

Moving-out procedures

(Details are provided as well in the guidebook distributed upon moving in.)

① Determination of move-out date and submission of move-out notice

Once you have decided on your move-out date, please fill out the move-out notice with the required information and submit it.

Move-out inspections are only possible on weekdays (from 9:00 a.m. to 3:30 p.m.).

You need to make your own reservations for cleaning services. The appointment time should be set at the same time as the move-out inspection. However, if you cannot make the appointment at the same time due to scheduling conflicts, please contact the administration office. **As a rule, please submit your move-out notice at least one month prior to your desired move-out date.**

*The residents living in Building 11 are required to complete the gas shut-off procedure (HIROSHIMA GAS Chuo Tel:082-493-8801).

② Move-out Inspection

First, clean the room yourself, remove all your personal belongings, and wait in the room. A staff member from the administration office will conduct an inspection of the facility in the presence of the resident. (Approx.15 minutes)

③ Cleaning by a cleaning agency

After the move-out inspection, your room will be cleaned by a cleaning service you booked. **Please give the room key to the cleaning service and pay them the cleaning fee.** You do not need to be present. (If the move-out time and cleaning reservation time are different, you can leave the cleaning fee at the administration office.)

④ Payment for the month of moving out

In the month of moving out, the following expenses **must be paid in cash.**

- Boarding fee for the current month

(The fee for one month will be charged regardless of the number of days stayed in the current month.)

- Utilities for the current month up to the day before you move out

If the move-out date is earlier than the 12th, utilities for the previous month will also be charged.

- Other unpaid fees

☆If you have any questions about moving out, please come to the administration office.

Book a cleaning service

Please hire a paid cleaning service to clean your room upon moving out. We appreciate your cooperation in showing gratitude for the room you have used and consideration for the next occupant. Let's hand over the room, which has been cleaned by professional cleaners, to the next resident. There are no cleaning companies to be designated.

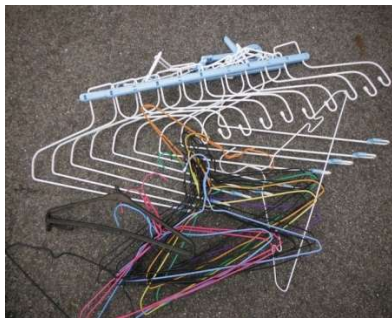
Please note that during the moving season, house cleaning services are very busy, so it may be difficult to book your preferred date and time. We recommend reaching out a cleaning service as soon as possible to determine your move-out date and cleaning schedule.

How to dispose of garbage when moving out



Futon

Bind it with string and take it to the bulky waste storage area next to Building 11.



Hangers

Separate metal and plastic, bundle them, and bring them to the bulky waste storage area next to Building 11.



Used books, notebooks, magazines

Bind them with string and take them to the shed for cardboards/magazines located next to Building 11.

(Remove clips and vinyl covers.)



Hard plastic daily necessities

(Toilet brush, plastic containers or baskets etc.)

Put them all in a purple bag and take them to the designated location at the garbage station.

Electrical appliances and bulky waste









Take it to the bulky waste collection area next to Building 11.

Seasonings, liquid containers or sauces

Oil should be soaked into cloth or newspaper and disposed of as combustible waste. Containers should be emptied and disposed of in bottles, cans, or recyclable plastic.

**When moving out, please do not leave any of your belongings behind.
Leaving items with a message such as “Feel free to take” is strictly prohibited.
Please dispose of your belongings responsibly.**

【Key points for cleaning/move-out inspections】

	<p><u>Air Conditioner Filter (for all buildings)</u></p> <p>Remove the air conditioner cover and take out the filter. Vacuum or wash off any dust on the filter. Wipe with a rag and let it dry completely before reinstalling.</p>
	<p><u>Mini-kitchen (for Buildings 1, 2, 3, 4, 7, 8, 9, and 11)</u></p> <ul style="list-style-type: none"> • Clean the sink using a sponge or scrub brush and a cleaner. • Remove any debris from the drain and clean the drain trap in the same manner as the sink. • Remove the exhaust fan and clean it thoroughly to remove dust and grease. • The IH heater is fragile, so avoid scrubbing it vigorously. Gently wipe away any dirt.
	<p><u>Balcony, windows and window screens (for all buildings)</u></p> <ul style="list-style-type: none"> • Remove any dust, leaves, or other debris. • Wipe down windows and screens with a damp cloth. • Wash the lace curtains attached to the rooms in buildings 1, 2, 3, 4, 7, 8, 9, and 11. If any curtains are missing or torn, please purchase new ones and install them. • Remove the screens from the louvered windows in buildings 5, 6, and 10, wash them, and wipe the windows.
	<p><u>Sink and toilet (for Building 5, 6, 10 and 11)</u></p> <ul style="list-style-type: none"> • Clean the inside of the toilet seat using a toilet brush and toilet cleaner, and scrub thoroughly. Wipe the outside of the tank and toilet seat with a toilet cleaner. Remove water stains from the sink using a sponge or similar tool, and ensure the drain is not clogged. • Clean the fluorescent light covers, exhaust fan covers, and mirrors. • Clean the shower curtain and remove any mold. <p>If you have any difficulties, please feel free to ask for assistance.</p>
 <p>Vacuum the floor to remove dust and hair, then wipe with a damp cloth.</p>	 <p>If you have any personal belongings stored in the warehouse in buildings 1-4 and 7-9, please be sure to collect them. Please do not leave any personal belongings in other common spaces. (For all buildings)</p>
 <p>Please return the air conditioner remote control to its original location.</p>	 <p>Please do not leave any cooking utensils etc. in the cupboards in the dining rooms. Please empty the baskets and wipe them clean.</p>

