



WOSPRO JAPAN HOUSING AGREEMENT

This contract includes three pages, please read them and sign on the 3rd page.

I,, will follow the rules and regulations below during the time I stay on Wospro Residence.

Date and place of birth:

Nationality:

Rules of Wospro Residence

Facility

When you enter the room for the first time, please check if there is any facilities broken or missing. If you break any facilities during your stay, you will be charge to repair/replace the damage.

Garbage (gomi)

You must sort the garbage so they can be picked up. An unsorted trash will not be taken during the passage of garbage truck!

Burnable waste (food waste, paper towels, ...)

Non-burnable waste (plastics, packaging, bento box, ...)

Recyclable waste x2 - (plastic bottle, cans, tin can, glass, ..)

- (Cardboard, newspaper, milk carton, orange juice, ..)

Drop the garbage in the place provided for this purpose before 8 hours of the morning the same day, the day of passage (referencing to the table displayed in the kitchen to know the days of passage of the garbage truck)

Do not leave garbage in the kitchen / common room / balcony to prevent odors and damage to the equipment from the residence! Garbage attracts cockroaches as well, then take out the garbage every day of passage !

If you need to drop heavy equipment such as TV, fridge, .. please contact the companies approved and follow their instructions. We speak of course about personal materials and non-owned by Wospro Japan, in which case you will be asked to repay the broken material.

If you have any questions regarding the garbage please ask the Wospro residence staff or the information desk from the school.

Do not drop out the garbage when it is not the day of passage!

Daily life

Do not disturb your roommates after 10pm. Every one schedule is different (Morning Classes, lessons in the afternoon, part-time job, etc ...)

Smoking is prohibited in the apartments! If you want to smoke, you buy an ashtray, and go OUTSIDE (Do not throw cigarette butts on the ground or over the balcony!)

You must keep the apartment clean! Get organized with your roommates so that the cleaning of Public and Private is done regularly.

- **The kitchen:** After cooking, please clean and store your materials directly in order to make space for your roommates (Everything that is not stored in your cabinet or cart when a check is done will be throw away)
- **The bathroom:** After your shower, please arrange your product, clean the shower, take off your hair ... so that the next person can take a shower. Let the door of the shower open when not in use to avoid deposit of fungi. Do not leave your dirty clothes in the bathroom. Keep it in your room until you wash them. (Everything in the bathroom that has nothing to do there will be throw away during inspection visits)
- **The toilet:** After using it make sure to clean the pot, soil, .. Do not throw anything other than toilet paper. Do not leave trash behind the toilet, leave the toilet clean and airy for the comfort of each one.
- **The Common Room:** Always leave the table cleared, so that each one can eat there if desired. Please do not leave anything personal in that room, which is a passage points in case of an emergency (fire, earthquake, ..) (Everything in this room that has nothing to do there will be thrown away during inspections)
- **Your room:** Whether you are on a single or shared room, always make sure the room is clean to avoid health problems, cockroaches, smell, .. From time to time, and always in the presence of the students, a check will be done.
- **Outside:** Do not leave your belongings in the halls of the residence, please keep the space outside your door clean and clear. If you have a bicycle, please park it in the space provided for this purpose.

You should always keep your keys (room and front door) with you. If you lose it you must pay in order to have a new one (sometimes it may be the lock on the door that is changed in order to prevent theft)

It is forbidden to move the material out of the residences.

Pets are not allowed in residences (dog, cat, hamster,...)

Internet

The internet subscription is 1500 yen / month per person. If you want internet, tell the staff of Wospro residence before signing the contract so that the sum can be add to the rent.

The rent is paid for every 3 months, internet must be paid in the same way (¥ 4,500 / 3 months)

Le contract

The contract is renewable every 3 months. New students arrive every 3 months, so if you want to renew your contract, please let the staff of Wospro residence know at least 45 days before the end of your contract (note: there is a renewal fee of ¥ 10,000)

When you leave the room, the staff of Wospro residence must be presents for the check-out. Please make an appointment with the staff of Wospro residence.

Crime, safety and fire prevention

Wospro Japan will not be held liable for any loss or theft of your material, then it is your responsibility to make sure that your door is closed and your valuables safe.

Wospro Japan will not be held liable for accidents from a student, so please be careful when you use hazardous materials, such as knives, heater, ..

To prevent fire, always check that the gas is off before leaving the apartment.

Others

It is forbidden to host a person (friends, family, ..) in you room! For insurance and safety reasons, an accident with the presence of a person not under Wospro Japan insurance at the scene would have catastrophic consequences for students living in the apartment.

Any violation of these rules may result in immediate expulsion of the student from the residence!

Wospro Japan reserves the right to change the accommodation and services fees as necessary and without notice.

The contract comes into effect on the day the student signs it.

Date:

Signature: