

Information on Moving-Out Notifications

All residents moving out of JKK housing must submit this notification.

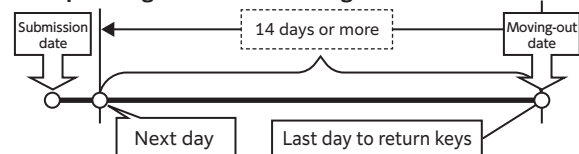
Submission date of moving-out notification

General rental contract (Contracts other than fixed-term rental contracts)	Up to fourteen days before the moving-out date	This may not always be the case, so please check your contract.
Fixed-term rental contract	Up to one month before the moving-out date	

Notes:

1. You cannot change or cancel your moving-out date after you submit your notification.
2. The submission date will be the day we receive your completed notification.
3. If you are late in paying rent or the like, you must pay the full amount by your moving-out date.

Example: For general rental housing



Rent settlement

- The rent and common fee for the month in which you move out will be prorated from the beginning of the month to the date you move out.
- If you submit your notification after **the submission deadline** listed above, you will be charged a daily prorated amount of rent and the like based on the number of days it was late.
- Please return your keys to the management office or local consultation center by your moving-out date.
- If your keys are not returned by your moving-out date, the door will be unlocked and you will be charged a fee.

Vacated unit assessment

- You must file a request if you want to be present during the assessment of the unit you have vacated. You will be notified later by the department in charge about the assessment date. Please note that assessments cannot be conducted on Saturdays, Sundays, national holidays or at night.
- The amount you must pay will be calculated based on the cost burden standards for restoration to the original condition. If you have left any items in the unit, you will have to pay all removal costs.

Deposit settlement

- The amount of your deposit to be returned will be determined after the amount you must pay has been determined. It will take approximately two months after you move out for the settlement to be made.
- If your deposit is insufficient to settle all costs, you will receive a bill at the address where your settlement form is sent.

JKK paid parking lot contract

- If you have signed a paid parking lot contract with JKK, you do not need to submit a parking lot cancellation notice since the contract will be void on your moving-out date.
- Your parking lot deposit will be returned to the account you designated as your settlement refund account on your moving-out notification. If you want the refund deposited into a different account, please submit a separate parking lot cancellation notice.
- You must return all items lent by JKK (remote controls, cards, keys, etc.) to the management office or consultation center by your move-out date. If any items are not returned, you will be charged for the cost of replacing them or the like.

Other

- Once your move-out date is set, please contact the management office to confirm the collection site and date for large-sized garbage.
- For electricity, gas, water and other utility contracts, please contact the respective service providers and complete the cancellation procedures yourself.
- Please be sure to complete the necessary procedures for changing your mailing address, and if you have a bicycle please remove it from the JKK property.

[For those using Orico Forrent Insure Co., Ltd. as your guarantor]

You may be eligible for a refund of overpaid rent and the like. You must supply your account information for this, so please provide it in your moving-out notification.

Notes

- Please bring some form of official personal ID whenever you visit the management office or consultation center.
- You do not need your personal seal if the main tenant is submitting the notification.

 If you have any questions, please contact the JKK Tokyo Customer Support Center.

JKK Tokyo Customer Support Center: Tel: 0570-03-0031

Hours: 9 a.m. to 6 p.m. (excluding Saturdays, Sundays, national holidays, and the year-end/New Year's holidays)

If you are using an IP phone, PHS or other device that cannot connect to the above number, please call **03-6279-2962**.

Note: The phone lines are very busy between 9 and 10 a.m. on Mondays and the day after holidays. If you are not in a hurry, please call at another time.

