

# YNU Tokiwadai International Residence

## Housing Rules

Please read the following housing rules carefully. After reading the terms and conditions put check mark in the check box of each paragraph. Please write your name and room number and put your signature on the last page.

Check example:

### 1. Room usage purpose

- ① The room is designated solely for living purpose and cannot be used for any other purpose like office, shop or meeting room.
- ② Overnight stay by a non-contractor is strictly prohibited. Room use and overnight stay by a non-contractor as a serious violation of trustful relation will be punished and lead to a move out order.

### 2. Room Rent

- ① Monthly room rent is 38,000 Yen
- ② Monthly management fee is 7,000 Yen.
- ③ Monthly utility fee is 15,510 Yen (tax included).
- ④ The room rent, management fee and utility fee (hereinafter called "the rent") due for the NEXT month is payable by bank transfer by the last day of each month. Please transfer the amount to the following bank account to reach the account by 3:00 P.M. (Concerning an automatic bank transfer or credit card payment please inquire at the Management Office).

MUFG Bank  
Nishi-Shinjuku branch, Saving Account 3543782  
Name of Account: Sekisui House Sha Maison PM Tokyo, Ltd.

- ⑤ If the last day of the month is a holiday, please make the transfer on a day before also to reach the account by 3:00 P.M.

- ⑥ The utility fee includes electric / gas / water charges and internet fees.
- ⑦ Motorbike parking lot charges are due on the every last day of the month by 3:00 PM. Please transfer them together with the rent.
- ⑧ Frequent nonpayment or delay in payment of the rent may lead to eviction as a result of violation of trustful relation.
- ⑨ The rent once paid cannot be refunded under any condition.

### 3. Deposit

- ① The amount of deposit is 66,000 Yen (tax included).
- ② The deposit includes the basic room cleaning fee on move-out and contract procedure administrative fees. Basic cleaning covers the cost of cleaning in order to prepare the room for the next prospective resident. Costs of wallpaper, carpet and fittings repair due to intentional or negligent damage by resident, repair and replacement cost due to damage or loss of equipment supplied as well as the cost of disposal of leftover items will be charged to residents separately.
- ③ Whether moving out at the time of contract expiration or during the contract period prior to expiration the deposit is NOT refundable under any condition.

### 4. Bicycle, Motorbike, Car Parking Lot

- ① Bicycle parking lot can be used free of charge.
- ② Usage of bicycle parking lot is subject to an agreement and registration. In order to use the bicycle parking lot please contact Management Office in advance to complete necessary registration procedures. Not permitted bicycles will be disposed immediately without prior notice.
- ③ Motorbike parking lot is available for a monthly charge of 2,200 Yen (Tax included).
- ④ Usage of motorbike parking lot is subject to an agreement and registration. In order to use the motorbike parking lot please contact Management Office in advance to complete necessary registration procedures. Not permitted motorbikes will be disposed immediately without prior notice.
- ⑤ There is no car parking lot available for students and visitors. Please inform the

management office in advance if you wish to use the parking lot temporarily for specific purpose such as moving heavy luggage.

- ⑥ Parking bicycles is forbidden on the neighboring streets. Please use the designated bicycle parking lot.
- ⑦ Bicycle parking except the designated areas is strictly forbidden. Bringing in bicycle to hallways, communal areas and private room is forbidden.

#### 5. Re-contract procedure □

- ① If you wish to re-contract please submit a “Re-contract Application Form” one month prior to termination of your contract to Management Office.
- ② A Re-contract Fee of 16,500 yen (tax included) is required for the procedure.
- ③ In case of non-submission of “Re-contract Application Form” the contract termination date is the move-out date.
- ④ “Re-contract Application Form” is not always automatically accepted. Repeated nonpayment or delay of rent payment as well as violation of housing rules may result in rejection of the re-contract application.

