

<What to do when you decide to move out of the apartment>

● Submit Cancellation Notice

First, please call us at **045-517-0644** and inform us of your lease contract cancellation one (1) month or more prior to the day of moving out. We are closed on Saturdays, Sundays and National holidays. Please call us on weekdays.

Then, please submit **Cancellation Notice** by post, FAX, or Email.

Please send Cancellation Notice to the following:

Room Share co. Ltd.,

Address: 1-6-52, Katsuradai, Aoba-ku, Yokohama-shi, Kanagawa, 227-0034

TEL: 045-517-0644

FAX: 045-777-0455

Email: info@gh-oneroom.com

● Return your room key

Please leave your key on the refrigerator in your room.

You do not have to lock the door.

● Cancel utility service

You will need to cancel use of gas, water, and electricity before moving out.

Please ask utility companies to cut off services and finalize the bill.

If it is difficult for you to ask them in Japanese, we would be glad to help you. In that case, please let us know when you would like them to come to your apartment to have them cut off services and finalize the bill. You cannot appoint a specific time, so give us your available time range, for example, between 9AM and 12Noon, 12Noon and 3PM, 3PM and 6PM.

You will be charged final cost at that time. Please prepare some cash before they come.

● Clean your room

Please clean your room.

Please be careful not to leave any of your personal belongings nor garbage in the apartment.

Cancellation Notice

Year

Month

Date

Name of the apartment	
Room number	
Date of moving out	
Name	
Phone number	
Email address	
New address (Address after moving)	