

TOHTO Monthly Apartment Application 【Fax number for return: +81-3-5438-4832】

| | | | | | |
|------------|----------------|-----------|---------------|---------|--------------|
| Apartment* | | | Room # | | |
| Period* | From | / | / | to | / |
| | | | | | |
| Rent | Rent | yen/day | Utilities fee | yen/day | Cleaning fee |
| | Management fee | - yen/day | Other expense | yen/day | |

* are required to fill in.

◆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 | | | Land Phone | |
| | | | Cell phone | |
| | | | E-mail address | |
| Nationality | <input type="checkbox"/> Employed <input type="checkbox"/> Pensionary | Family Member | * Spouse <input type="checkbox"/> Yes <input type="checkbox"/> No | * Child () child(ren) |
| | | | * Parents and Siblings () person (s) | |
| Occupation | Name of the employer | | Phone number | Department |
| | Address | | Position | |
| | Head Office if there is | | Annual income | |
| | Address | | people yen | |
| | Job <input type="checkbox"/> Public Office <input type="checkbox"/> General Business | | Job <input type="checkbox"/> Administration <input type="checkbox"/> Education <input type="checkbox"/> Office work <input type="checkbox"/> Sales <input type="checkbox"/> Technology | |
| | Category <input type="checkbox"/> Self employed <input type="checkbox"/> Other () | Type <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 | | |
| | years | At | For | years. Job type () |
| 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 | | | Land Phone | |
| | | | | Cell Phone | |
| 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 | |
| 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 | |
| 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 | |
| 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 | |
| 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 | |

◆Emergency contact person must be your acquaintance in Japan

| | | |
|----------------------------------|--|--|
| 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 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"/> Gaijin Pot <input type="checkbox"/> Direct Chintai <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 | |

●東京都入

| | | | |
|--|--|--|-------|
| 本人身分証 | 入居者① | 入居者② | 緊急連絡先 |
| <input type="checkbox"/> 社員証 <input type="checkbox"/> 保険証 <input type="checkbox"/> 免許証 <input type="checkbox"/> パスポート | <input type="checkbox"/> 社員証 <input type="checkbox"/> 保険証 <input type="checkbox"/> 免許証 <input type="checkbox"/> パスポート | <input type="checkbox"/> 社員証 <input type="checkbox"/> 保険証 <input type="checkbox"/> 免許証 <input type="checkbox"/> 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 VisaPlease 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. Sign Contracts ⇒
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

Privacy Policy

| | |
|--|--|
| 1. Our Basic Policy | TOHTO will comply with the law concerning protection of privacy policy, and try for proper acquisition management and protection recognizing the importance of dealing with personal information. |
| 2. Use Purpose of personal information | ① 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. ② Introducing properties and services of TOHTO as well as useful goods, and services of its associates; sending questionnaires. ③ Personal information shall be provided to 3rd parties only when such provision is needed to achieve the purposes above. |
| 3. Sharing personal information | All personal information obtained through this business may be shared with Relo group companies and insurance company if used. They are used within above-mentioned purpose. Each company will be liable for their own information to be shared. |
| 4. Provision of personal information | Personal information is to be provided to the following parties by mail, telephone, fax, homepage, advertisement, e-mail and such to the extent necessary to use purpose. This use will be canceled if asked. ① 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. ② Building management companies, building management unions, building owners, and others in the case of buildings managed by companies other than TOHTO. ③ 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. ④ Advertising agencies and organization, designated distribution organization. (Owner information) ⑤ Third parties necessary for achieving the use purpose above. |

Revised on 2010 November 29th
TOHTO Co., Ltd.

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