

住まいのしおり

# 桎原賃貸住宅

【京都大学留学生・外国人研究者等向け】



A Guide for Residents

## Housing of KATAGIHARA

NOTE: This English version of the Accommodation Rental Agreement is provided for for reference only and does not have any legal effect.

The original Japanese version is the official authoritative version. (New agreement/Renewal)

## ■ Confirmation items about the contract

### Fees required when making a contract

Item	Payee	Expense
Rent	lessee	65, 000yen
Rent for the part of month	lessee	If you move into housing after the first day of the month, the rent for that month in principle will be prorated.
Consignment fee to the guarantee company	Lessee →guarantee company	29, 250yen

### Fees required every month

Item	Payee	Expense
Rent	lessee	65, 000yen
Electricity rate	Kansai Electric Power Co	Please pay individually.
Water rate	Kyoto City Waterworks Bureau	
Telephone rate	NTT	
TV (BS・Pay Broadcast)	J-COM TheKyoto-miyabijyon satation	If you are using paid broadcast, please pay individually.

### About rent

Rent (65,000yen) includes the resident's association fee and Internet fee.

### About payment of the rent

Please transfer it to the designated bank account on 10th of this month.

※Please bear the transfer fee.

### About electricity, water service, a telephone

Please pay the fee for use in a contractor. A guarantee company applies for the use start.

### About the Internet

You can use a light Internet service. The Internet fee for use is included in rent.

### About TV

Participation to cable TV is necessary for the looking and listening of the paid broadcast.

Please pay the fee for use in a contractor.



## ■ Post-Move-in Residency important Points

### About a mailbox

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There is the mail box on the first floor stairs.

Please attach a key to the mailbox and manage it by oneself.

### About a bicycle parking lot

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Each apartment is allocated two bicycle space to park bicycles and motorcycles.

When you use a bicycle parking lot, we will issue a sticker for parking. Please put a sticker for parking on the bicycles and motorcycle.

When you change a bicycle and motorcycle, please contact us.

You may not park bicycles anywhere except in the bicycle park.

### About the breeding of the pet

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The ownership of animals is prohibited.

### About the noise

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Sound travels easily to the neighbors or to the floors above and below, so be careful not to be noisy especially late at night or early in the morning.

### About the handling of the fire

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Please be careful about the handling of the fire.

### About ventilation

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When windows are sealed or closed for a long time, periodically use the ventilation fan to ventilate the room thoroughly.

### About equipment

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Please use the furniture and household appliance carefully.

Please do not take it outside and do not move to other rooms.

### About a balcony

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Please clean the balcony on your own. Please be careful not to let the drainage clog.

### About a common area

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the halls, stairs, and other locations outside of your housing are common service areas.

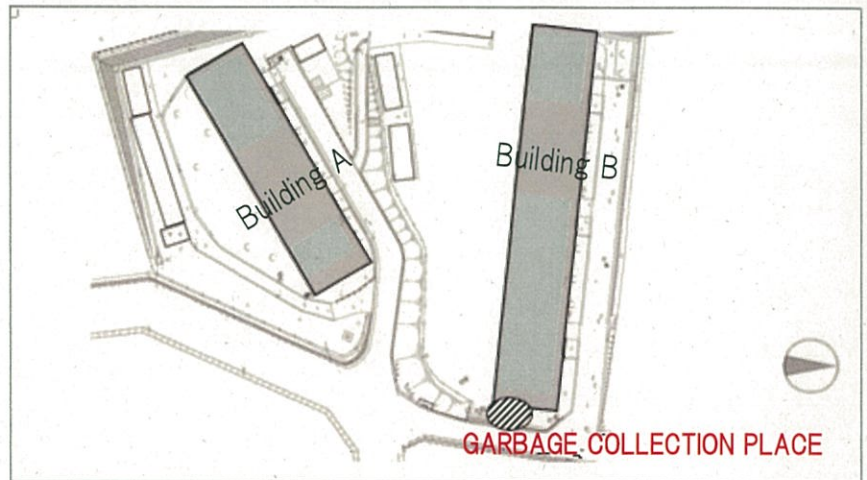
Do not place garbage or personal property in these areas. These common service areas are also used as escape routes in times of emergency.



## ■ About how to dispose of garbage

### 【GARBAGE COLLECTION PLACE】

Please use Kyoto City's designated plastic bags for household garbage. Leave garbage and recyclables at the designated pickup point in your community by 8:00 a.m. on collection days. Do not put them out on the previous night. If you put garbage out on the previous night, cats or crows may break open bags, and scatter the garbage.

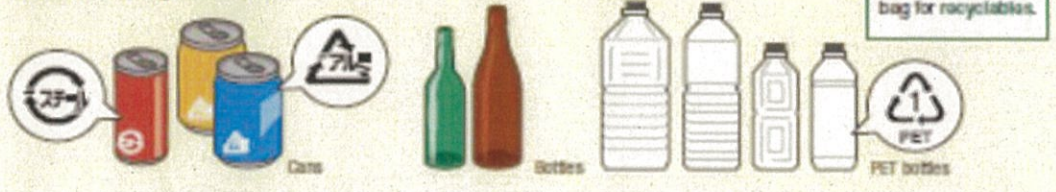


### How to separate

#### ① Recyclable Refuse Every Thursday

## Cans, glass bottles and PET bottles

Cans and glass bottles for foods and beverages, PET bottles for beverages, alcohol and soy sauce, etc.

