

## 10. Procedures When Vacating the Apartment

**When you leave, please ensure you carry out all of the following procedures. Please make sure to follow all of these procedures.**

### (1) Notification of Vacating the Apartment and Rent Calculation

When you wish to terminate your lease and vacate your apartment, please submit a “Dissolution of Rental Housing Contract Notification Form” to either the Administration Service Office or the Administration Contact at least 14 days before your date of departure.

The date of dissolution of rental housing contract shall be 14 days after the submission of the above notification. Even if you move out earlier than the dissolution date, you will be responsible for payment of rent up until the dissolution date.

Please note that you cannot retract your notification to terminate the contract after it has been submitted, as the next tenant's application will already be underway. Accordingly, please give yourself sufficient time when deciding when you will move out.

When you vacate the apartment in the middle of the month, your rent payment for the part of that month shall be calculated on a prorated daily basis.

Submit your application at least 14 days in advance.



### (2) Repair Cost Assessment

After submitting a written intent to vacate, UR representative will call you to check for damages and wear. They will conduct an inspection to confirm damage and marking that has occurred during your period of residence, and based on this, will decide repair costs to be borne by you.

For details, see pages 46 and 47.

### (3) Returning Keys

The keys to your residence given to you upon renting are lent to you along with the housing. When you vacate the apartment, please return all these keys to either the Administration Service Office or the Administration Contact. If you have lost any of these keys, then you will be required to change the cylinder on the lock at your expense.



#### (4) Removing Your Belongings

When you vacate the apartment, please remember to remove water purifiers, post box locks and other belongings. In addition, in the case of a house with a yard, please do not forget to remove items you installed, flowers and plants you planted, plants that grow naturally before moving in, anything not there when you moved in.

#### (5) Reimbursement of Your Deposit

Your deposit will be returned to you minus the last month's prorated rent, maintenance fees, and administration fee for return of deposit (including payment of any rent in arrears).

If the calculated amount of your costs exceeds your deposit, you will be required to pay the difference.

#### (6) Calculation of Electricity, Gas, and Water Charges

Please inform to all suppliers of public utilities, including electricity, telephone, gas, water, and Internet (limited to services for UR rental housing) of your vacating the apartment several days before you leave, and calculate the amount due up to the date you leave.

Also, please be sure to settle any delivery costs for newspapers, etc.



#### (7) Garbage Disposal when Leaving

On departure, people produce a lot of over-sized garbage. **Please dispose of this yourself, and do not include it with other household garbage.**

#### (8) Other

- Please make sure you submit notification of moving and other necessary documentation to the municipal authorities. The municipal authorities at your next residence will require proof of this for resident registration.
- Submit a change of address form at your local post office (forms available there). This enables the post office to forward your mail to you at your new address. However, the post office will only do this for a period of one year from your moving.
- For residents that have apartment-house insurance, consult your insurance company or agent, and then follow the specified procedures to change apartments or cancel your contract.