

**Kyoto University
International Service Office**

Housing Guidebook

- Revised Edition in 2022 -



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Introduction

The Kyoto University International Service Office has issued the "Housing Guidebook" in order to provide support in finding housing in Japan, for international researchers and students coming to Japan to research and study at Kyoto University.

Those who currently live or are scheduled to live in the Kyoto University International Houses also need to find other housing (such as a privately-owned apartment) at the end of the tenancy period. This guidebook provides you with information regarding key points in finding privately-owned apartments or other types of housing, the move-in and move-out procedures, and other matters to be attended. We hope you will find this guidebook helpful in finding housing in Japan.

The video for brief version of housing guidebook is available on the website for Kyoto University International Service Office.



〈How to Find Accommodations in Japan for Foreign Nationals〉

https://kuiso.oc.kyoto-u.ac.jp/en/housing/basic_knowledge/

はじめに

このたび国際交流サービスオフィスは京都大学に来られる外国人研究者・留学生の方々の日本での住まい探しを支援するため「外国人のためのハウジングガイドブック」を発行しました。

京都大学の国際交流会館に入居予定もしくは現在入居している方でも、退去期限を迎えると民間賃貸アパート等を探すことになります。このガイドブックでは、主に民間賃貸アパートなどを探すときのポイント、入居から退去までの流れ、注意しておきたいことなどを解説していますので、日本で住まい探しをする際にお役立てください。

ハウジングガイドブックの内容を簡単にまとめた動画をサービスオフィスのホームページで見ることができます。



〈外国人のための住まい探し〉

https://kuiso.oc.kyoto-u.ac.jp/housing/basic_knowledge/



1. Types of Housing

There are various different types of housing you can choose from, including Kyoto University lodging facilities and privately-owned apartments. Kyoto University lodging facilities have limited capacity and you can only stay there for a limited period of time. Accordingly, even if you successfully become a tenant of these facilities, you have to look for another housing again by the end of the tenancy period. **If you plan to stay in Japan for a year or longer, we recommend that you make it a priority to look for housing other than Kyoto University lodging facilities.**

1-1 Kyoto University Lodging Facilities

Applications must be made on the applicant's behalf by the host professor or the staff of the office of affiliation.

Name of Facility	Eligible Persons	Period of Tenancy	Contact
Kyoto University International Houses Shugakuin/Yoshida/ Hyakumanben/Okazaki	International researchers and students *As for international students, those who have stayed in Japan for less than one year.	From 1 month (minimum) to 1 year (maximum)	Kyoto University International Service Office TEL: 075-753-7614 E-mail: kuiso@mail2.adm.kyoto-u.ac.jp
Uji/Ohbaku	*It is not available to international faculty and staff who are eligible for staff housing.	From 2 weeks (minimum) to 2 years (maximum)	
Obaku Guest House (Located on the south side of the Uji Campus)	Researchers requiring an overnight stay due to education and research activities and Kyoto University faculty and staff (only international researchers). *It is not available to students.	1 month or more and 1 year or less (in principle)	Kyoto University Property Management Division, Facilities Department
Seifu Kaikan (Located near the Yoshida Campus)	Kyoto University faculty and staff and other universities' faculty and staff who have business to perform at Kyoto University. *It is not available to students.	From 1 night (up to 30 nights)	Kyoto University Property Management Division, Facilities Department

1-2 Other Accommodation Options

***Applications are submitted to the staff member in charge of international students in each faculty and graduate school in January and July every year.**

Name of Facility	Eligible Persons	Period of Tenancy	Contact
Mizuki Dormitory	International students only *Those who have stayed in Japan for less than one year.	6 months or 1 year	Kyoto University International Service Office TEL: 075-753-7614 E-mail: kuiso@mail2.adm.kyoto-u.ac.jp
Satsuki Dormitory			
Kyoto Ryugakusei House <small>(Permanently closed at the end of March, 2023)</small>			

1. 住まいの種類

住まいの種類には、大学が運営する宿泊施設や民間賃貸アパートなど様々な選択肢があります。大学が運営する宿泊施設は、居室数や入居期間が限られており、たとえ入居できたとしても、退去期限が近づくと次に住む場所を探さなくてはなりません。**1年を超えて日本に滞在する予定であれば、大学の宿泊施設以外の住まいを優先的に探すことをおすすめします。**

1-1 大学が運営する宿泊施設

いずれも受入教員・事務担当者を通じて申し込んでください。

施設名	利用資格	入居期間	問い合わせ先
京都大学国際交流会館 修学院・吉田・百万遍・ 岡崎	外国人研究者・留学生 ※留学生は、来日1年未満 の人。 ※大学の職員宿舎に入居資 格のある外国人教職員は 不可	1ヶ月以上 1年以内	国際交流サービスオフィス TEL:075-753-7614 E-mail: kuiso@mail2.adm.kyoto-u.ac.jp
宇治・おうばく		2週間以上 2年以内	
黄檗宿泊施設 (宇治キャンパス南隣)	教育研究活動で宿泊が必要 な研究者等および本学教職 員(外国人研究者に限る) ※学生不可	原則1ヶ月以上 1年以内	施設部プロパティ運用課 共用施設マネジメントセンター
清風会館 (吉田キャンパス付近)	京都大学に用務のある本学 教職員および他大学等の教 職員 ※学生不可	1泊～最長30泊ま で宿泊可能	施設部プロパティ運用課 共用施設マネジメントセンター

1-2 外部提携宿舎

※毎年1月と7月に各学部・研究科留学生事務担当を通じて募集します。

施設名	利用資格	入居期間	問い合わせ先
みずき寮	留学生のみ ※来日1年未満の人	6ヶ月もしくは1年	国際交流サービスオフィス TEL: 075-753-7614 E-mail: kuiso@mail2.adm.kyoto-u.ac.jp
さつき寮			
きょうと留学生ハウス (2023年3月をもって閉館)			

1-3 Housings by organizations

Name	Eligible Persons	Application/Contact	Note
Kyoto Public Housing Supply Corporation Mukaijima Gakusei Center *Application shall be made by the host professor or the staff of the office of affiliation.	International faculty and staff, researchers, and students	Mukaijima Gakusei Center TEL: 075-612-8181 FAX: 075-612-8200 Email: gakusei-center@kyoto-jkocha.or.jp URL: http://www.kyoto-jkocha.or.jp/center/e_about.html	Convenient to commute to the Uji Campus
Kyoto International Student House *Application shall be made by the host professor or the staff of the office of affiliation.	International faculty and staff, researchers, and students	Kyoto International Student House TEL/FAX: 075-771-3648 E-mail: office@hdbkyoto.jp URL: https://hdbkyoto.jp/en/home/	Convenient to commute to the Yoshida Campus
UR Rental Housing *Inquiry should be made by a person who understands Japanese since the staff can only respond in Japanese.	International faculty and staff, researchers, and students	<ul style="list-style-type: none"> ■ Rakusai Shinbayashi (Katsura Campus) UR Linkage Co., Ltd. https://ssl.form-mailer.jp/fms/80da95d0631588 ■ Those other than Rakusai Shinbayashi UR Kyoto Housing Information Center TEL: 075-255-0499 	
Kyoto Public Housing Supply Corporation Housing of Katagihara *Application shall be made by the host professor or the staff of the office of affiliation.	International faculty and staff, researchers, and students	Kyoto University International Service Office TEL: 075-753-7614 E-mail: kuiso@mail2.adm.kyoto-u.ac.jp *Contact us for information regarding any vacancies and move-in dates.	Convenient to commute to the Katsura Campus

1-4 Websites providing information on housing

- (1) International Student Study Kyoto Network: <http://www.housingsearch.kyoto/>
 * This site is available not only for international students but also for international researchers and faculty and staff.
- (2) Kyoto City International Foundation HOUSE navi: <http://housenavi-jpm.com/jp/kansai/>
- (3) Kyoto University International Service Office Website: <https://kuiso.oc.kyoto-u.ac.jp/en/housing/searchguide/>

1-3 公共団体等設置の宿舍

名称	利用資格	申込・問い合わせ先	備考
京都市住宅供給公社 向島学生センター ※受入教員・事務担当者を通じて 申し込んでください。	外国人教職員 外国人研究者 留学生	向島学生センター事務室 TEL: 075-612-8181 FAX: 075-612-8200 Email: gakusei-center@kyoto-jkoshu.or.jp URL: http://www.kyoto-jkoshu.or.jp/center/about.html	宇治キャンパスへの 通勤・通学至便
京都「国際学生の家」 ※受入教員・事務担当者を通じて 申し込んでください。	外国人教職員 外国人研究者 留学生	京都「国際学生の家」 TEL/FAX : 075-771-3648 E-mail: office@hdbkyoto.jp URL: https://hdbkyoto.jp/	吉田キャンパスへの 通勤・通学至便
UR 賃貸住宅 ※日本語による対応になりますので、問い合わせは、日本語のわかる方が問い合わせてください。	外国人教職員 外国人研究者 留学生	○ 洛西新林団地 (桂キャンパス) (株)UR リンケージ https://ssl.form-mailer.jp/fms/80da95d0631588 ○ 洛西新林団地以外 UR 京都営業センター TEL: 075-255-0499	
京都市住宅供給公社 榎原団地 ※受入教員・事務担当者を通じて 申し込んでください。	外国人教職員 外国人研究者 留学生	国際交流サービスオフィス TEL: 075-753-7614 E-mail: kuiso@mail2.adm.kyoto-u.ac.jp ※空室状況・入居日についてはご 相談ください。	桂キャンパスへの 通勤・通学至便

1-4 住宅情報掲載サイト

- (1) 留学生スタディ京都ネットワーク：<http://www.housingsearch.kyoto/>
 ※留学生だけでなく、外国人教職員・外国人研究者も利用できます。
- (2) (公財)京都市国際交流協会 ハウジングナビ：<http://housenavi-jpm.com/jp/kansai/>
- (3) 京都大学国際交流サービスオフィス HP：<https://kuiso.oc.kyoto-u.ac.jp/housing/searchguide/>

1-5 Public housings (Persons who live or work in Kyoto Prefecture or Kyoto City)

You cannot apply for public housing from abroad. Accordingly, apply for public housing after arriving in Japan and completing the resident registration. Application guidelines, application forms, and move-in guidelines are given only in Japanese. It is preferable that applicants are able to have daily conversations in Japanese. It takes approximately 3 to 4 months from application (followed by selection of residents by lottery) to move-in.

