

TOHTO Monthly Apartment Application 【Fax number for return: +81-3-3484-8630】

Apartment*		Room #		Possibility of extension*	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Undecided	
Period*	From / / to / /	Number of Tenants		person(s)		
Rent	Rent	yen/day	Utility	yen/day	Cleaning fee	yen
	Discount	yen/day	Discount2	yen/day	Other expense	yen/day

* are required.

Contractant

Date of fill-in	Name (First, Last)		Sex	Date of Birth	
(Year, Month, Day)			<input type="checkbox"/> Male <input type="checkbox"/> Female	/ / () years old	
Current address			Phone #		
			Cell phone #		
			E-mail address		
Nationality	<input type="checkbox"/> Employed <input type="checkbox"/> Pensionary	Family Member	<input type="checkbox"/> Spouse <input type="checkbox"/> Child () child(ren) <input type="checkbox"/> Siblings () sibling(s)		
o c c u p a t i o n	Name of the employer		Phone #	Department	
	Address			Position	
	Head Office if there is		Address	Number of employees person(s)	Annual income yen
	Job Category	<input type="checkbox"/> Public Office <input type="checkbox"/> General Business <input type="checkbox"/> Independent business <input type="checkbox"/> Other ()	Job Type	<input type="checkbox"/> Administration <input type="checkbox"/> Education <input type="checkbox"/> Office work <input type="checkbox"/> Sales <input type="checkbox"/> Technology <input type="checkbox"/> Driving <input type="checkbox"/> Service <input type="checkbox"/> Labor service <input type="checkbox"/> Diplomacy <input type="checkbox"/> Other ()	
	Service years	Your previous employer if working less than a year at current employer		Job Type	
		years	At	for	years
Financial Support	Type	<input type="checkbox"/> Housing allowance <input type="checkbox"/> From Parents <input type="checkbox"/> Scholarship <input type="checkbox"/> Other ()			
	Relationship	Monthly Amount	yen		

*If the 1st tenant is same as the contractant, put "same as above". Please fill in the blanks for 2nd tenant if there is.

We may ask you to change the contractant if you are unemployed, a student or a part-timer.

Tenant 1	Name (First, Last)		Sex	Relationship to contractant	Date of Birth
			<input type="checkbox"/> Male <input type="checkbox"/> Female		/ / () years old
	Current Address			Phone #	
				Cell Phone #	
	Employer Name	Address		Work Phone #	E-mail address
Tenant 2	Name (First, Last)		Sex	Relationship to contractant	Date of Birth
			<input type="checkbox"/> Male <input type="checkbox"/> Female		/ / () years old
	Current Address			Phone #	
				Cell Phone #	
	Employer Name	Address		Work Phone #	E-mail address
Emergency Contact person	Name (First, Last)		Sex	Relationship to contractant	Date of Birth
			<input type="checkbox"/> Male <input type="checkbox"/> Female		/ / () years old
	Current Address			Phone #	
				Cell Phone #	
	Employer Name	Address		Work Phone #	E-mail address

Emergency contact person must be your acquaintance in Japan (Japanese person preferred)

Main purpose of your stay	Please provide us with the detail of your stay 【Example】 Business trip to Shinjuku, Sightseeing in Japan, Working Holiday in Tokyo, etc.
How did you know our monthly apartments?	<input type="checkbox"/> TOHTO Monthly HP <input type="checkbox"/> Man3's <input type="checkbox"/> Good Monthly <input type="checkbox"/> Weekly Mansion.com <input type="checkbox"/> Monthly Mansion.com <input type="checkbox"/> Home mate <input type="checkbox"/> Direct Chintai <input type="checkbox"/> GaijinPot <input type="checkbox"/> J&F networks <input type="checkbox"/> N's Court HP <input type="checkbox"/> Primaire Sasazuka HP <input type="checkbox"/> Other website () • Mobile site () Other than Internet 【affiliated () • Introduced by (Mr./Ms.)/ Repeater

東都記入

本人身分証	入居者	入居者	緊急連絡先
社員証 保険証 免許証 パスポート	社員証 保険証 免許証 パスポート	社員証 保険証 免許証 パスポート	済

審査	担当	リーダー	上長
	/	/	/

Please Note

Please submit photocopies of your passport and Visa with this application.

* If you are coming with temporary visitor Visa

Please submit the copy of the temporary visitor Visa after you enter Japan.

Please be noticed that we do NOT hold a room for you until we receive all the documents.

Please fill in all the blanks on the application.

You must vacate the room by the last day of the contract.

If any of the contents of this application form is not true, the contract will be cancelled even after the contract is concluded.

We may decline your application as a result of screening.

We have no obligation to answer any questions about screening.

For cancellation 7 days or less before first day of the contract, we will charge 20,000yen of cancellation fee.

If the contract is not concluded, we will shred this application. We do not return this form to the applicant.

Procedure

1. Apply with necessary documents
2. Screening
3. Contract procedure
4. Return contract form and complete payment
5. Hand over a key
6. Move in.

【Payment Method】

Bank Transfer *Please bear the transfer fee.

Credit card payment *we accept VISA, Master, JCB, and American Express

Cash at our office *Please bring exact amount of money.

Regarding Privacy Policy

1 . Privacy Policy	TOHTO will comply the law about protection of privacy policy, and try for proper acquisition management and protection recognizing the importance of dealing personal information.
2 . Purpose for using personal information	TOHTO will use personal information for advertising and introducing properties; contacting about such as screening result; inquiring credit reference organization; sales contracts; lease contracts; joint guaranty; management commission; sub-lease original agreement; concluding mediation contracts; execution; and management and customer service of all contracts above. Introducing properties and services of TOHTO as well as useful goods, and services of its associates; sending questionnaires. Personal information shall be provided to 3rd parties only when such provision is needed to achieve the purposes above.
3 . Sharing personal information	TOHTO may share all personal information obtained through business with East Network Co., Ltd., the affiliated company, within the purposes above. Each company shall be liable for their customers' personal information to be shared.
4 . Provision of personal information	Personal information shall be provided to the following parties by letter, mail, telephone, fax, homepage, e-mail, advertising media and others, within the purposes above. Concerned parties and prospective parties of a contact, group companies of TOHTO, or other real estate companies, provided that such parties request TOHTO to act on their behalf. Building management companies, building management unions, building owners, and others in the case of buildings managed by companies other than TOHTO. Guarantor supply companies, consumer credit companies, non-life insurance, and mutual insurance companies, credit reference organization; building construction and repair companies, facility maintenance companies, moving companies, housing related service companies. Advertising agencies and organization, designated distribution organization. Third parties necessary for achieving the purposes above.

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<http://www.t-monthly.jp>

Business Hour: 9:00 to 18:00 (except year-end&new year)