basin type is also acceptable unless the washing machine's water faucet is branched from a wash basin.)		Exempt	○			
	5. Installing a water boiler		Yes		○		
	6. Installing a water-cleaner	which is attachable to the end of a faucet and does not need any other additional	Yes			○	
		Others	Yes	○			
	7. Installing a dishwasher-dryer	which is attachable to the end of a faucet and does not need any other additional	Yes			○	
		Others	Yes	○			
	8. Installing drop-in range (including replacing range base) *6		Exempt	○			
9. Installing a range-hood type hot water heater		Exempt	○				
Electricity	1. Installing an amateur radio antenna (excluding high-rise apartments)		Yes	○			
	2. Installing a BS/CS parabola antenna for BS and CS (excluding high-rise apartments)		Yes	○			
	3. Installing or replacing an intercom with a TV monitor *8	(1) Without a TV monitor	Exempt		○		
		(2) With a TV monitor including an emergency push button	Exempt		○		
		(3) With a TV monitor other than above	Yes		○		
	4. Changing capacitance		Exempt		○		
	5. Installing a room air conditioner *6	If there is a dedicated circuit outlet, sleeve or metal fixtures *9	Air conditioning unit (installed internal unit, external fan and piping)	Yes			○
		If there is no dedicated circuit outlet, sleeve or metal fixtures	Air conditioning unit (installed internal unit, external fan and piping)	Yes			○
			Installation of a dedicated circuit outlet, sleeve and metal fixtures if there is space to install an external fan unit (for separate type air-conditioners). *10	Exempt	○		
			Installation of a dedicated circuit outlet if there is no space to install an external fan unit (for window type air-conditioners).	Exempt	○		
	6. Change to 200V dedicated circuit outlet		Yes	○			
	7. Increasing outlet(s)	100V	Exempt	○			
		200V (dedicated circuit)	Yes	○			
	8. Replacing switches (larger switches)	Wider switch / delay timer-equipped	Exempt *11		○		
		Other	Yes	○			
	9. Increasing TV terminals and telephone outlets (plug-in phone jack type)		Exempt	○			
10. Installing an emergency report system	If items such as a dedicated wire <u>are</u> installed	Yes		○			
	If items such as a dedicated wire <u>are not</u> installed	Yes	○				
11. Replacing lighting fixtures with motion sensor lighting fixtures	Entrance light	Exempt		○			
	Other	Yes	○				

*6 If AC, drop-in range, and warm water washing toilet seats are found to be different than designated specifications, reinstall them to match designated specifications.

*7 If there is no outlet in the restroom, UR will install an outlet at its expense after you approve the improvements (Note that this improvement is limited to restrooms having a Nishi style toilet bowl. Also note that there are some apartment buildings which we can not install such outlet).

*8 If there is automatic fire alarm equipment or it is connected to common area equipment, a remodeling application cannot be made.

*9 Only in the case of an air conditioner outlet (15A 100V) that is not a dedicated circuit installed in the room, UR will cover replacement a dedicated circuit for an air conditioner outlet (15/20A 100V) in response to requests for air conditioner installation.

*10 Air conditioner sleeves apply for rooms where an external fan unit can be installed (the expense for some of the equipment sleeve (for FF heater) is covered by UR).

*11 When replacing with delay timer-equipped switches, you will not be charged for the switches for exhaust fans in the toilet and the bathroom.

◆ Points to note when conducting remodeling ◆

Please note that work such as extensions, remodeling of common areas, and modifications to partitions is not permitted.

However, if you wish to make large scale alterations, will need to submit a plan for inspection, so please consult at Residence Center or other management facilities as soon as possible.

(3) Transfer of Lease Application

If it is necessary to change the leaseholder due to one of the following reasons, you will need to seek the UR's approval by submitting a "Transfer of Lease Application."