Name	Eligible Persons	Note
Kyoto Municipal Housing (Kyoto Shiei Jutaku) Applications accepted 4 times a year (April, June, September and December).	International faculty and staff, researchers, and students *Singles are not eligible.	(Contact) Kyotoshi Jutaku Kyokyu Kosha http://www.kyoto-jkosha.or.jp/shiei/index.html (Japanese only) *Application forms are available at the City/Ward office.
Kyoto Prefectural Housing (Kyoto Fuei Jutaku) Applications accepted 6 times a year (June, July, October, November, February and March).	International faculty and staff, researchers, and students *Singles are not eligible.	(Contact) Kyotofu Jutaku Kyokyu Kosha (Housing Management Section) http://kyoto-juko.jp/html/fuei/entry_standard.html (Japanese only) *Application forms are available at Kyoto-fu Jutaku Kyokyu Kosha in Kyoto Prefectural Office.

1-6 Kyoto Prefectural Housing for Short-term Stay Foreign Nationals (Persons who stay for no longer than one year at a university in Kyoto Prefecture.)

Name	Eligible Persons	Note
Prefectural Housing Iwakura Nagatani Located near the Yoshida Campus	International researchers and students	(Contact) Kyoto University International Service Office TEL: 075-753-7614 E-mail: kuiso@mail2.adm.kyoto-u.ac.jp
Prefectural Housing Rakusai-take-no-sato Located near the Katsura Campus	International researchers and students	(Contact) Kyoto University International Service Office TEL: 075-753-7614 E-mail: kuiso@mail2.adm.kyoto-u.ac.jp

1-7 Short-term accommodations

Short-term accommodations refers to an apartment which can be rented for a short period, such as for a week or a month. Most short-term accommodations include furniture and household appliances. Contact each company directly for further details.

Name	Website
Sakura Co., Ltd.	http://sakurarent.jp/en/publics/index/
Kyoto Apartment	http://www.kyoto-apartment.com/en/
KOWA CO.,LTD.	http://kowa.kyoto/en/propertytable/
Monthly Apartment Kyoto Monthly/Weekly Apartment	http://www.monthly-kyoto.com/
Choei Co., Ltd. Monthly Apartment	http://www.kk-choei.co.jp/cmm/
Maruyoshi Jutaku Monthly/Weekly Apartment *Inquiry should be made by a person who understands Japanese.	https://www.maruyoshi-net.com/english/index.html
Elitz Co., Ltd. Monthly/Weekly Apartments	http://www.monthly-elitz.com/

1-5 公営住宅（京都府・京都市内に居住しているか勤務先がある人）

日本に来る前から申し込むことはできません。渡日後、住民登録を済ませてから申し込んでください。募集要項、申請書、入居説明はすべて日本語です。

申請する人は、日常会話程度の日本語が理解できる方が望ましいです。申込みから抽選を経て、当選者が入居できるようになるまで、おおむね3～4ヶ月かかります。

名称	利用資格	備考
京都市営住宅 年4回（4・6・9・12月） 募集	外国人教職員 外国人研究者 留学生 ※単身者は不可	（問い合わせ先） 京都市住宅供給公社 http://www.kyoto-jkosha.or.jp/shiei/index.html （日本語のみ） ※申請書は、募集月初に市（区）役所・支所で入手
京都府営住宅 年6回 （6・7・10・11・2・3月）募集	外国人教職員 外国人研究者 留学生 ※単身者は不可	（問い合わせ先） 京都府住宅供給公社 住宅管理課 http://kyoto-juko.jp/html/fuei/entry_standard.html （日本語のみ） ※申請書は、京都府住宅供給公社で入手

1-6 短期滞在外国人のための府営住宅

（原則1年以内の期間で京都府内の大学等に在籍（予定を含む）の外国人）

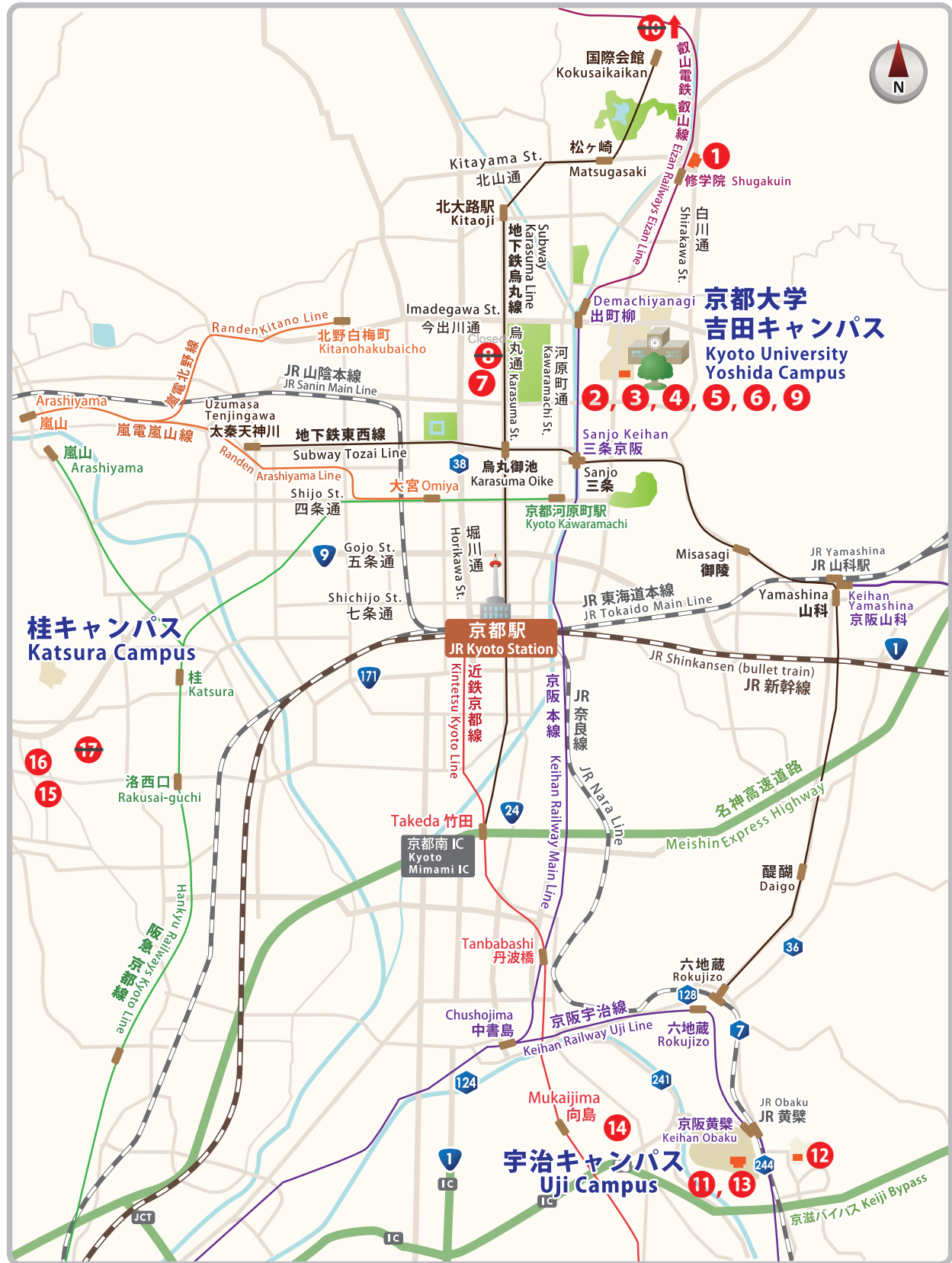
名称	利用資格	備考
府営住宅 岩倉長谷団地 吉田キャンパス付近	外国人研究者 留学生	（問い合わせ先） 国際交流サービスオフィス TEL: 075-753-7614 E-mail: kuiso@mail2.adm.kyoto-u.ac.jp
府営住宅 洛西竹の里団地 桂キャンパス付近		（問い合わせ先） 国際交流サービスオフィス TEL: 075-753-7614 E-mail: kuiso@mail2.adm.kyoto-u.ac.jp

1-7 ウィークリー・マンスリーマンション


週単位・月単位など期間を定めて入居するマンションです。初めから家具や家電が用意されてる部屋が多いです。詳細は、各会社に直接問い合わせてください。

名称	ホームページ
株式会社さくら	http://sakurerent.jp/publics/index/
京都アパートメント	http://www.kyoto-apartment.com/jp/
(株) 興和コーポレーション	http://kowa.kyoto/en/propertytable/
マンスリー・ウィークリーマンション マンスリー京都	http://www.monthly-kyoto.com/
(株) 長栄 マンスリーマンション	http://www.kk-choei.co.jp/cmm/
丸吉住宅 マンスリー・ウィークリーマンション ※日本語がわかる方が問い合わせてください。	https://www.maruyoshi-net.com/monthly.htm
(株) エリッツ マンスリー・ウィークリーマンション	http://www.monthly-elitz.com/

1-8 Nearby Housings for Each Campuses



1-8 各キャンパス周辺にある住まい

Campus/ キャンパス	Nearby Housing/ 周辺にある住まい	Eligible Persons/ 利用資格
Yoshida/ 吉田	① Kyoto University Shugakuin International House 京都大学国際交流会館 修学院本館	 
	② Kyoto University Yoshida International House 京都大学吉田国際交流会館	 
	③ Kyoto University Hyakumanben International House 京都大学百万遍国際交流会館	
	④ Kyoto University Okazaki International House 岡崎国際交流会館	 
	⑤ Seifu Kaikan 清風会館	 
	⑥ Mizuki Dormitory みずき寮	
	⑦ Satsuki Dormitory さつき寮	
	⑧ Kyoto Ryugakusei House (Permanently closed at the end of March, 2023) きょうと留学生ハウス (2023年3月をもって閉館)	
	⑨ Kyoto International Student House 京都「国際学生の家」	  
	⑩ Prefectural Housing Iwakura Nagatani 府営住宅 岩倉長谷団地	 
Uji/ 宇治	⑪ Kyoto University Uji International House 京都大学国際交流会館 宇治分館	 
	⑫ Kyoto University Ohbaku International House 京都大学おうばく分館	 
	⑬ Kyoto University Ohbaku Guest House 京都大学黄檗宿泊施設	 
	⑭ Mukaijima Gakusei Center 向島学生センター	  
Katsura/ 桂	⑮ UR Rental Housing: Rakusai Shinbayashi UR 賃貸住宅 洛西新林団地	  
	⑯ Kyoto Public Housing Supply Corporation: Housing of Katagihara 京都市住宅供給公社 樫原賃貸住宅	  
	⑰ Prefectural Housing: Rakusai take no sato 府営住宅 洛西竹の里団地	 

