

這是一份關於您預訂 **Cool Ikebukuro 101** 的入住與退房詳細資訊翻譯：

基本資訊

- 寄件者： Cecilia Wu
 - 收件者： ping_yu924@yahoo.com.tw
 - 日期： 2025 年 10 月 31 日 星期五
 - 主旨： Cool Ikebukuro 101 1/10-1/19 (Agoda)
 - 問候： hsiaoping yu 您好，感謝您的預訂。以下是入住詳情，請在抵達前仔細閱讀。
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地址與指南

- 地址： 日本東京都豐島區池袋 2-63-12。
 - **Google 地圖連結**：[點擊此處](#)。
 - 特別提醒： Airbnb 可能無法反映正確位置，請務必對照上述地址與指南手冊。
 - 指南連結：[* Evernote 指南](#)
 - [Notion 指南](#)
 - 備註： 若無法開啟連結，請關閉瀏覽器的「自動翻譯」功能後再試一次。
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入住與鑰匙資訊 (房間 101, 1 樓)

- ① 入口大門： 請按 **C1384A**，然後順時針轉動鎖頭即可解鎖。
 - ② 房間鑰匙盒： 將在您抵達前 1 天通知密碼。
 - 前院大門： 無法從外部手把開啟，請伸手至內部按壓手把來開門。
 - **Wi-Fi 資訊**：
 - 名稱 (**SSID**)： SuiteKizuna
 - 密碼 (**PW**)： welcome 26312
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重要注意事項

- 時間： 入住時間為 **16:00**；退房時間為 **10:00**。若前一天沒有房客，可提供免費提早入住。
- 停車： 不提供免費停車，請使用附近的投幣式停車場。
- 行李寄放： 請至少提前 1 天聯繫。若無法安排，可使用 [ecbo cloak 服務](#) 預約寄放處。
- 入住手續： 非日籍旅客須提供護照個人資料頁的照片。請勿遮擋護照上的任何資訊。
- 餐點與清潔：[* 不提供早餐或餐點](#)。
 - 不提供每日更換毛巾與房間清潔。

- 4 樓設有**免費洗衣機與共享廚房**供房客使用。
 - 若需額外房間清潔，需加收費用。
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退房須知

- **基本流程：**請於 **10:00 AM** 前退房，將鑰匙歸還至鑰匙盒，並傳送訊息通知房東。
 - **延遲退房：*** 若當天無新房客入住可付費延遲。
 - 費用為 **2000 JPY / 小時**（最晚至 12:00）。
 - 必須在退房前一晚 21:00 前提出申請。
 - **未經通知的延遲退房將收取 3000 JPY / 30 分鐘** 的清潔人員誤工費。
 - **大型垃圾：**在日本處理大型物品（如行李箱）需額外收費。若需協助處理，請至少提前 1 天 21:00 前告知，會加收處理手續費。
 - **遺留物：**請務必帶走所有個人物品。
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聯繫時間：日本時間 22:00 之後的訊息可能要到隔天早上才會回覆。

寄件者 : Cecilia Wu <ceciliawumm@gmail.com>
收件者 : "ping_yu924@yahoo.com.tw" <ping_yu924@yahoo.com.tw>
寄件時間 : 2025年10月31日星期五下午08:14:47 [GMT+8]
主旨 : Cool Ikebukuro 101 1/10-1/19(Agoda)

Hi hsiaoping yu,

Thank you so much for your reservation.
Below is check-in details. Please read them carefully before your arrival, thank you!

【Address】
2-63-12 Ikebukuro, Toshima-ku, Tokyo, Japan

★Google map
<https://goo.gl/maps/Wd5yFVEhk8pvzGEA7>

※ Airbnb couldn't reflect the correct location, so please must check the address and our guide book.

【Guidebook】
◎If you can't open the following Evernote or Notion link, please turn off the auto-translation function and try again.

Evernote
https://www-evernote.com/shard/s98/sh/093400f6-b463-4ad5-59ad-833cc1afdfbe/8BZ2Zp5ybE95DvL0tNML67nizM_1qyrbLK1zqifCQ-SSHx3ARVZXdHWYhQ

※Some of our guests have problems to open Evernote link. If you cannot open it, please try the following URL, thank you!

Notion
<https://www.notion.so/Welcome-guide-COOL-JAPAN-1263-1263-b6c467e5bad14b12bf1af3f785cce2e0?pvs=4>

【Key passcode】

101
【Key】
Room 101(1F)
① Entry door:
Press C1384A. Then turn the lock clockwise to unlock the door.

② Key box of room door: will inform you 1 day before your arrival.

The front yard gate door cannot be opened from the outside handle. Please try to reach the inside handle and press it to open the gate door.

Wi-Fi
SSID SuiteKizuna
PW welcome 26312

【IMPORTANT!!】
① Time
Check in:4pm
Check out:10am

Please let us know your arrival and departure time if possible.

★ Early check-in will be possible if no guest on previous day and it's free of charge.

② we don't offer free parking. Please use coin parking nearby.

③ Luggage storage
Since we need to arrange cleaning service, please contact us at least 1 day before. If not available, you can simply use ecbo cloak service to reserve a place for your luggage.

ecbo cloak service <https://cloak.ecbo.io/en>

④ Pre check-in

If you are not Japanese, you need to offer passport copy. You can simply take pictures of your passport personal information page and send pictures here to us. Please DO NOT hide any information on your passport.

⑤ Breakfast & Room cleaning

We don't provide breakfast or other meal options. There is a shared kitchen on the 4th floor.

Also, since we are BNB, we don't offer towel changing and room cleaning everyday. There is a washing machine on the 4th floor free of charge. You can use it to wash and reuse your towels. If you need room cleaning during your stay, we may need to charge you extra cleaning fee.

★CHECK OUT★

① Please check-out no later than 10:00AM.

② Please send us a message and return the key to the key box after you checked out.

③ Late check-out will be possible with extra fee if no guest arrive on the same day. However please contact us at least 1 day before 9pm in advance so that we can arrange cleaning service.

Late check-out fee:2000JPY/hour(max 12pm, price will be different if your check out time later than 12pm)

★Late check out without any notice or communication will be charged extra 3000JPY/30mins for cleaning staff standby.

④ Extra charge for cleaning will occur if you request to extend hours on the check-out day.

⑤ Please don't leave your belongings behind in the house.

⑥ In Japan, there is an additional charge for disposing of large items. If you require assistance with disposing of large items such as suitcase, please contact us at least 1 day before 9pm in advance. Please note that there will be an extra handling fee for this service.

Please kindly note that messages after 22:00 Japan Time might not be replied until next morning. If you have any questions, please feel free to let me know.

Thank you!

Best regards

Taka