#### 6. Contract cancellation prior to termination □

- ① If you wish to cancel the contract during the term of the contract please submit a “Cancellation Notice” 1 month before the wished cancellation date to the Management office. The cancellation of the contract during the term of the contract will not be accepted unless the “Cancellation Notice” is submitted.
- ② One month rent and management fee will be charged from the date of submission of “Cancellation Notice”.
- ③ Deposit is NOT refundable even in the case of cancellation of the contract before termination.

#### 7. When Moving-in -Important Instructions □

- ① Please notify your move-in time in advance. The check of room equipment and condition of the room interior will be conducted in the presence of Manager or administrative staff prior to the move-in.
- ② If you are not able to move-in within the business hours of Management Office

the abovementioned room check will be conducted on the next day after move-in. Please be sure to take time to allow this room check latest within 3 days after move-in.

#### 8. When Moving-out Important Instructions □

- ① Please notify your move-out time in advance. On your move-out Manager or administrative staff will do the room check against the loss or damage of room equipment, damages of wallpaper, carpet, and fixtures and check any leftover items.
- ② Any costs for fixing the damages and disposal of leftover items found during the room check will be charged to resident.
- ③ If you are not able to have a move-out check within the business hours of Management Office, the room check can be done on a day prior to your move out. Please be sure to take time to allow this room check at least within 3 days prior to your move out.

#### 9. Card key □

- ① A card key is provided for the new students in order to enter the building entrance and each area when moving in.
- ② In case of losing the card key, please consult with the management office promptly to sign out a temporary card key. In case the card key could not be found after a certain period of time, a new card key will be provided. Please note that the re-issue fee will be charged at that time.

#### 10. Guests and Visitors □

- ① Any visitors, including the resident's family, are permitted to stay only between 9:00 and 22:00. Moreover the visitors must sign the Visitors' sign list each time when entering the property.
- ② If you intend to invite more than one friend (guest) please do consult Manager in advance. Also please mind other residents when using the common area.

#### 11. Access restriction to certain areas □

- ① Males are strictly prohibited to enter “Female Only” area.

- ② There is no restriction for females to enter the male area.
- ③ The management office temporarily permits males to enter the female only area during the moving works if needed.
- ④ Please be sure to leave the shared unit by 22:00 except for the unit resident (Even if the residents of the other units / private type rooms also cannot stay there after 22:00).
- ⑤ Authorized management staff members are allowed to enter the female only area / shared unit in order to conduct their management duties such as patrolling, cleaning, repair and inspection.
- ⑥ Please be sure to make any non-residents including guests leave the building by 22:00.
- ⑦ Usage of the 1st floor lounge is prohibited from 22:00 to 8:00.

12. About Balcony □

- ① It is forbidden to use balcony for hanging clothes, putting washing machine, keeping garbage and any personal items.
- ② It is strictly forbidden to enter balconies, roof balconies and rooftop as it is not designed to enter.

13. About Non-Smoking □

- ① Smoking is completely forbidden in the building and on the premises except the designated outdoor “Smoking Area”. However, even in the “Smoking Area” smoking by minors under the (full legal) age of 20 is prohibited by the Laws of Japan.
- ② Smoking is forbidden in private rooms, balcony, outdoor premises, neighboring street. Please use the designated outdoor “Smoking Area”.
- ③ Repeated smoking except in the designated outdoor “Smoking Area” and smoking by minors under the (full legal) age of 20 will result in a move-out order.

14. About Alcohol Drinking □

- ① Consumption of alcohol is permitted only in private rooms. Alcohol consumption in common area is strictly prohibited.

- ② Even in private rooms consumption of alcohol by minors under the (full legal) age of 20 is prohibited by the Laws of Japan.
- ③ Even in private rooms please refrain from loud drinking in a large number of people which could cause disturbance to neighborhood and other residents.

15. About Garbage Disposal □

- ① Please separate the garbage into burnable, non-burnable and recyclables and dispose them in the garbage station according to categories set by Yokohama City garbage disposal guidelines distributed in advance. It is forbidden to bring in your room garbage to the garbage bins in the common areas.
- ② Garbage not separated according to the guidelines will not be collected.
- ③ Repeated violators of garbage disposal rules will be expelled.
- ④ Please consult Management Office if you intend to dispose any oversized garbage and follow the disposal instructions. The cost of disposal of oversize garbage is payable by resident.
- ⑤ During move-out Manager or administrative staff will make sure whether the oversized garbage disposal complies with the rules.
- ⑥ Disposal of oversized garbage without permission is forbidden by law. Violators if found will be expelled.