(Description of icons / アイコンの説明)

Faculty, staff/ 教職員 

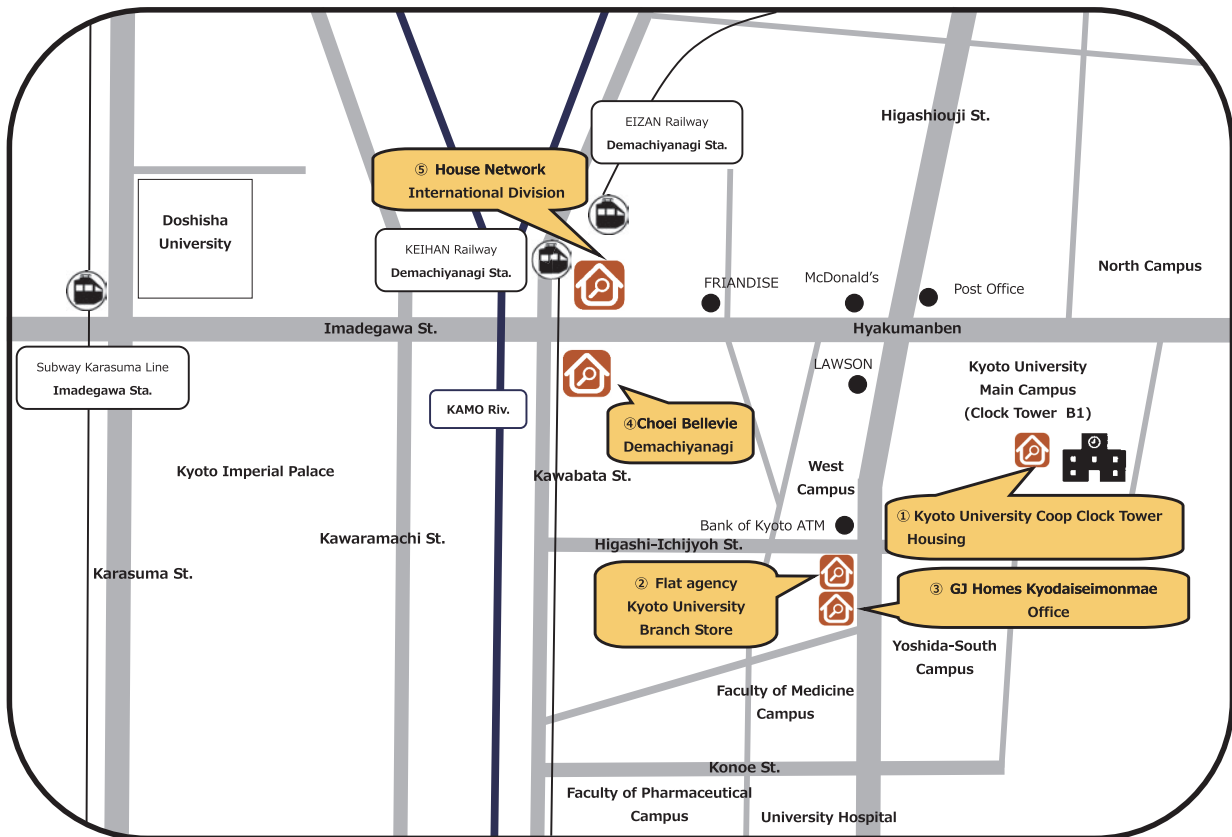
International researcher/ 外国人研究者 

International student/ 留学生 

1-9 Privately-owned apartments

Most international researchers and students at Kyoto University live in privately-owned apartments (hereafter referred to as an “apartments”). In order to find an apartment that meet your requirements, you should take time to collect information and give consideration to various options. Generally, you will consult with real estate agencies in the area you want to live in to find an apartment. Foreign language speaking staff is available at the following real estate agencies and you can consult with them from overseas (before arriving in Japan) to receive support you need to find an apartment. It is recommended that you consult with multiple real estate agencies to compare available options.

Name	Available Languages	Contact
① Kyoto University Coop Clock Tower Housing	English	TEL: +81-75-771-0823 E-mail: sumai-tantou@s-coop.net URL: http://www.s-coop.net/service/life/looking/
② Flat Agency Sakyo Branch Store	English/Chinese	TEL: +81-75-762-0669 E-mail: sakyo@flat-a.co.jp URL: https://fsupport-kyoto.com/chintai/studying_abroad/
③ GJ Homes Kyodaiseimonmae Office	English/Chinese	TEL: +81-75-751-1555 E-mail: kyoto-u@gjhomes.co.jp URL: http://www.gjhomes.co.jp/residence_for_Kyoto_University.html
④ House Network International Division	English/Chinese	TEL: +81-75-708-1108 E-mail: kokusai@h-nw.jp URL: https://www.h-nw.jp/
⑤ Choei Global Desk *A visit to the office should be booked in advance.	English/Chinese	TEL: +81-75-343-1558 E-mail: global-desk@choei-net.ne.jp URL: https://www.kk-choei.co.jp/global/

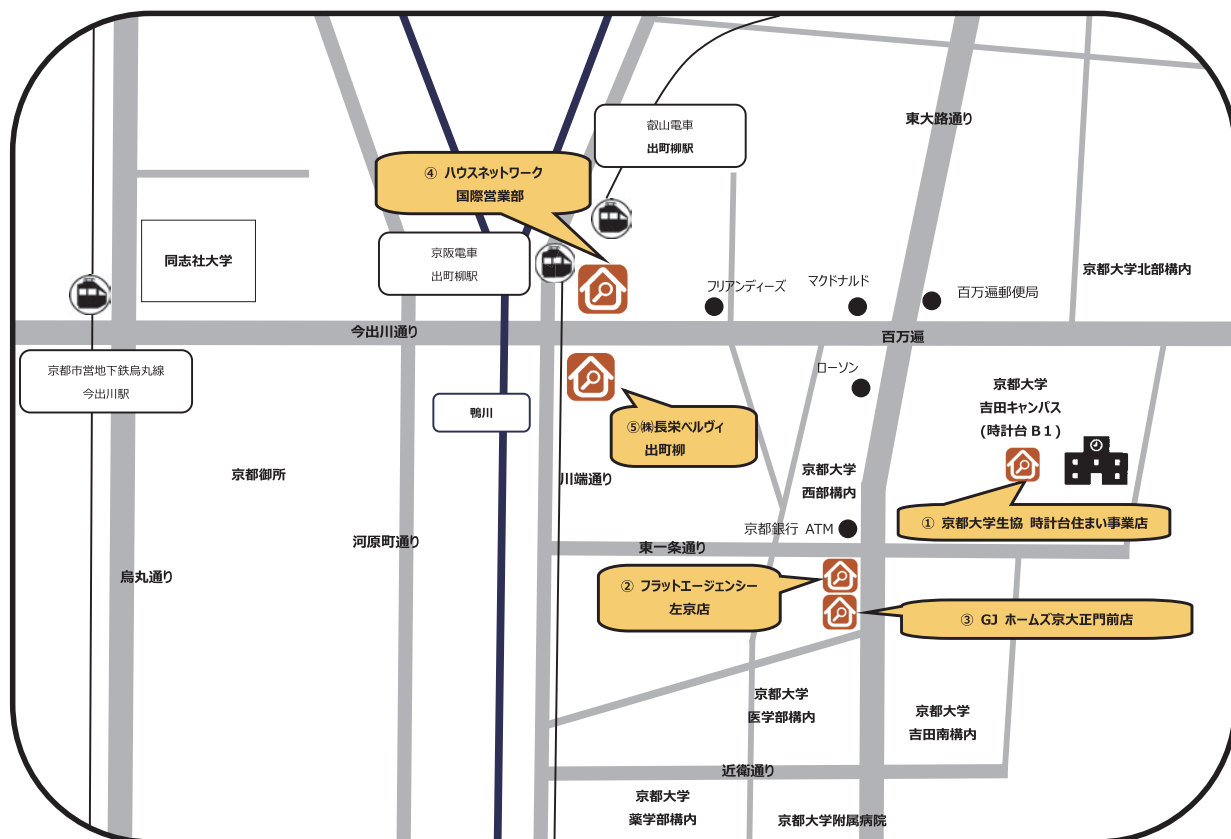


- ◆ Kyoto University International Service office website
Housing Information near Katsura Campus
URL: https://kuiso.oc.kyoto-u.ac.jp/en/housing/around_katsura_campus/

1-9 民間賃貸アパート

京都大学に来る外国人研究者・留学生は、ほとんどの方が民間賃貸アパート（以下、アパート）に住んでいます。自分の希望に合うアパートを見つけるには、情報収集と検討のための十分な時間が必要です。一般的には、住みたいエリアにある不動産業者に相談し、アパートを探すことになります。下記不動産業者は、外国語対応が可能で、日本に来る前から住まい探しをサポートしてくれます。複数の不動産業者に相談し、比較検討することをおすすめします。