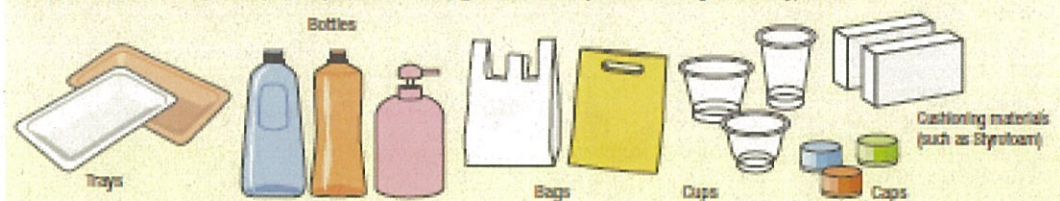


\* Remove the caps and labels from PET bottles and dispose them with "containers" and "wrappings".

#### ② Plastic "Containers" & "Wrappings" Every Monday

## Plastic containers and packages

Trays, bottles, bags, cups, caps, cushioning materials (such as Styrofoam), etc.



\* Please wash any soiled items before disposing of them. If they are badly soiled, please dispose of them with the combustible refuse..

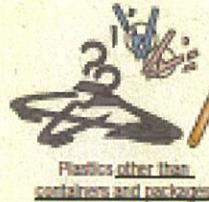


③ Combustible Refuse Every Tuesday and Friday

## Combustible garbage

Raw garbage, plastics other than containers and packages, non-recyclable paper, glass, etc.

Paper is recyclable. Please separate properly! P07



Non-recyclable paper

Combustible garbage  
Collected  
**twice a week**  
Use the designated yellow garbage bag for combustibles.



Glass

Separate recyclables, and what remains will be combustible garbage.

④ Other refuse Every month fourth Wednesday

## Small metal objects and spray cans

No need to use Kyoto City's designated paid plastic bags.



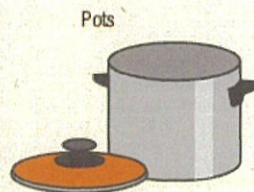
Collected  
**once a month**

Use a transparent bag and label it "Metal" or write "Metal" on the bag.

Metal objects about 30 cm or less in length such as pots and kettles



Kettles



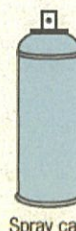
Pots



Frying pans



Ladles



Spray cans



Cassette gas cylinders

### Suitable way to discard

**1 Be sure to empty the contents. Do not make holes in spray cans!**

- ⚠ Unemptied spray cans and cassette gas cylinders may cause a fire. Making holes in them for degassing may incur the risk of explosion.
- ⚠ Remove plastic caps and discard them as in Plastic "containers" and "packages."



**2 Remove grease!**

**3 Make sure of location of pickup points.**

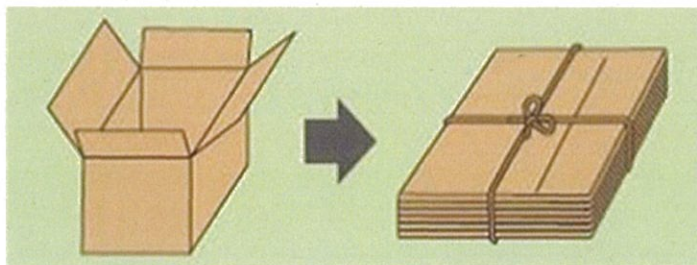
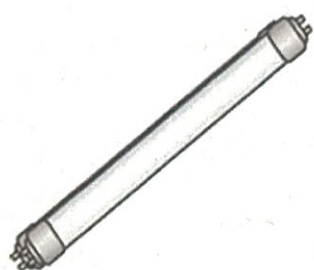
- ⚠ Wastes are collected by type. When "Cans, glass bottles and PET bottles," "Plastic containers and packages" and "Small metal objects and spray cans" are collected on the same day, leave them at a little distance from each other.



- Edged tools such as knives, box-cutters and scissors → Wrap them up in thick paper to prevent danger, put them in the center of the garbage bag, and discard as combustible garbage. (Put in the yellow bag)
- Light bulbs → Put in the yellow bag.