16. Use and handling of fire □

- ① Due to risk of fire the use of candles and incense on the premises is strictly forbidden. Resident will be made liable for any damage caused by fire to the building, room and equipment due to negligent or intentional action and charged for full or partial cost of repair.
- ② In-the-room cooking with fire by bringing in gas stove or other tools is prohibited
- ③ Activities or plays with the fire including bonfires and fireworks are strictly forbidden on the premises.

17. Rental goods and equipment

- ① In order to use equipment temporarily please follow the procedures set by the Management Office.
- ② Please be sure to return the rental equipment to the Management Office within the set time.
- ③ Please use the rental equipment with care. Compensation expenses for any damage and/or loss of the equipment due to negligent or intentional action by the resident will be charged.
- ④ Subletting of rental equipment to a third party is prohibited.

18. Storage unit and Delivery box

- ① Please make an application at the Management Office when you wish to use the storage unit.
- ② When you use the storage unit, please follow "Terms and conditions of using the storage unit".
- ③ Your delivery will be received in the delivery boxes during your absence. Please collect them promptly to not inconvenience the other residents.
- ④ Delivery boxes cannot be used for any individual purposes besides receiving deliveries from delivery companies, such as keeping personal items and valuables.
- ⑤ Please consult with the Management Office promptly if you do not understand how to use the delivery boxes.
- ⑥ Please note that we do not take any responsibility for any troubles concerning delivery receipt and loss.

19. Room Maintenance

- ① Please keep your room clean and tidy. Keeping the room and room facilities clean is the responsibility of the resident.
- ② Please ventilate the room by opening the windows and closet door regularly in order to prevent mold, condensation and outbreak of harmful insects.

③ Please ventilate the room properly, since the resident will be made liable for the damages due to indoor mold and charged the repair costs. If you experience condensation and mold even when keeping the room thoroughly ventilated please contact the Management Office.

④ Never keep the rubbish for a long time in the room but dispose them to the garbage station frequently. Keeping the rubbish in the room for a long time can cause an outbreak of cockroaches and other harmful insects. In the event the cockroaches or other insect outbreak due to dirt and rubbish in the room harmful insect extermination (disinfection) fee will be charged.

⑤ Please refrain from attaching posters, stickers or hooks to the walls and ceiling. Also it is strictly prohibited to drive nails into the wall. In case the wallpaper demands replacement due to pushpin and hook holes in the wall the replacement cost will be charged to resident.

⑥ Please refrain from attaching hooks by double-face tape on walls and doors.

⑦ It is strictly prohibited to make alterations in the room.

20. Usage of toilet

- ① Use proper toilet paper suitable for water flushed toilet to prevent toilet failures, sewage clogging and bad odor. It is strictly forbidden to flush down sanitary napkins, baking paper, tissue paper and food waste into the toilet.
- ② For sanitary reasons please clean the toilet on a regular basis.
- ③ Plumbing repair charges of the toilet clogged intentionally or due to resident's negligence will be charged to the resident.

21. Notes when going out

- ① When going out please switch off all electric appliances. Especially please do not forget to switch off the air conditioner.
- ② Never leave the tap water running or go out leaving the window open. Damage caused in the event of water leakage will be the liability of resident.
- ③ Please submit a "Long Term Absence Notice" to Management Office when going on a trip or back to your home country and intend to stay away for more than a

month.

- ④ When leaving for a long time please remember to pay rent and electricity before your departure.
- ⑤ In case of rent nonpayment during a long term absence without submitting of "Long Term Absence Notice", or long time inability to contact, Management might enter the room for security reasons.