名称	対応言語	問い合わせ先
① 京大生協 時計台住まい事業店	英語	TEL: 075-771-0823 E-mail: sumai-tantou@s-coop.net URL: http://www.s-coop.net/service/life/looking/
② フラットエージェンシー 左京店	英語・中国語	TEL: 075-762-0669 E-mail: sakyo@flat-a.co.jp URL: https://flat.chintai-kyoto.jp/
③ GJ ホームズ 京大正門前店	英語・中国語	TEL: 075-751-1555 E-mail: kyoto-u@gjhomes.co.jp URL: http://www.gjhomes.co.jp/residence_for_Kyoto_University.html
④ ハウスネットワーク 国際営業部	英語・中国語	TEL: 075-708-1108 E-mail: kokusai@h-nw.jp URL: https://www.h-nw.jp/
⑤ ㈱長栄 管理本部 グローバルデスク ※ご来店前の予約が必要です。	英語・中国語	TEL: 075-343-1558 E-mail: global-desk@choei-net.ne.jp URL: https://www.kk-choei.co.jp/global/



◆ 京都大学国際交流サービスオフィス HP

桂キャンパス周辺の宿舍情報

URL: https://kuiso.oc.kyoto-u.ac.jp/housing/around_katsura_campus/

2. Finding Privately-Owned Apartments

2-1 Procedures

Step 1: Gathering information about apartments



2 months to 3 months
before the desired
move-in date

Use websites provided by real estate agencies or property search websites. Search for information about properties you can actually rent by specifying search criteria such as the area in which you want to live, access to the campus to which you are commuting, monthly rent, floor area, and surrounding environment. **Monthly rent of apartments is usually higher than that of Kyoto University lodging facilities.**

Step 2: Consulting with real estate agencies and viewing properties to rent



1.5 months to 1
month before the
desired move-in date

Generally, real estate agencies offer services such as consultation, providing property information (multiple properties allowed), and viewing apartment rooms free of charge. If you find rooms you are interested in, contact the real estate agency for a viewing. Even before you arrive in Japan, some real estate agencies will provide you with pictures and videos of the property and surrounding environment. Contact them to obtain such information. If you have any concerns (even if they are trivial matters), do not hesitate to contact real estate agencies to inquire and confirm. (Ref.)P.23 Checklist for finding housing

Step 3: Tenant application/Applicant examination



1 month to 2 or 3
weeks before the
desired move-in date

If you find an apartment you want to live in, fill out the tenant application form at the real estate agency office. **Confirm both the rent amount and initial expenses (such as security deposit, key money, agency fee, and liability insurance premium).** The lessor of the apartment (landlord, management company) will examine matters such as the applicant's solvency and whether or not there is a guarantor based on the tenant application form. If you pass the applicant examination, you can move on to the process to sign the contract.

Step 4: Signing the contract/Explanation of important matters



Before signing the rental agreement, the real estate agency is obligated to explain, orally and in writing, about important matters regarding the agreement. Before signing the agreement, be sure to check the details of the agreement. **Matters such as the rent amount, expenses other than rent, the term of the lease agreement, procedures to renew and terminate the lease agreement, and settlement of security deposit are particularly important.** After signing the agreement, pay the required fees by the designated deadline.

Step 5: Receiving the key/Move-in



Receive the key to the apartment from the real estate agency or lessor (landlord or management company) after the agreement is signed and the payment is completed. Confirm the procedures to start using electricity, gas, and water service as well as location and rules to take out the garbage. **Check the condition of the room and facilities before moving in and if anything is damaged or scratched, take photos and tell the real estate agency about it.** This also helps to prove that you haven't caused such damages at the time of the move-out.

2. 民間賃貸アパートを探す

2-1 手続きの流れ

ステップ1 アパートの情報収集



入居希望日の2,3ヶ月前

不動産業者が提供するウェブページや不動産検索サイトを利用しましょう。住みたいエリア、自分が通うキャンパスまでのアクセス、家賃・部屋の広さ、周辺環境を基本的な検索条件とし、実際にどんなアパートがどんな家賃で借りられるのか調べてみましょう。**アパートの家賃は、大学が運営する宿泊施設の宿泊料に比べて高額になります。**

ステップ2 不動産業者との相談・部屋の内覧



入居希望日の1.5～1ヶ月前

一般的にアパートの紹介（複数可）、相談、内覧は無料です。興味のある部屋が見つかったら、不動産業者に連絡をして実際に部屋を見せてもらいましょう。まだ、来日前であっても、部屋や周辺環境の画像・動画などを送ってくれる不動産業者もありますので、問い合わせてみましょう。ささいなことでも気になる点があれば、遠慮せずに不動産業者に質問・確認しましょう。（参照）P.24 住まい探しのチェックリスト

ステップ3 入居申込・審査



入居希望日の1ヶ月～2,3週間前

契約したいアパートが見つければ、不動産業者のオフィスで入居申込をします。**家賃だけでなく、初期費用（敷金・礼金・仲介手数料・損害保険料など）についても確認しましょう。**アパートの賃貸人（家主、管理会社）は、入居申込書をもとに申込人の支払い能力や連帯保証人の有無などを審査します。審査に通れば、契約にすすみます。

ステップ4 契約・重要事項説明



契約の前に、不動産業者は賃貸契約の重要な点について書面と口頭で説明する義務があります。契約書に署名する前に、必ず契約内容を確認しましょう。**特に、家賃、家賃以外にかかる費用、契約期間や更新・解約の手続き、敷金の精算に関する内容は重要です。**契約書に署名したら、指定された期日までに入居費用を支払います。

ステップ5 鍵の引渡し・入居



契約書類手続きと支払いが完了すると、不動産業者あるいは賃貸人（家主・管理会社）から部屋の鍵を受け取ります。電気・ガス・水道などの使用開始手続き、ゴミ出しの場所とルールなど確認しておきましょう。**荷物を運びこむ前に、室内や設備の状況を十分確認し、壊れているところ、傷などあれば写真を撮り、不動産業者へ伝えましょう。**この確認は、退去する際に自分が与えた損害でないことを証明するのに役立ちます。

2-2 Important matters at the time of applying for housing

(1) Guarantor

Generally, a “guarantor” is required to form a rental agreement in Japan. If you do not have a guarantor, you will need to use a rent liability guarantee service provided by a rent liability guarantee company. Some rent liability guarantee companies provide you with language support when communicating with your landlord and management company. A real estate agency can introduce you to a rent liability guarantee company. Contact the real estate agency for more information.

Note that Kyoto University and Kyoto University faculty and staff members cannot be your guarantor.

◆ Apartment Lease Guarantor Service for Foreign Nationals

https://kuiso.oc.kyoto-u.ac.jp/en/housing/basic_knowledge/

(2) Fire insurance with coverage for tenant liability

This is an insurance to cover damages you have caused to a room you are renting or other residents due to reasons such as fire and water leakage. An insurance company may be designated by a real estate agency. As such, contact the real estate agency to confirm the details. It is recommended that international students purchase the University CO-OP's Mutual Insurance for Fire as well as the Personal Liability Insurance for Students. Complete the procedures to purchase the insurance at the CO-OP's counter after obtaining confirmation and consent from the real estate agency.

◆ UNIV.CO-OP's mutual insurance

<https://kyosai.univcoop.or.jp/english/index.html>

2-3 Matters to be attended during the tenancy period

- (1) How to pay rent: Generally, the rent will need to be paid **in advance**. **Usually, the monthly rent is required to be paid in advance by the end of the preceding month.** If the rent is debited from your bank account, confirm in advance that the balance of your bank account is sufficient to cover the rent. If your rent is overdue, you may be asked to move out.
- (2) When you are away for a long time: If you will be away from your apartment for a long time, be sure to notify the landlord or management company in advance. **You must still pay the rent for the period when you are away from the apartment.** Confirm with the landlord or management company in advance as to how the rent should be paid.
- (3) Noise: Do not disturb others next door and downstairs with loud voices, parties, sounds, and musical instruments. Particularly, take care to limit the noise level from midnight to early morning.
- (4) Location, day, and time to take out the garbage and the sorting guidelines will differ depending on the neighborhood in which you live. Be sure to take out the garbage on the scheduled day and time by following the appropriate rules and sorting guidelines and using designated garbage bags.
- (5) To prevent water leakage to floors below, be sure to keep bathroom and kitchen drains clean and clear. In addition, **do not put garbage and oil down the kitchen sink or flush them down the toilet.**
- (6) The hallway in front of the front door, stairs, and balconies are shared spaces of the property. They also serve as an evacuation route in the event of emergencies such as fire. Accordingly, never put any items such as personal belongings, garbage, and bicycles in these areas.
- (7) Be sure to pay electricity, gas, and water fees by their respective deadlines. If the payments are not made on time, these utilities may be cut off.

2-2 入居申込時の重要事項

(1) 連帯保証人について

日本で民間アパートに入居するためには、一般的に「連帯保証人」が必要です。連帯保証人がいない場合は、保証会社に保証を委託する必要があります。保証会社の中には、外国語で家主・管理会社とのコミュニケーションをサポートしてくれるところもあります。不動産業者が希望する部屋の保証会社を紹介してくれますので、問い合わせてください。**なお、京都大学および京都大学の教職員は、保証人になりません。**

◆外国人のための住宅賃貸借保証人について（国際交流サービスオフィスホームページ）

https://kuiso.oc.kyoto-u.ac.jp/housing/basic_knowledge/

(2) 借家人賠償保険付き火災保険について

この保険は火事や水漏れなどを起こし、借りている部屋や周囲の住人に損害を与え損害賠償請求が発生した場合にそなえて加入するものです。不動産業者によっては保険会社が指定されている場合もありますので確認してください。なお、留学生の方は大学生協の学生総合共済保険への加入をおすすめします。不動産業者の確認・了解を得てから大学生協窓口で加入してください。