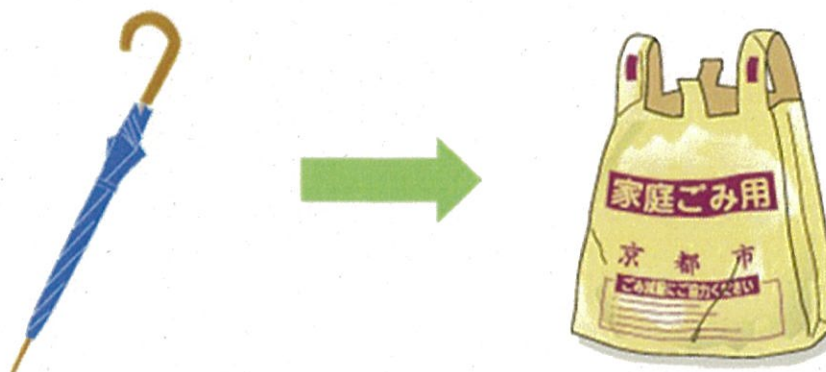


- Dry batteries, Newspaper, Cardboard, Fluorescent lights → Place them at the designated place in the garbage disposal area.



※Flatten cardboards and tie them with string.

- Umbrellas → Discard up to two umbrellas per bag as “Combustible.” (The weight should not be more than can be lifted with one hand.) Dispose of others as “Oversized.”





## About oversized garbage

Oversized garbage that are too large to fit into the designated bag and household electronics are not allowed to garbage collection place. There are 3 ways to discard such items.

- Give it to someone who needs it.
- Sell it at a second-hand shop.
- Apply for a collection at the Outsized Refuse Collection Center → See below

### Examples of collection items

Chests of drawers



Beds



Bicycles



Futon



Clothes cases



### Flow of discarding oversized garbage

Fees range from **400 yen to 2,400 yen** depending on the item or size.



#### 1 Apply for collection at Kyoto City Large Trash Collection Center.

 **0120-100-530** (Toll free)

From cell phones:

 **TEL 0570-000-247** (Chargeable call)

Business hours: 8:30 a.m. - 4:30 p.m. every day  
(excl. year-end and New Year holidays)

#### 2 Confirm the collection date, fee, receipt number, and pickup point.

Provide your address, name, phone number, type of garbage item to be discarded, quantity, size, and weight. After asking about these, we will inform you of the collection date, fee, receipt number, and pickup point.

#### 3 Purchase oversize garbage collection fee tickets (stickers).

Purchase stickers for the fee (400 yen per sticker) at your nearest convenience store or Counters for Ecological Activities in Ward Offices and Ward Branch Offices.

#### 4 Discard garbage.

Write the collection date and receipt number or your name on the oversize garbage collection fee tickets (stickers), attach them in easily visible positions on respective items, and leave the garbage at the designated pickup point by 8:00 a.m. on the collection day.

\*If you request a private contractor to collect garbage, select a general waste disposal contractor licensed by the city. In this case, you need to pay the contractor for the collection service (you do not need to purchase oversize garbage collection fee tickets)

- ⚠ Open on weekends and national holidays.
- ⚠ You can ask just about fees.
- ⚠ This number is not accessible from IP phones. Please contact the Center for Clean Life Environment (Tel: 075-691-9376).

- ⚠ Some items cannot be collected.  
Items designated by Home Appliance Recycling Act  
Hazardous objects  
Waste from business activities
- ⚠ Pickup points are on streets that are accessible by a garbage truck.
- ⚠ Collection dates differ, depending on the area.
- ⚠ It takes about a week from application to collection.

- ⚠ Keep the release paper of oversize garbage collection fee tickets (stickers) at hand until the garbage is collected.
- ⚠ Leave the garbage at the designated pickup point (street). Be careful to ensure that it does not cause any obstruction.
- ⚠ You do not need to witness the collection; however, Kyoto City may call you for confirmation.



## ■ Procedures when vacating the apartment

### About notification of vacating the apartment

When you wish to terminate your lease and vacate your apartment, please submit a “notification of vacating the apartment” to us at least 30 days before your date of departure.

Please note that you cannot retract your notification to terminate the contract after it has been submitted.

### About rent calculation

When you vacate the apartment in the middle of the month, your rent payment for the part of that month shall be calculated on a prorated daily basis.

### About repair cost assessment

After submitting a written intent to vacate, we will call you to check for damages and wear. We will conduct an inspection to confirm damage and marking that has occurred during your period of residence, and based on this, will decide repair costs to be borne by you.

### About returning keys

When you vacate the apartment, please return all these keys. If you have lost any of these keys, then you will be required to change the cylinder on the lock at your expense.

### Other

- Please remember to remove post box locks and other belongings.
- On departure, people produce a lot of over-sized garbage. Please dispose of this yourself, and do not include it with other household garbage.

## ■ Various contact information

Item	Contact information	Phone number
Kyoto Public Housing Supply Corporation Business Hours Monday–Friday 8:45–17:30 Closed Saturday, Sunday, Public Holidays December 29th–January 3rd		075–223–2123
Guarantee company (Life support)	Global Trust Networks Co. (GTN)	03–6804–6800 (10:00~19:00)
Apartment management company	Team Assist CO.	075–382–0019 (24 hours acceptance)
The police		110
Fire department		119
Electricity	Kansai Electric Power Co	0800–777–8031
Water service	Kyoto City Waterworks Bureau	075–392–8791
Telephone	NTT	0800–2000116
TV (BS·Pay Broadcast)	J-COM The Kyoto-miyabijyon satation	0120–999–000



京都市住宅供給公社  
Kyoto Public Housing Supply Corporation