

Procedures from Termination Notice to Final Settlement.

«Notification of cancellation»

(1) Confirmation of lease agreement

For cancellation application, please use the cancellation procedure form on this HP. We do not accept cancellation applications by phone.

Please apply for cancellation before the cancellation notice period specified in the article of the lease agreement. Please check the contract as cancellation or free rent refund may be required for cancellation.

(2) Cancellation procedures from the cancellation form

•Once, the cancellation form is submitted, our subcontractor will be in contact with you to conduct an on-site move-out inspection approximately 2 weeks prior to the cancellation date, please consider scheduling a date and time for the move-out inspection (refer to section 5).

•An e-mail will be sent after the form has been submitted, so please check for details.

(3) Payment regarding Vacating Expenses

•An email regarding the minimum move-out fees will arrive within one week after the form is submitted, please pay the minimum amount via bank transfer as indicated on the email.

※Move-out expenses are calculated based on our lease agreement.

※If there are any intentional soiling or damage due to negligence, a separate repair cost will be charged and will be settled by paying on-site.

(4) Preparation for moving

•Please contact each utility company yourself. (gas, electricity, water, internet, etc.)

※Please remain water and electricity service contracts active until the move-out day of inspection.

※The internet may require service to remove cable lines, please contact us at your earliest convenience

- Please cancel homeowners insurance service by yourself.
- For oversize trash and non-fixture household appliances, please contact the municipal waste management office in advance

(5) Inspection upon termination and on-site payment on the day of the move

Final Inspection

- We will conduct a move-out inspection by the cancellation date. Make sure there are no belongings leftover in the unit.
- Our subcontractor will visit your premise on the date agreed as indicated in section 2.
- Please bring a seal and keys to handover.

On-site Payment Settlement

- On the day of the inspection, any repairs and its location will be identified, and restoration to its' original state will be calculated at the time of departure, we will check the repair location and calculate the restoration cost, The amount will be determined based on a daily prorated rate, security deposit, penalties, etc.
- Please pay by cash or credit card.
- If vacating costs were paid in advance, the final bill will be offset accordingly.

※About pro-rated daily rent

If you already paid the full rental amount for the month you move out, the remaining days will be prorated subject to a refund.

※ About Security deposits

If security deposits and other deposit were made, they will be offset from the amount billed.

※ About early termination penalty fees

If you cancel in less than six months after moving in, you will be charged two months of rent. If you cancel less than one year after moving in, a penalty for one

month's rent. If you applied and was approved for free rent when you moved in, the free rent amount will also be refunded (please check the agreement if you moved in before our management took over, or if there are special clauses).

※ **About move-out obligations**

Regardless of usage and cleaning conditions, in addition to move-out fees that you will need to pay, if there are any damage beyond normal wear and tear, restoration to its original condition and damage repairs due to intentional or negligence, such amount will be added to the bill (please review the agreement as each agreement may vary). Depending on the degree that the rooms were treated, the length of time the property was rented, the amount will be determined upon moving out.

(6) Cancellation payment

- If there is a refund, we will deposit it directly to your designated bank account.
- If there is a refund from the security deposit, and other deposits, such refunds will be paid by the end of the month after the move-out month.