◆大学生協の学生総合共済：<https://kyosai.univcoop.or.jp/index.html>

2-3 入居中に注意すること

- (1) 家賃の支払い方・・・一般的に家賃の支払いは**前払い**です。**通常、前月末までに翌月分を払います。**また、銀行口座からの引き落としの場合は、口座に家賃分の金額が入っているか確認しておきましょう。滞納すると退去を迫られることもあります。
- (2) 長期不在にするとき・・・管理会社や家主にも連絡をしておきましょう。**不在にしている間も家賃は発生します。**支払い方法などを確認しておきましょう。
- (3) 騒音・・・大きな話し声、パーティー、音楽、楽器の演奏などで隣人や階下へ迷惑をかけないようにしましょう。特に、夜間から早朝にかけては注意しましょう。
- (4) 地域ごとにゴミを捨てる場所、曜日や時間、分別方法が決まっています。
ルールに従ってゴミを分別し、指定のゴミ袋を使って、指定された曜日、時間に出しましょう。
- (5) 階下等への水漏れ事故を防ぐため、浴室・台所の排水口の掃除を心がけましょう。
また、**生ゴミや油をトイレや台所の排水口に流さないでください。**
- (6) 玄関前の廊下や階段、ベランダは賃貸住宅全体の共用部です。火災など緊急時の避難経路にもなっていますので、絶対に個人の荷物・ゴミ・自転車などを置かないようにしましょう。
- (7) 光熱費（電気、ガス、水道料金）をきちんと支払いましょう。滞納が続くと、供給が停止されます。

【Prohibitions】

- Wearing shoes in the house is strictly prohibited. In Japan, you should take your shoes off at the entrance before entering into the room.
- Only contracted tenants can live in the apartment room. You cannot have others living in the room.
- You cannot make duplicate keys without permission. You must obtain the permission of the landlord.
- Inserting nails or pins, or otherwise making holes in the walls of a property is generally prohibited. Do not remodel any part of the property without the permission of the landlord.
- You cannot share the room with your friends without obtaining permission from the landlord. Even if you wish to live in the room with your family, you should inform the landlord in advance.
- Bringing dangerous items such as explosives and gunpowder into the room and possession, use, purchase, and selling of illegal drugs such as marijuana are strictly prohibited.
- You cannot have pets in the room unless your landlord allows you to do so.

2-4 Matters to be attended at the time of moving out

Various procedures are required to be completed when you move out your apartment.

Most important matter! -Termination Notice-

If you wish to terminate the rental agreement, you must notify the landlord through the real estate agency within the notification period specified in the rental agreement (usually 1 to 2 months in advance).

*You may have to pay an amount equivalent to one month's rent if you submit the notice after the specified notification period. Make sure to submit the notice within the specified period.

- (1) Restoration to Original Condition: The occupant is required to restore the rental housing to its original condition when moving out. The occupant must pay significant repair expenses if the housing has been dirtied or damaged (such as having holes or damages on the walls or floor).
 - (2) Security Deposit Settlement: Expenses such as cleaning and repair expenses are calculated during the move-out inspection. The security deposit paid at the time of signing the rental agreement will be returned after subtracting the cleaning and repair expenses. If the cleaning and repair expenses exceed the amount of the security deposit, you must pay the difference.
 - (3) No personal items or garbage should be left in the property when you move out. Particularly, bicycles and large furniture should be given away to other people or disposed in accordance with the rules of the neighborhood in which you live. Air-conditioners, televisions, refrigerators, washing machines, and clothes dryers cannot be disposed of as large-size garbage collected by each municipality. Contact the store where the appliance was purchased to arrange for disposal (In such cases, a disposal fee will be charged). In addition, clean the room well and restore to the original condition before you move out.
- Kyoto City's Acceptable Ways to separate and dispose of garbage and recyclables (English version)
<https://www.city.kyoto.lg.jp/kankyo/cmsfiles/contents/0000250/250067/handbookenglish.pdf>
 - Kyoto City International Foundation: Multilingual Message Board
"Buy/Sell/Give Away" <http://www.kcif.or.jp/mb/eng/?c=3>



Main items checked during the move-out inspection:

- ① Marks or damage to the walls.
- ② Marks or damage to the floor.
- ③ Odor or discoloration due to cigarette smoke.
- ④ Condition of room fixtures and appliances, such as air conditioners and extractor fans.
- ⑤ Condition of the balcony and window screens.
- ⑥ All room keys received at the time of move-in must be returned.
- ⑦ Other items.

【禁止事項】

- 土足厳禁です。日本の住宅では、玄関で靴を脱いで部屋に入ります。
- 契約者だけが住むこと。他人に貸してはいけません。
- 無断で合鍵を作ってはいけません。家主の許可が必要です。
- 壁に釘を打つ、穴を開けるなど一部でも無断で部屋を改造してはいけません。
- 家主に無断で友人とルームシェアしてはいけません。家族との同居であっても、事前に連絡が必要です。
- 爆発物、火薬などの危険物の持ち込みや、大麻など違法薬物の所持や使用・売買は厳禁です。
- ペットの飼育が許可された賃貸住宅以外でペットを飼ってはいけません。

2-4 退去するときの注意すること

アパートを退去するとき、様々な手続きが必要となります。

最重要！－解約予告について－

賃貸借契約書を確認し、予告期間内に不動産業者を通じて家主へ連絡。

(通常、退去月の1～2ヶ月前に連絡する必要があります。)

※予告期間を過ぎて連絡すると、別途1ヶ月分の家賃を請求されることがあるので、注意してください。

- (1) 原状回復義務・・・入居者は退去時に借りたときと同じ状態にして返すことが義務となっています。大幅に汚れている、壁や床に穴があいている、キズがついているなどの場合は、入居者が多額の修理費用を負担しなければなりません。
- (2) 敷金の精算・・・退去時の立会い検査で、部屋の清掃・修理等にかかる費用が計算されます。契約時に敷金を支払った場合は、清掃・修理費が差し引かれ、残金があれば返却されます。敷金以上に清掃・修理費がかかる場合は、追加費用が請求されます。
- (3) 私物やゴミを退去する部屋に残してはいけません。
特に、自転車や大型の家具などは、他の人に譲ったり、住んでいる地域のルールに従って処分するようにしましょう。エアコン、テレビ、冷蔵庫、冷凍庫、洗濯機、衣類乾燥機は自治体では収集しませんので、購入したお店で引取りを依頼してください(有料)。
また部屋をきれいに掃除し、元の状態にしてから退去しましょう。

- 京都市ゴミ出しのルールガイド (日本語)

<https://www.city.kyoto.lg.jp/kankyo/cmsfiles/contents/0000250/250067/handbookjp.pdf>

- (公財) 京都市国際交流協会 他言語メッセージボード

「売ります・買います・譲ります」

<http://www.kcif.or.jp/mb/?c=3>

**退去時の立会い検査 主なチェック項目**

- ① 壁の傷や汚れ
- ② 床の傷や汚れ
- ③ タバコの臭いやヤニによる汚れ
- ④ エアコン・換気扇など備品の状態
- ⑤ ベランダ・網戸の状態
- ⑥ 部屋の鍵 (入居時に渡されたものすべて) の返却 など

(4) Termination procedures for electricity, gas, and water

Notify the electric power company, gas company, and branch office of the bureau of waterworks in the municipality at least one week before moving out. Staff from each company and branch office will come to the apartment on the move-out day to complete the termination procedures. You will be charged for the service provided up to that day. However, confirm with the landlord or management company in advance as they themselves may manage these procedures.

- Kansai Electric Power Co., Inc. Online move-out procedures:
<http://www.kepco.co.jp/english/home/denki/07.html>
- Osaka Gas Co., Ltd. Online move-out procedures:
<http://www.osakagas.co.jp/en/residential-customers/stopping/index.html>
- Kyoto City Waterworks Bureau: <http://www2.city.kyoto.lg.jp/suido/engtop.htm>

【Reference: Relocation in Japan】

(1) Completion of the change of address procedures at the City (Ward) Office

(2) Notification to the administrative office of affiliation in the University

(3) Completion of the change of address procedures for electricity, gas, and water

- Kansai Electric Power Co., Inc. Online move-out procedures:
<http://www.kepco.co.jp/english/home/denki/07.html>
- Osaka Gas Co., Ltd. Online move-out procedures:
<http://www.osakagas.co.jp/en/residential-customers/stopping/index.html>
- Kyoto City Waterworks Bureau: <http://www2.city.kyoto.lg.jp/suido/engtop.htm>

(4) Mail forwarding

If you submit a “change of address notice” to the post office, your mail will be automatically forwarded to your new address free of charge for one year (this service is provided only within Japan). The notice can also be submitted online.

(Submission of a change of address notice online/only Japanese)

e-Relocation (service to submit a change of address notice online): <https://welcometown.post.japanpost.jp/etn/>

(5) Completion of the change of address procedures for bank accounts, credit cards, and mobile phones

(4) 電気・ガス・水道の解約（使用停止）手続き

退去予定日の1週間前までに使用停止の手続きをしましょう。退去日当日、電力会社・ガス会社・自治体の水道部局の担当者が来て、その日までの使用料金を清算します。

これらは、家主・管理会社が管理している場合がありますので、事前に管理会社や家主に確認しましょう。

○ 関西電力インターネット引越し手続き：<https://kepco.jp/service/move>

○ 大阪ガスインターネット引越し手続き：<http://home.osakagas.co.jp/contact/removal/index.html>

○ 京都市上下水道局：<http://www.city.kyoto.lg.jp/suido/index.html>

【参考：日本国内で転居する時】

(1) 市（区）役所で住所変更の手続き

(2) 大学の所属事務室へ連絡

(3) 電気・ガス・水道の住所変更

○ 関西電力インターネット引越し手続き：<https://kepco.jp/service/move>

○ 大阪ガスインターネット引越し手続き：<http://home.osakagas.co.jp/contact/removal/index.html>

○ 京都市上下水道局：<http://www.city.kyoto.lg.jp/suido/index.html>

(4) 郵便物の転送

郵便局に「転居届け」を出すと、1年間無料で郵便物を新しい住所（日本国内に限る）へ転送してもらえます。転居届けはインターネットからも提出できます。

（インターネット転居届け・日本語のみ）

e 転居：<https://welcometown.post.japanpost.jp/etn/>

(5) 銀行口座・クレジットカード・携帯電話の住所変更

3. Crime Prevention and Disaster Preparedness

3-1 Crime prevention

- Lock all doors even when you go out for a short time or when you are at home.
- Find a room located on the second floor or higher (if possible), as a room located on the first floor of apartments tends to be an easy target for burglary.
- Do not open the door when you have an unexpected visitor. Be careful as there may be some people pretending to be a staff member from a public organization or a contractor to try entering into your room. **You will not receive visits from public organizations and contractors without prior notification from the management company or landlord.**
- Always keep the hallway (in front of your room) and a mailbox clean and tidy. If your mailbox is full, your room will become an easy target for burglary.
- Lock your bicycle.

