

マンスリーマンション入居までの流れ

Contract Procedures for Monthly Apartment

1 :Find Apartment・Check Availability

We are sorry, nobody here can speak English.

Please send the following information to 『info@at-monthly.com』.

We will contact you via email.

- [Name]
 - [Contact Address]
 - [Number of Party]
 - [Dates you plan to move in and out]
 - [Name of the apartment(s) you want to know the availability]
- OR
- [Your conditions for housing]
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2 :Prepare Applications

We accept the applications sent by our customers in the order of arrival.

Please send us the applications via fax.

We are sorry, we do not have applications written in English and all the contract procedures will be in Japanese.
We need to exchange the contracts with a person who understands the contracts written in Japanese.
Therefore, if you are not proficient in Japanese, somebody who acts for you or translates the documents into your language is needed.

Required documents

- application form mentioned above
 - guarantor
(Basically, your surety should be your relative living in Japan.
If all of your relatives are living abroad, please ask somebody who is a resident of Japan.)
 - your Photo ID (valid passport, Japanese driver's license etc.)
 - your surety's Photo ID (valid passport, Japanese driver's license etc.)
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3 : Investigation

We will conduct tenancy examination on receipt of your application.

(We can not tell you the details of our investigation.)

Also, we will call your guarantor that he/she has agreed to be your surety.

4 : Contract

1. We will send you a contract and a bill via fax or e-mail.
2. Please subscribe your name and affix your seal to the contract and send it to our office via fax.
If you do not have a seal, your signature is fine.
3. We will ask you to pay the bill by the stated date.
You can pay the money into our bank account or we also accept credit cards (VISA, MASTER, and JCB).

5: Delivery of Room Key and Documents

We will deliver your room key and documents after we check that step 4 above has been completed.

A means of delivery differs depending which type of room key you will receive.

Code Number Type

We will send you your code number via email (PDF File) or Fax.

Card Key and Cylinder Key

We will deliver your key to you appointed address in Japan

It is also available to visit our office and get your key and documents during our business hours.

! ATTENTION !

We are sorry, nobody here can speak English.

Basically, we will be able to work on problems in Japanese or Chinese during your stay.

If you are in trouble, please call us with somebody who can speak Japanese.