

## Notes on the Notice of Lease Termination

Since termination of the lease agreement will formally be accepted upon delivery of the Termination Notice to our office, please send back this Notice without delay.

To complete filling in the Termination Notice form, please note the followings:-

- In pressing seal, please use the same registered chop used in the original Lease Agreement.
- When your new address is not decided yet, please leave it blank. However, since the statement of on the termination (restoration costs, deposit balance etc.) will be sent to your new address, please let us know the new address as soon as possible.
- If the person attending at the vacating and checking of the Premises will be different from the Resident, please put names and contact phone numbers of such person.

### < Matters that special attention need to be paid in vacating >

- Rent has to be paid up to the Date of Lease Termination even if the Date of vacating comes earlier than the Date of Lease Termination
- We will or a person in charge from the contractor appointed by us will contact you to set up the date and time of for attending the vacating and checking of the Premises.
- Please set the time of attendance within the time zone before sunset when conditions of the Premises can be checked and clarified without turning the lights on.  
Please make sure that inside the Premises is clear without no personal belongings left. If there is any your personal belongings left, we have to cancel the checking.  
Also, please note that we can not perform the checking of the Premises unless attended by either the Resident/Occupant or the Lessee.
- When the date of attendance on vacating is postponed and is performed after the Date of Lease Termination, the Date of Lease Termination will have to be extended to such date.
- **Please make necessary arrangement with the authority for collection of large size trash to be disposed.**

Rental goods provided under the Internet, SKY Perfect TV suppliers contracts need to be returned before vacating.

We can not handle these matters. When there is any article left in the Premises after the vacating date, costs and fees to dispose them will be charged to the Lessee.

※ As it will take time to settle the above matters, please start making necessary arrangements well in advance.

- You can not use mail box and delivery box after you have moved out.

Please do not forget notify address change at the post office.

\* Please be advised in advance that when we are requested recovery of rental goods or mails a date of vacating, a fee of 5,000 yen + tax will be charged separately as our expenses.

- Please be noted in advance that it will take approximately two to three months before the balance of the deposit is returned.

### < Other Matters to be noted >

- When certain number of days remains in the residential-household indemnity insurance up to the the end of the insured period, there is a possibility that a part of the premium paid will be refunded. The Resident/Occupant or the Lessee is responsible for the application for such refund.

Contact information:

AIG Fire Insurance : 0120-565-773 Tokyo Marine MIREA : 0120-670-055