3-2 Disaster preparedness

[Disaster preparation]

- Store at least three days supply of water and food.
- Find out the public evacuation site for the neighborhood.
- Be prepared for a potential blackout. Have a flashlight and/or candles ready. Also, remember to stock spare batteries.
- Secure bookshelves or heavy furniture to the wall.

[If an Earthquake Occurs]

- Hide under a table or protect your head with a pillow or cushion.
- Promptly turn off all sources of fire.
- Act calmly.
- Open doors to secure an evacuation route.
- Evacuate on foot and do not use an elevator.

[If a Typhoon is Approaching]

- Pay attention to the warnings and other information about typhoons and rainstorms broadcasted on radio and TV.
- Do not go out unnecessarily. If you do go out, please return home as soon as possible.
- Please check things around your house. If you find objects that can be blown away easily by strong winds, bring them inside or secure them firmly.
- If you live in an area where a flood is likely to occur, move furniture and electrical appliances as high as possible.

[Reference]

- Earthquake Safety Manual issued by Kyoto University (English) https://kuiso.oc.kyoto-u.ac.jp/en/life/crime_disaster_prevention/
- Japan Meteorological Agency <http://www.jma.go.jp/jma/index.html>
- Disaster Emergency Message Dial (171) provided by NTT EAST/WEST
In the event of a natural disaster, it may be difficult to make calls due to heavy concentration of telephone lines. Dial "171" and follow the guidance for use to record or play back (voice) messages which helps you to let people know of your status and to know your status of family/friends. This service is available by a mobile phone and a smart phone.
- Japan Tourism Agency "Safety tips"
The application notifies users with earthquake warnings (for earthquakes with seismic intensity level of 4 higher), tsunami warnings, and special weather warnings and users can confirm the details of weather information and actions to be taken.



[QR code for download]



(for Android)



(for iPhone)

- Multilingual tourist and disaster preparedness information app. for Kyoto "KYOTO Trip+"
This app. provides tourist and disaster preparedness information in multiple languages that can be set to users' preferences.



[QR code for download]



Android (for Android)



iOS (for iOS)

- Embassies and consulates in Japan
You can use the list when contacting your own country's embassy to communicate with your family about your safety.
Embassies and Consulates in Japan: https://www.mofa.go.jp/about/emb_cons/protocol/index.html
(© Ministry of Foreign Affairs of Japan)

3. 防犯・防災

3-1 防犯

- 短時間の外出や部屋にいる時でも鍵をかけましょう。
- アパートやマンションの1階は空き巣に狙われやすいため、できれば2階以上の部屋を探すようにしましょう。
- 予期せぬ訪問者には、ドアを開けずに対応しましょう。公的機関や工業者と偽り部屋に入ろうとする人もいますので気をつけましょう。**管理会社や家主からの事前連絡なしに工業者等が部屋を訪ねることはありません。**
- 日頃から部屋の前の通路や郵便受けの中をきれいにしておきましょう。郵便受けに物がたまっていると空き巣から狙われやすくなります。
- 自転車も鍵をかけておきましょう。

3-2 防災

【災害に備える】

- 少なくとも3日分の水と食糧を準備しておきましょう。
- 避難場所・避難ルートを普段から確認しておきましょう。
- 停電に備えて懐中電灯やろうそくを用意しましょう。予備の電池も必要です。
- 本棚や背の高い家具は壁に固定しましょう。

【地震が起きたら】

- テーブルの下に隠れるか、枕やクッションで頭部を覆い身を守りましょう。
- 迅速に火元になるものは全て消しましょう。
- 落ち着いて行動しましょう。
- ドアをあけて非難経路を確保しましょう。
- エレベーターを使わず、歩いて非難しましょう。

【台風が近づいたら】

- 台風や大雨に関するラジオ・テレビなどの情報に注意しましょう。
- むやみに外出せず、外出していたら早めに帰宅しましょう。
- 家の周りを確認して、風にとばされそうなものは室内に取り込むか、しっかり固定しましょう。
- 浸水に備えて、家財道具をできるだけ高い所に移動させましょう。

【参考】

- 京都大学作成 地震対応マニュアル（日本語）
https://kuiso.oc.kyoto-u.ac.jp/life/crime_disaster_prevention/
- 気象庁 <http://www.jma.go.jp/jma/indexe.html>
- 災害伝言ダイヤル（171）NTT 東・西日本提供
災害時は電話回線が混雑し、つながりにくくなります。171番に電話し伝言を残すことで、家族・友人などに自分の安否を知らせたり、また録音された伝言を確認し、家族・友人の安否を確認することができるサービスです。携帯電話、スマートフォンからかけられます。
- 観光庁 外国人旅行者向け災害時情報提供アプリ “Safety tips”
震度4以上の地震、津波、その他気象特別警報を自動で知らせてくれ、気象情報の詳細やとるべき行動を確認できます。

【ダウンロード用 QR コード】



(Android)



(iOS)



- 京都府 京都の観光防災情報を多言語で提供するアプリ「KYOTO Trip+」
京都府内に発令された気象警報、特別警報、避難情報などを知らせてくれます。

【ダウンロード用 QR コード】



Android (Android)



iOS (iOS)



- 駐日外国公館リスト

母国の家族などへ安否を伝えるために、自国の大使館へコンタクトするとき
外務省ホームページ：<https://www.mofa.go.jp/mofaj/link/emblist/index.html>

4. References

4-1 Checklist for finding housing

Checklist

At the time of viewing an apartment	
Environment	
<input type="checkbox"/>	Distance and mode of transportation to the University
<input type="checkbox"/>	Distance to the nearest train station/bus stop
<input type="checkbox"/>	Super markets/Convenience stores
<input type="checkbox"/>	Hospitals located nearby
<input type="checkbox"/>	Distance between the neighboring building and the apartment
<input type="checkbox"/>	Causes of noises (Example: located near railroads or railroad crossings, traffic jam)
<input type="checkbox"/>	Condition of streets at night
Building	
<input type="checkbox"/>	Building structure Types (Wooden, light steel frame construction, reinforced concrete construction)
<input type="checkbox"/>	Earthquake resistant building
<input type="checkbox"/>	The age of construction
<input type="checkbox"/>	Number of windows, amount of sunlight, ventilation
<input type="checkbox"/>	Room size, layout, number of floor
<input type="checkbox"/>	Direction of balcony
<input type="checkbox"/>	Door lock
<input type="checkbox"/>	Whether or not there is bicycle/motorcycle parking.
<input type="checkbox"/>	Type of bathroom/toilet. Example: Shared or Private
<input type="checkbox"/>	Whether or not a shower is installed.
<input type="checkbox"/>	Space to install a washing machine
<input type="checkbox"/>	Internet environment
At the time of signing the agreement	
<input type="checkbox"/>	Date of move-in
<input type="checkbox"/>	Monthly rent, common service fee, other expenses
<input type="checkbox"/>	Security deposit/Key money/Agency fee/Renewal fee
<input type="checkbox"/>	Rent payment method (such as bank transfer/direct debit) and payment deadline
<input type="checkbox"/>	Term of the agreement
<input type="checkbox"/>	Termination notice period
<input type="checkbox"/>	Special provisions
<input type="checkbox"/>	Whether or not a rent liability guarantee company can be used if a guarantor is required.
<input type="checkbox"/>	Buying fire insurance for coverage of damages (home insurance) *In the case of international students, whether or not they can use the University CO-OP's Mutual Insurance.
<input type="checkbox"/>	Commencement and termination procedures for electricity, gas, and water
<input type="checkbox"/>	How to take out garbage (such as designated garbage bags, day, sorting rules)

4. 資料集

4-1 住まい探しのチェックリスト

チェックリスト

部屋の内覧時	
環 境	
<input type="checkbox"/>	大学までの距離・アクセス方法
<input type="checkbox"/>	最寄駅・バス停までの距離
<input type="checkbox"/>	スーパーマーケット・コンビニエンスストア
<input type="checkbox"/>	近くの病院
<input type="checkbox"/>	隣の家・アパートとの距離
<input type="checkbox"/>	騒音の原因（例：線路、踏み切りが近い、交通渋滞）
<input type="checkbox"/>	夜道の状態
建 物	
<input type="checkbox"/>	建物の構造（木造・軽量鉄骨・鉄筋コンクリート）
<input type="checkbox"/>	耐震
<input type="checkbox"/>	築年数
<input type="checkbox"/>	窓の数、日当たり、風通し
<input type="checkbox"/>	部屋の間取り・広さ・階数
<input type="checkbox"/>	ベランダの方向
<input type="checkbox"/>	ドアロック
<input type="checkbox"/>	駐輪場・バイク置き場の有無
<input type="checkbox"/>	浴室・トイレのタイプ 例：共有、個別
<input type="checkbox"/>	シャワーの有無
<input type="checkbox"/>	洗濯機を置くスペース
<input type="checkbox"/>	インターネット環境
契 約 時	
<input type="checkbox"/>	入居開始日
<input type="checkbox"/>	月額家賃、共益費、その他費用
<input type="checkbox"/>	敷金・礼金・仲介手数料・更新料
<input type="checkbox"/>	家賃の支払い方法（振込み・口座引き落としなど）と支払い期限
<input type="checkbox"/>	契約期間
<input type="checkbox"/>	解約時の予告期間
<input type="checkbox"/>	特約事項
<input type="checkbox"/>	保証人が必要な場合、連帯保証会社は利用できるか
<input type="checkbox"/>	損害賠償付火災保険（住宅保険）の加入 ※留学生の場合、大学生協の学生総合共済が利用できるか。
<input type="checkbox"/>	電気・ガス・水道使用開始・停止手続きについて
<input type="checkbox"/>	ゴミの出し方（専用袋・曜日・分別ルールなど）