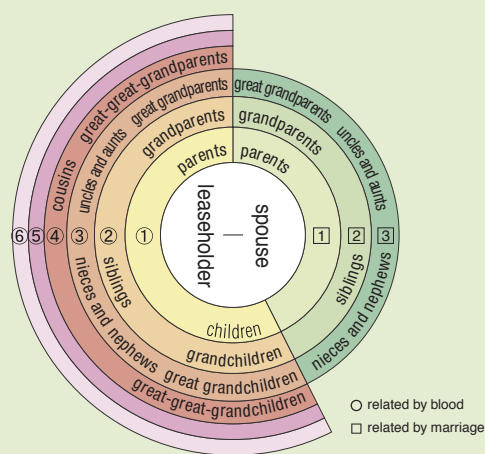
- ① The death of the Leaseholder
- ② The departure of the leaseholder due to divorce
- ③ The departure of the leaseholder due to reasons excepting death or divorce (marriage, transfer)
- ④ Reduced income (for example, upon reaching retirement age, the leaseholder departing due to insufficient income)

People who wish to take over a currently held lease need to have one of the following relationships:

- ① spouse ② within 6 degrees of blood relationship ③

within 3 degrees of marriage relationship. Restrictions apply as to who can take over the lease, and these may vary according to certain criteria, such as the reason for application, period of residence of the applicant, and date of taking up residence of the applicant in relation to when the lease was signed. For further details, please inquire at the administration service office or Residence Center or other management facilities.

However, please be aware that if the apartment is inhabited while the leaseholder is absent, this may be considered unauthorized subletting, and the UR may dissolve the lease.



Main Items for Notification

(1) Change of Name Notification

If the leaseholder should change their name because of marriage, adoption, etc., they should immediately submit notification to that effect to either the administration service office or the administration contact. Failure to do so can lead to confusion in contacting the leaseholder and in accepting rent payments.

(2) Notification of Absence

Should all members of your family be absent for more than one month (for example overseas travel or business), then please ensure you notify the administration service office or the administration contact in advance.

Please be aware that failure to give such notification may lead to UR considering the apartment vacant and dissolving the contract.

In addition, depending on the content of your notification, you may be asked to arrange a caretaker for your apartment.

(3) Notification of Caretaker

When all members of the family are going to be absent for more than one year, thereby leaving the apartment vacant (for example, on a short-term transfer), you can assign somebody to be a caretaker. To do this, you need to notify the administration service office or the administration contact.

A caretaker may stay for up to one year, and in unavoidable circumstances, this can be extended another 6 months. This extension is limited to one time only. However, this system is not intended to be an alternative to either subletting, or changing or transference of the lease, and the rent still has to be paid by the leaseholder.

(4) Notification of Cohabitation

When you wish to have a family member move in, who was not listed as cohabiting when you first took up residence, you need to submit notification in advance to the administration service office or the administration contact.

Permitted cohabitants are limited to relations, (spouse, within 6 degrees of blood relationship, within 3 degrees of marriage relationship). In no instance shall cohabitation by friends or acquaintances be allowed.

Also, when your cohabitant vacates the apartment, please submit a "Notification of Change of Family."

(5) Notification of Change of Details on the Resident's Register

In general, we ask that every 5 years you update the resident's registration that you completed upon moving in. However, if there is a change in emergency contact details, etc., please be sure to notify the administration service office or the administration contact promptly. For your emergency contact details, please describe the names of people we can easily contact or the names of those who live close to you.

- © In households which are empty a lot of the time, such as where both people work, please ensure that the administration service office or administration contact have up-to-date emergency or work contact details. Without this information, it may be difficult to contact you in the case of fires, floods or accidents.

(6) Eligibility Confirmation (for elderly residents eligible for Quality Rental Housings for the Elderly)

For residents living in Quality Rental Housing for the Elderly, Healthy Life Support Housing, High-Quality Regional Rental Housing for Household Raising Children, or rental housing offered under the Program to Promote Close Living of Family Members, UR shall in principle confirm residents' eligibility for reduced rent every year once they have moved in. Based on notification from UR, we ask that all residents submit documents showing their income for the previous year, as well as a copy of their certificate of residence. Once their eligibility has been confirmed, residents will pay reduced rent. Any resident found ineligible will have to pay the rent specified in his or her rental housing contract starting the following year.

All notifications and applications are to be submitted to the Administration Service Office or the Residence Center or other management facilities which have the appropriate forms.