22. Disaster and Crime Prevention Measures □

- ① Please keep the door securely locked and pay attention to fire.
- ② When using the kitchen please pay attention to fire and accidents.
- ③ The management company will conduct room fire inspection drainage pipes cleaning and various inspections on a regular basis. Inspection schedule will be announced occasionally. Even during your absence the inspection staff will enter the room for the inspection.
- ④ In case of water leakage, strange noise, odor or other emergency the Management Company staff may enter the room without prior permission from the resident.
- ⑤ Please follow and cooperate to Management Company instructions concerning fire, disaster prevention and sanitary inspection, drills and repairs.

23. Notice Board and Mailboxes □

- ① Inspection schedules and important announcements will be posted on a notice board on each floor including the ground floor. Please check the notice boards regularly.
- ② Important documents and information and luggage/mail notices will be put to your mailbox. Please check your mailbox daily.

24. Common Facilities Usage Time □

- ① Lounge  
8:00～22:00 Open 22:00～8:00 Closed

Do not sleep in the lounge late at night.

- ② Kitchen in the lounge

Please refrain from using without permission. Please ask the Management Office when you need to use.

③ Laundromat (Coin Laundry)

8:00～22:00 Available 22:00～8:00 Not available

Please use coin laundry in Male area for men and Female Only area for women.

- ④ No time limits apply to other communal areas such as hallways and stairs, however loud talking and annoying behavior to other residents is forbidden.

25. Other restrictions on use of shared facilities □

- ① Please use TV, laundry, lounge and other rental equipment properly according to its usage, and mind other residents. Pay attention when using shared equipment, which is provided for everybody's use.
- ② It is forbidden to leave personal belongings in common areas like stairways, hallways since these common areas serve as an evacuation route in case of emergency please keep them clean and free from personal belongings.

26. Other restrictions and forbidden acts □

- ① Passage of the neighboring street at the south side of the building.
- ② Annoying other neighborhood by loud talking, motorbike sound and etc.
- ③ Using emergency stairs except for the emergency cases.
- ④ Entering the restricted areas such as rooftop, vacant rooms, "Female only" area, etc.
- ⑤ Bringing in heavy objects (large safe piano), hazardous materials (guns, kerosene heaters) or acts that would disturb or endanger neighbors.
- ⑥ Parties in the room and acts that would disturb other residents and neighbors.
- ⑦ Annoying other neighborhood by noise and vibration.
- ⑧ Behavior violating public order and morality.
- ⑨ Installing and usage of equipment that affect capacity of power and water supply equipment.
- ⑩ Playing mahjong and musical instruments annoying other residents and neighborhood.

- ⑪ Raising and/or temporarily bringing in dogs, cats, birds, fish and any other animals.
- ⑫ Bringing in and using drugs.
- ⑬ Posting the nameplate in other than specified place, or displaying other name than the contracted resident.
- ⑭ Display any characters on the door, balcony handrail, outer wall or window.
- ⑮ If the resident is found a member or associated member of mafia gang as prescribed by law concerning the prevention of improper conduct by gang members, organizing and/or participating in the meetings of such organizations the contract will be annulled.

27. Patrols and inspections □

- ① In case of suspicious behavior and queries of rule violation the Management Office reserves the right to give warnings to the resident and inspect the room in order to verify whether the above rules and regulations are being observed properly.

28. Management Office Business Hours □

8:30～17:30 Open 365 days

29. When moving out □

- ① If you wish to cancel your contract during the contract period, 1 month advance notice to the management office will be required. One month rent and management fee will be charged from the date of submission of the "Cancellation Notice".
- ② As this building is a YNU student dormitory, if you wish to move out at the end of the semester, you must move out latest by 25<sup>th</sup> in March (when you move out in spring) and 25<sup>th</sup> in September (when you move out in fall). Therefore, please be careful when to move to another student house or general property.

e.g. "Moving out of Tokiwadai IR on October 3<sup>rd</sup> in order to moving into another apartment on October 3<sup>rd</sup>": ⇒In this case, he or she is not able to stay in

Tokiwadai IR until October 3<sup>rd</sup>, and has to move out by September 25<sup>th</sup> in order to provide the room to incoming students from the beginning of Fall Semester.