4-2 Common real estate terms

A: Lessor	A person who rents out a room (= Landlord)
B: Lessee	A person who rents a room as a tenant
Security Deposit	The security deposit is paid to the landlord at the beginning of occupancy as a safeguard against non-payment of rent during residence and repairs required to the rental property after vacating. When the rental property is vacated, any portion of the security deposit that remains after subtracting necessary fees such as room cleaning and repairs is returned to the tenant.
Key Money	A one-time payment that is made to the landlord when the rental agreement is signed. The key money is not returned at the time of vacating.
Common Service Fee (Management Fee)	All tenants bear the costs (cleaning fees, etc.) required to maintain the shared spaces of the property including hallways.
Holding Deposit	Money to be paid at the time of application to show your intention of signing the rental agreement.
Agency Fee	This is paid to the real estate agency when the rental agreement is signed.
<p>Guarantor</p> <p>* Kyoto University cannot be your guarantor. If you need a guarantor, use a rent liability guarantee service provided by a rent liability guarantee company. The real estate agency can introduce you to a rent liability guarantee company.</p>	<p>The guarantor is responsible for paying any outstanding rent if a tenant is unable to pay the rent themselves due to unforeseen circumstances. The tenant must repay the expenses back to the guarantor at a later date.</p> <p>[Reference] "Apartment Lease Guarantor Service for Foreign Nationals" (International Service Office Website) https://kuiso.oc.kyoto-u.ac.jp/en/housing/basic_knowledge/</p>
Restoration to Original Condition	If a rental property has been damaged or soiled willfully, or through negligence or carelessness, the tenants are responsible for paying the expenses required to restore it to its original condition. In this case, the expenses are subtracted from the security deposit when the property is vacated.
<p>Fire Insurance with Coverage for Tenant Liability</p> <p>* It is recommended that international students purchase "Kyoto University CO-OP's Mutual Insurance" after obtaining confirmation and consent from the real estate agency. The procedures required to purchase insurance shall be conducted at the CO-OP's counter located in each campus.</p>	This is insurance to cover damages you have caused to a room you are renting or other residents due to reasons such as fire and water leakage. An insurance company may be designated by a real estate agency. Contact the real estate agency to confirm the details.
Being Present	Being present at the move-out inspection and at the time of commencing and terminating gas service for confirmation.

4-2 主な不動産用語

甲 賃貸人	部屋を貸す人 (=家主)
乙 賃借人	部屋を借りる人
敷金	入居中に発生する問題、退去時の部屋の破損や部屋代未払い等に備えて入居時に家主に支払う費用。退去時、部屋の清掃・修理代等を差し引いて残りがあれば、返金されます。
礼金	部屋を借りる際の手付金 (お礼) として家主に払う費用。退去時に返金されません。
共益費、管理費	アパートの廊下など共有部分の管理や清掃代等の費用のことで、住人全員で負担します。
予約金、申込金	契約の意思表示として、申込時に預けるお金。
仲介手数料	不動産業者に支払う斡旋料。賃貸借契約が成立した時に支払います。
連帯保証人 ※京都大学は連帯保証人にはなりません。 連帯保証人が必要な場合は、民間の保証会社を利用してください。不動産業者が紹介してくれます。	アパートを借りた人に不測の事態があって家賃を払えなくなった場合に、家賃を立て替えて支払う人のこと。アパートを借りた人は、連帯保証人に後で返済する必要があります。 (参照) 「外国人のための住宅賃貸借保証人」 (国際交流サービスオフィス HP) https://kuiso.oc.kyoto-u.ac.jp/housing/basic_knowledge/
原状回復費用	入居者の故意・過失・不注意によって、部屋を損傷したり、汚したりした場合に、その損害を元の状態に戻すための費用。退去時に敷金から差し引かれます。
借家人賠償付き火災保険 ※留学生は、「京大生協の学生総合共済」に、不動産業者の確認・了解を得てから加入してください。手続きは、各キャンパスの生協カウンターで行います。	火災、水漏れなどにより借りている部屋や周りの住人などに損害を与えた場合に備えておく保険です。不動産業者によっては、保険会社が指定されている場合がありますので、確認してください。
立ち合い	アパートを退去する時やガスを使用開始・停止する時、確認のために同席すること。

Kyoto City Fire Department
Emergency Number

119

消防(火災・救急)への
ホットライン119!
24時間365日「5ヶ国語」での
緊急通報ができます。

英語 (English) 119 for the emergency hot line!
(You can report in English.)

中国語 (中文) 消防热线拨打119!!
(可以用中文打紧急电话。)

韓国・朝鮮語 (한국·조선어) 소방서로의 직통전화는 다이얼 119!!
(한국·조선어로도 긴급통보 할 수 있습니다)

スペイン語 (Español) ¡¡Para llamar directamente
al cuerpo de bomberos, marque al 119!!
(Puede avisar emergencia en español.)

ポルトガル語 (Português) Disque 119 para acessar a linha
direta do corpo de bombeiros!
(É possível fazer chamadas emergenciais em português.)



● 119番通報は落ち着いて

Remain calm when you dial 119.

打119 报警要冷静

119 신고는 침착하게

Para llamar al 119, tiene que estar calmado.

Disque 119 e fale com calma.

■火事や急病などで消防車や救急車を呼ぶとき

■Dial 119 for an ambulance and/or fire-fighting brigade.

■因火災、急病等叫消防车、救护车时

■火災나 응급 질병 등으로 소방차나 구급차를 부를 때

■Para llamar coche de bomberos o ambulancia en caso de incendio o enfermedad repentina.

■Quando for chamar um carro de bombeiros ou uma ambulância em situações de incêndio ou doença súbita.

● 火事で消防車を呼ぶとき

Follow the instructions below when you request a fire-fighting brigade.

因发生火灾而叫消防车时

화재로 소방차를 부를 때

Para llamar coche de bomberos en caso de incendio.

Para chamar um carro de bombeiros em situação de incêndio.

■「カジデス」と言う。

■Say "KAJI DESU". (There is a fire.)

■请说「ko ji de si (起火了)」。

■「가지데스 (화재입니다.)」라고 말한다.

■Diga, "Kaji desu".

■Diga "Kaji-de-su".

● けがや病気で救急車を呼ぶとき

When you call an ambulance.

因受伤、急病而叫救护车时

다치거나 질병으로 구급차를 부를 때

Para llamar la ambulancia en caso de lesiones o enfermedades.

Quando for chamar uma ambulância devido a algum ferimento ou doença.

■「キュウキュウデス」と言う。

■Say "KYUU KYUU DESU". (There is an emergency.)

■请说「kyu kyu de si (救护车)」。

■「큐큐데스 (응급입니다.)」라고 말한다.

■Diga, "Kyukyuu desu".

■Diga "Kyu-kyu-de-su".

火事ですか? 救急ですか?

Fire or Emergency?

是火災? 还是急救?

화재입니까? 구급입니까?

¿Es incendio? ¿Es enfermedad repentina?

É incêndio? É socorro emergencia?



■日本語が話せないときは、通訳が対応しますので、電話を切らずに
待ってください。

■In case you need language help, an interpreter will assist you.

So don't hang up. Wait for assistance.

■如您不会说日语，我们会安排翻译接电话，请不要挂断电话，稍等一下。

■일본어를 못할 경우에는 통역이 대응하므로 전화를 끊지 말고 기다리십시오.

■Si no puede hablar en japonés, un/a intérprete se encargará de comunicarse con Ud. Por lo tanto, no cuelgue y espere hasta que le atiendan.

■Quando não puder falar o idioma japonês um intérprete irá te atender, aguarde na linha telefônica.



KYOTO CITY
FIRE DEPARTMENT

KYOTO IS A SAFE CITY MADE BY THE BONDS
BETWEEN INDIVIDUALS AND BETWEEN PEOPLE
IN THE COMMUNITY.

京都市消防局

Kyoto City Fire Department

京都市消防局

교토시 소방국

Departamento de bomberos de la ciudad de Kioto

Corpo de bombeiros da cidade de Quioto

■京都市消防局ホームページ

<http://www.city.kyoto.lg.jp/shobo/index.html>

TEL.(075)212-6754 FAX.(075)212-6748

発行：京都市消防局 広報部 指令課
京都市印刷物 第250153号



● 119番通報時 (三者通話)

119 call (Three-way conversation)

拨打119紧急电话时 (三人通话)

119번 통보시 (3자 통화)

Al llamar al 119 (Comunicación entre tres)

Ao discar 119 (conversação telefônica tridirecional)



言語が通じない

Language disability

不備语言

언어가 통하지 않는다

No se puede comunicar en este idioma

Dificuldades devido ao idioma



多言語コンタクトセンター

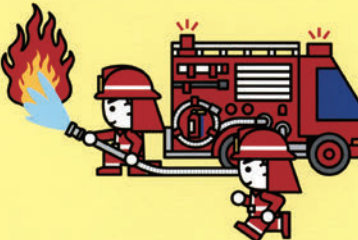
Multilingual Contact Center

多语言联络中心

다언어 컨택트센터

Centro de contacto multilingüe

Centro de contato multilingue



● 災害現場活動時 (二者通話)

At disaster site (Two-way conversation)

灾害现场工作时 (两人通话)

재해현장 활동시 (2자 통화)

En caso de estar en el lugar del siniestro (Comunicación entre dos)

Durante os trabalhos no local do acidente (conversação telefônica bilateral)



多言語コンタクトセンター

Multilingual Contact Center

多语言联络中心

다언어 컨택트센터

Centro de contacto multilingüe

Centro de contato multilingue

言語が通じない

Language disability

不備语言

언어가 통하지 않는다

No se puede comunicar en este idioma

Dificuldades devido ao idioma

Large-sized items

1 Request Kyoto City Large Trash Collection Center

☎️ **0120-100-530** Toll free
Request from mobile phone

☎️ **0570-000-247** Call charges apply
☎️ **075-330-6100** Call charges apply

Confirm the collection day fee for collection, disposal and pickup point.

Purchasing disposal fee (sticker) for large-sized items.