Example

記入例

①退 去 届

② ※4枚とも提出してください

③ 令和 6 年 4 月 1 日

下記のとおり退去しますので届出します。なお、退去に残置物がある場合、その一切について所有権を放棄します。また、撤去処分に要する費用は賃借人が負担します。

⑤ 住宅名		カーメスト渋谷		1	号棟	111	号室
⑥ フリガナ 賃借人氏名		コウシャ タロウ 公社 太郎		⑧ 退去日	⑨ 令和 6 年 5 月 1 日		
⑩ 有料駐車場・ 有料バイク置き場		⑪ ☒ 契約有 ☐ 契約無	⑫ 区画番号	1 - 5	⑬ 駐輪場	⑭ ☒ 利用有 (2 か所 5 台) ☐ 利用無	
⑮ 届出人	フリガナ	コウシャ タロウ		⑰ 賃借人との関係		本人	
	氏名	公社 太郎		⑱ 連絡先	*記入必須 090-9999-9999		
⑲ 法人連名契約	⑳ 法人所在地	〒					
	㉑ 法人名			㉒ 登録印	㉓ 電話番号		
㉔ 精算書送付先	㉕ 住所	〒 333-0000 埼玉県さいたま市さいたま5-55-5					
	㉖ 連絡先	090-9999-9999		㉗ 敷金精算書等の受取人	公社 太郎		
㉘ 契約状態		☒ 名義変更(承継) ☐ 定期借家再契約		㉙ 当初入居日		年 月 日	
㉚ 空家査定立会希望		☐ 希望します		☒ 希望しません		㉛ (立会日は土日祝日、平日の夜間を除いた日となります)	
㉜ [敷金等精算返還先]		☒ 家賃振替口座へ返還希望		家賃振替口座以外の口座へ返還をご希望の方・保証会社にオリコフォレントインシュアをご利用の方は口座情報をご記入ください。			
㉞ () 銀行 () 支店				㉟ ゆうちょ銀行			
㊱ 金融機関コード		/ / - / /		㊲ 金融機関コード		9 9 0 0 ㊳ 通帳番号 1 / / / 0	
㊴ 預金種目	㊵ ☐ 普通 ☐ 当座	㊶ 口座番号		㊷ 預金種目		㊸ ①通常	
㊹ フリガナ 口座名義人				㊺ フリガナ 口座名義人			
㊻ [個人情報の取扱いについて] ご記入いただいた個人情報については、本手続き及び当社住宅管理上必要な場合のみ使用します。							

【公社使用欄】														
<備考> [本人確認] 免許証・保険証（ ） ☐ 建物 ☐ 法人連名 ☐ 法人契約 ☐ 一時使用														
居住者コード														
住宅コード														
駐車場コード														

窓口センター

係 長	担当者

受 付 印

(MC・管理事務所)
(窓口センター用)

①	Moving-Out Notification
②	Please submit four copies
③	* Enter the filing date.
④	To the Chairman of the Tokyo Metropolitan Housing Supply Corporation (JKK) I hereby notify you of my intention to move out, with the details as follows. If I leave any items behind when I move out, I hereby relinquish ownership of them. I understand that I will be responsible for all costs of removal and disposal related to such items.
⑤	Building name: Room number:
⑥	<i>Furigana</i> : Tenant name:
⑦	Personal seal * Use the same seal as the one you used for the contract.
⑧	Moving-out date
⑨	* Enter the moving-out date.
⑩	Paid parking lot/paid motorcycle parking lot contract
⑪	☐ Yes ☐ No
⑫	Section number
⑬	Bicycle parking lot
⑭	☐ Yes (___ locations, ___ bicycles) ☐ No
⑮	Person filing notification <i>Furigana</i> : Name:
⑯	Seal
⑰	Relationship to main tenant:
⑱	Contact * Must be filled out
⑲	Corporate joint-name contract
⑳	Corporation address
㉑	Corporation name
㉒	Registered seal
㉓	Phone number
㉔	Mailing address for settlement form
㉕	Address:
㉖	Contact:
㉗	Deposit receiver on settlement form:
㉘	Type of contract ☐ Tenant change (inheritance) ☐ Fixed-term lease contract renewal
㉙	Original moving-in date
㉚	Request to attend the assessment of the vacated unit
㉛	☐ Requested
㉜	☐ Not requested
㉝	Assessments will not be conducted on Saturdays, Sundays, national holidays, or at night.

③4	Where to send deposit settlement refunds, etc.
③5	☐ Deposit to account used for rent transfer If you wish to deposit the funds to an account other than your rent transfer account, or if you use Orico Forrent Insure Co., Ltd. as your guarantor, please provide your account information.
③6	() Bank, () Branch
③7	Financial institution code
③8	Account type
③9	☐ Savings ☐ Checking
④0	Account number
④1	<i>Furigana</i> Account holder name
④2	Japan Post Bank
④3	Financial institution code
④4	Bankbook number
④5	Account type
④6	Account number
④7	<i>Furigana</i> Account holder name
④8	Handling of personal information: We use the personal information you provide only as necessary for this procedure and housing management.
④9	Filled out by JKK

(A)	Make sure to check the notification date! Your moving-out date will also be the final day to return your keys.
(B)	• The seal (or signature) only needs to appear on the first copy. • If the main tenant is filing the notification, a personal seal (or signature) is unnecessary if his/her personal ID can be confirmed. • If an application to use of the adult guardianship system, etc. has been submitted and the adult guardian is the person submitting it, the tenant's registered seal is not required, but the seal of the adult guardian is.
(C)	Please enter a contact number that we can use to contact you during the day.
(D)	If your deposit was not enough to cover all costs at the time of settlement, we will contract you at the address you listed for receiving the settlement form.
(E)	If you are unsure, you can leave this blank.
(F)	Please check all that apply.
(G)	In principle, any amount to be refunded from the deposit settlement will be sent to the rent transfer account (including the parking lot security deposit). If you wish to have this refund deposited into a different account, please enter the necessary information.