- ③ In the term from March 26<sup>th</sup> to May 31<sup>st</sup> / from September 26<sup>th</sup> and November 30<sup>th</sup>, contract cancellation will be limited; If you are leaving on or after March 26<sup>th</sup> (when you move out in spring), the rent payment until May 31<sup>st</sup> will be needed. If you leave on or after September 26<sup>th</sup> (when you move out in fall), the rent payment until November 30<sup>th</sup> will be needed.

e.g. "Moving out of Tokiwadai IR on November 25<sup>th</sup> in order to move into another apartment on November 25<sup>th</sup>": ⇒In this case, he or she is not able to terminate the room contract on November 25<sup>th</sup>, and the rent payment until November 30<sup>th</sup> will be needed even if the actual move-out date is November 25<sup>th</sup>.

- ④ In case the academic calendar changes, the latest moving-out date may change and it may be earlier than indicated in this housing rules.

30. About final rent and management fee payment □

- ① Full month rent and management fee payment is required for the final month of the contract regardless of on what date of the month the contract is terminated.
- ② Overpaid rent and management fee for the remaining days of the month after termination date will be refunded to residents' own bank account following the completion of room inspection and accounting process.
- ③ Refund process takes approximately 3 to 4 weeks.
- ④ Refund amount will only be transferred to bank accounts in Japan. Refund will not be made to over-sea bank account or by cash.

31. In the Shared Unit □

- ① Please always consider the other unit mates.
- ② Please switch off all the electric appliances not in use. (air conditioner, lightings, etc)

- ③ Be considerate of others waiting to use unit kitchen, TV and other shared facilities/items.
- ④ Never leave any personal belongings and valuables in common space. The management will not take any responsibilities for theft or loss in the Shared Unit.
- ⑤ Please pay attention to receipt of luggage. (do not open the mails or receive COD luggage of other unit mates)
- ⑥ Repair costs may be charged when damage or loss of shared facilities/items is found.

32. Use of the private space in Shared Unit

- ① When going out please be sure to lock the door as well as switching off all the electric appliances including air conditioner.
- ② It is forbidden to take away shared equipment in the common space to the private space.
- ③ It is forbidden to bring your room garbage into the garbage bins in the shared space. Please dispose the personal garbage to the garbage station.
- ④ Please keep the private space and in-room facilities clean on your own responsibility.

33. Use of the unit living space

- ① Available 24 hours (No limit in using). However, please refrain from loud talking, high volume TV noise and other acts which could disturb other neighbors at night.
- ② No limit in alcohol drinking in the Shared Unit. However, please be sure to consider the others not to bother them.  
Consumption of alcohol by minors under the (full legal) age of 20 is prohibited.
- ③ No limit in inviting Guests to the Shared Unit. However, please be sure to make them get out of the unit before 22:00.

34. Use of the unit kitchen

- ① Please be sure to wash the kitchenware (such as pans and knives) after use and

return them to the proper places. Please never take them away to the private space.

- ② Do not leave the food and ingredient, and keep them in the refrigerator. Please discard the expired ingredients immediately.
- ③ Please keep clean the drains from food leftover. Please also clean the drains periodically in order to prevent clogging.
- ④ Please discard the garbage in the garbage can or bring it to the garbage station directly.
- ⑤ Do not keep the garbage for long time in the shared space; Please take the garbage to the garbage station as soon as the garbage bins are full.
- ⑥ In case the food / ingredient causes strong smell (odor), please keep it in the private space.
- ⑦ Please use the space allocated to each room in the shared- refrigerator.
- ⑧ Do not leave the food neither in the pot nor shared space.
- ⑨ Do not use any ingredients and seasoning owned by other unit mates without their permission.

35. Use of storage

- ① Please use the storage shelves and shoebox allocated to each room.
- ② Do not leave the shoes out of the shoebox.