Working hours: Monday to Friday 8:30 AM to 4:30 PM (excluding national holidays)
Saturdays and Sundays 9:30 AM to 11:30 AM (excluding public holidays and New Year's holidays)

contact the Center for Clean Life Environment. ☎️ **075-691-9376**

2 Request private contractors
Check with the caretaker, etc. of the apartment where you reside.

3 Take to the Incineration Plant
South Incineration Plant ☎️ **075-611-5362** North East Incineration Plant ☎️ **075-741-1003**

Collection of dead animals such as dogs and cats

1 Apply for collection at the Kyoto City Dead Animal Collection Center

☎️ **0120-100-921** Toll free
Request from mobile phone

☎️ **0570-000-614** Call charges apply
☎️ **075-330-6850** Call charges apply

Request from mobile phone

Working hours: Monday to Friday 8:30 AM to 4:30 PM (excluding national holidays)
Saturdays and Sundays 9:30 AM to 11:30 AM (excluding public holidays and New Year's holidays)

For other inquiries, contact the Center for Clean Life Environment ☎️ **075-691-9376**

2 Carry in to the Center for Clean Life Environment
Payment method: cash only. For details, contact the Center for Clean Life Environment ☎️ **075-691-9376**

Working hours: Monday to Friday 8:30 AM to 4:30 PM (excluding national holidays and New Year's holidays)

Notice from Kyoto City

How to sort and discard waste

Kyoto City requires its residents to sort waste before discarding it. Please confirm the important points 1-3 shown below, and sort and discard waste properly.

Point 1 Find out the types of waste and when each is collected.

Waste Type	Collection Method	Frequency	Location
Burnable garbage Raw garbage, plastic items other than "Containers" and "Wrapping", non-recyclable paper waste, broken glass, etc.	Community collection service	per week on (day of the week)	Collectors, Kyoto City Offices by private contract
Cans, glass bottles & PET bottles Cans and glass bottles for food and beverages, PET bottles for alcoholic & non-alcoholic beverages and soy sauce, etc.	Waste paper collectors	per week on (day of the week)	Collectors, Kyoto City Offices by private contract
Plastic "Containers" and "Wrapping" Plastic trays, bottles, bags, cups, bottle caps, cushioning material, etc.	Waste paper collectors	per week on (day of the week)	Collectors, Kyoto City Offices by private contract
Small metal items & spray cans Pots, kettles and other metal items with the longest dimension being 30 cm or less (excluding iron handles and serial tags)	Waste paper collectors	per month on (day of the week)	Collectors, Kyoto City Offices by private contract
Recyclable paper Newspapers, cardboard, food and drink cartons (can be collected at supermarkets, etc.) and miscellaneous paper waste	Waste paper collectors	per week on (day of the week)	Collectors, Kyoto City Offices by private contract

Collection methods: ① Community collection service ② Waste paper collectors
If it is difficult to use either ① or ② for miscellaneous paper waste, you can have it collected at a recycle coupon point on the same day or all metal items and spray cans are collected.

Kindly cooperate to promote recycling!

Ways of collecting recyclables

Kyoto City collects recyclables at various locations in various ways and recycles them.

Collecting recyclables at recyclable collection facilities

Items collected:

- ① Newspapers and cartons
- ② Miscellaneous laser waste
- ③ FCCC and drink cartons
- ④ Used lamp oil
- ⑤ Used clothing
- ⑥ Dry batteries
- ⑦ Cutlery
- ⑧ Rechargeable batteries
- ⑨ Fluorescent tubes
- ⑩ Mercury thermometers and mercury blood pressure monitors
- ⑪ Small appliances
- ⑫ Storage media
- ⑬ Ink cartridges
- ⑭ Reusable bottles
- ⑮ Cutlery
- ⑯ Disposable lighters

Locations:

- Eco Town Station of a Ward Office/Ward Branch Office in your area
- Town Beautification Office in your area
- Kamiya Recycling Station
- Cooperating stores and facilities in Kyoto City

Note: Items that can be accepted vary according to the location. Please see the recyclables collection map.

For more information, contact an Eco Town Station in your area. See the list on the right or visit Kyoto City's official website. Note: These maps show facilities in Japanese characters only.

Contact us:

Kita	☎️ (075) 366-0155
Kamiya	☎️ (075) 366-0776
Sakyo	☎️ (075) 366-0821
Kaizyo	☎️ (075) 366-0180
Nagoya	☎️ (075) 366-0192
Yamashina	☎️ (075) 366-0184
Shimogo	☎️ (075) 366-0186
Mirane	☎️ (075) 366-0188
Ukyo	☎️ (075) 366-0190
Nishikyō	☎️ (075) 366-0192
Rakusa	☎️ (075) 366-0194
Fushimi	☎️ (075) 366-0198
Fushimi	☎️ (075) 366-0198
Daigo	☎️ (075) 366-0311

City Beautification Office:

North	☎️ (075) 724-0001
East	☎️ (075) 722-4345
Yamashina	☎️ (075) 573-2457
South	☎️ (075) 681-0456
West	☎️ (075) 882-5787
Nishikyō	☎️ (075) 991-5983
Fushimi	☎️ (075) 601-7161

City Beautification Section ☎️ (075) 213-4960

Point 2 Choose an appropriate bag for waste.

For waste collected by Kyoto City:

- Burnable garbage:** Use a Kyoto City designated yellow plastic bag for burnable garbage.
- Cans, glass bottles & PET bottles:** Plastic "Containers" and "Wrapping" (Use Kyoto City designated measure plastic bag for recyclables).
- Small metal items & spray cans:** Put them in a plastic bag.
- Miscellaneous paper waste:** Use a paper bag.

For waste collected by a private contractor:

- Use a colorless or white transparent plastic bag (not a Kyoto City designated bag).
- For cans, glass bottles or white transparent ones that do not allow you to see a household plastic waste.

Point 3 Find out where your regular pickup point is.

For waste collected by a private contractor:

- Ask the neighborhood association (chonaikai) in your area where your regular pickup point is.
- If you are not sure where your regular pickup point is, ask a Town Beautification Office or your ward. There is a list of Town Beautification Offices on the left page.

For waste collected by a private contractor:

- Ask the administrator of your apartment building where your regular pickup point is. (May vary by floor or location on a multi-story apartment building.)

Recyclable waste: A cardboard is placed at each regular pickup point.

Contact us: Waste Reduction Promotion Section, Recycling Society Promotion Department, Kyoto City Environment Policy Bureau
8th Floor, Yasaka Kawarimachi Building, 394 Kinsokusan-cho, Nijo-Sagaru, Kawarimachi-dori, Nakagyo-ku, Kyoto City, 604-0924
TEL: 075-213-4930 FAX: 075-213-0453

Waste reduction by half campaign, Kyoto City
The Kogomi App is now available!
This smartphone app is useful in reducing and sorting household waste. Search for it on the App Store or Google Play.

Burnable garbage

Raw garbage, plastics other than "Containers" and "Wrapping", non-recyclable paper, glass, etc.

Rules for disposal

- Completely drain excess water from raw garbage.
- Hazardous materials such as broken glass, etc. can be unsafe when garbage is collected. Wrap such materials with thick paper and place at the center of the garbage bag.
- Soak matches and cigarette butts, etc. in water before disposal. Use gas of lighters completely and soak them in water before disposal.

Drain Raw garbage, Plastics other than "Containers" and "Wrapping", Glass, Paper that cannot be recycled.

Caution Such items are classified as "Burnable garbage". Though they are plastics, they are not classified as "Containers" and "Wrapping". Please dispose these items along with burnable garbage.

Hangers, laundry clips, hilton clips	Toy	Strainer, broom	Tipperware, lunch box
Wash basin, bath chair	Shave of packaged beverages, etc. (Plastic material only)	Plastic laundry covers (Plastic material only)	Cases of CD, DVD, cassette, etc. (Plastic material only)

Paper that cannot be recycled (Items to be avoided)
Since these items have a large negative impact on recycling, please do not dispose such items along with recyclable paper.

Paper with stain and dirt	Thermal paper receipts and fax paper	Carbon paper pressure-sensitive copying paper, etc.	Crumpled postcards
Aluminum-coated cartons	Waterproof paper	Labels and paper for printing (A4/B5)	Basic metal binder (with metal spiral) or other metal binder

Recyclable waste

Cans, bottles, PET bottles, plastic "Containers" and "Wrapping", small metal items and spray cans should be sorted without fail!

Cans, bottles, and PET bottles

Rules for disposal:

- Empty the cans, glass bottles or PET bottles and rinse inside! Don't crush them!
- Please do not put foreign matter such as cigarette butts or nails inside!
- Remove caps and labels from glass bottles or PET bottles for sorting! Please dispose metal caps along with burnable garbage and plastic caps along with plastic "Containers" and "Wrapping".

Note: Put cans, glass bottles and PET bottles together in the same bag.

Trays, bottles, bags, cups, caps, cushioning materials, etc.

Plastic "Containers" and "Wrapping"

Rules for disposal:

- Please wipe or rinse items that are stained before disposal.
- If dirt is stubborn and cannot be removed, please dispose along with burnable garbage.

Does the plastic item bear the ♻️ mark? Yes → Plastic "Containers" and "Wrapping" No → Burnable garbage

Plastic sheets and films, Bags such as confectionery packages and plastic bags, Packs and cups of food items and daily necessities, Trays of fresh food, etc. (To be sorted along with burnable garbage to be discarded at the same time as burnable garbage.)

Bottles of shampoos, detergents, soaps, etc., Lids and caps of bottles and tubes, Cushioning materials such as Styrofoam. Use this mark for reference!

Recyclable waste (All types of recyclable paper)

Always sort newspapers, cardboard, cartons, and miscellaneous paper waste!! Put a stack of recyclable paper in a paper bag or tie it with string to prevent scattering.

Newspaper **Cardboard** **Cartons**

Miscellaneous paper waste: Flyers and catalogs, Magazines, Paper boxes, Envelopes and postcards, Wrapping paper, Paper bags, Cardboard and drawing paper, Paper cores, Calendars, Memo pads, copy paper.

Small metal items and spray cans

Pots, kettles and other metal items with the longest dimension being 30 cm or less.

Rules for disposal

- Completely use the contents of spray cans and cassette gas cylinders, and dispose without making any holes.
- Remove oily waste before disposal.

Kettles, Pots, Lids, Fryng pans, Ladles, Spray cans, Cassette gas cylinders.



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URL:<https://kuiso.oc.kyoto-u.ac.jp/>

E-mail:kuiso@mail2.adm.kyoto-u.ac.jp