36. Use of toilet

- ① Please brush the toilet after use when it is dirty.
- ② Do not take the toilet paper out of the toilet

37. Use of the shower and washbasin

- ① Please refrain from taking shower for too much long time. Also, please make the shower booth clean (such as removing hairs) after use.
- ② Do not leave your personal shampoo, towels and etc. in the shower booth or washbasin. Please keep them in the private space.
- ③ Please refrain from shampooing in the washbasin. Also, dying hairs and washing clothes in the shower booth and washbasin is prohibited.

38. Noise

- ① Please be careful not to disturb other unit mates by opening/closing doors, making phone calls, listening to music, watching TV, alarm clock and etc.
- ② Please consider the others when you go out or come back early in the morning and late at night.

39. Prohibited acts

- ① Leaving personal belongings in the shared space
- ② Cooking in the private space
- ③ Using fire (both in the personal space and in the shared space)
- ④ Any acts of business sales and soliciting and etc.
- ⑤ Taking any shared equipment (such as pans, toilet paper and etc.) to the private space
- ⑥ Drying laundry in the shared space
- ⑦ Bringing shelves and furniture in the shared space
- ⑧ Sleeping in the shared space
- ⑨ Using shower booth by non-residents
- ⑩ Switching the private space between unit mates without any permission.

40. Entering the Shared Unit

- ① The Management (the managers, cleaning staff and inspection staff) will enter the shared space in the unit (such as unit living space, shower booth and toilet) without any consent for some reasons including facility cleaning and etc. Therefore, please be sure to keep the unit clean every day.

41. Loss of residence eligibility

- ① In case of losing the student status (includes repeating more than one year, leave of absence, suspension over 3 months) at YNU (or other educational institution you belong to), you will lose the residence eligibility at Tokiwadai International Residence and must leave the property immediately.
- ② In case of repeating a year, re-contract for one year at longest may be allowed if YNU's approval is received.

- ③ Frequent violations or a serious violation of the housing rules will lead to a move-out order after consultation between YNU and the management office.
- ④ Any act of discarding the honor of YNU and/or other inappropriate act as a YNU dormitory residents will lead to a move-out order upon consultation between YNU and the management office.

42. Reporting obligation for emergency calls

In the event that a Resident makes an emergency call to the Police (dial 110) or the Fire Department/Ambulance Service (dial 119) due to theft, unauthorized entry, suspicious persons, fire, sudden illness, or any other incident requiring urgent attention, the Resident shall report the details of such call, along with the circumstances of the occurrence, to the Management Office. The timing and necessity of such reporting shall be determined in accordance with the classification and urgency level specified in the table below.

<Classification of Emergency Calls and Reporting Requirement to the Management Office>

Contents of the Call to 110 / 119	Urgency Level	Reporting Requirement
Unauthorized entry by suspicious persons / suspicious individuals on the premises	High	Report to the Management Office immediately after making the emergency call
Acts of violence, threats, or intimidation		
Fire / fire alarm activation		
Serious illness or injury requiring an ambulance (for example: loss of consciousness, heavy bleeding)		
Stalking or persistent harassment	Medium	Report to the Management Office the next day or on the next business day (If the situation is urgent, such as being followed to the Residence, report immediately)
Theft or loss within the Residence		
Minor illness or injury		
Damage or loss caused by fraud or dishonest sales practices		Report to the Management Office the next day or on the next business day
Noise problems from neighbors	Low	Reporting is optional
Domestic disputes between spouses or family members		
Loss of personal property within the Residence		

\*High urgency — To ensure safety and prevent further damage inside the building, report to the Management Office as soon as possible, even late at night or on holidays.

\*Medium or low urgency — Normally report the next day or the next business day. Reports can be made in writing or by email.

I have understood "YNU Tokiwadai International Residence Housing Rules" and herewith I promise to strictly observe them.

Moreover I am aware that in case I am subject to be expelled from the Residence due to violation of the rules I shall understand and not object.

\_\_\_\_\_ Y \_\_\_\_\_ M \_\_\_\_\_ D

YNU Tokiwadai International Residence Room #\_\_\_\_\_

Full Name \_\_\_\_\_

Signature \_\_\_\_\_