

Usage Guide

Procedure after the contract is concluded

- ① Sign the electronic contract that will be sent separately.
 - ② Please send a copy of the identity document of the person moving in by email or fax.
 - ③ For new corporate contracts, please send a company brochure or URL.
 - ④ Please make a payment by the due date.
- ※ After receiving the contract, please be sure to save or print it.

Identity Document [ID]

Single Document

Passport, Resident Card, Health Insurance Card, Student ID, Employee ID, etc.

※ At least one document confirming the current address is required.

Two Documents

Driver's License (both sides), Basic Resident Register Card, Residence Card, My Number Card, etc.

Payment Method

- ❖ Bank Transfer · · Please transfer to the account listed on the invoice by 12:00 on the payment due date.
 - ❖ Credit Card · · · We will send a separate email for payment.
 - ❖ PayPay · · · Only PayPay money can be settled.
- ※ Receipts can be issued for all, so please let us know.

Move-in Procedure

The key will be picked up from a designated location at the local apartment. Once the contract procedures are completed, we will send you the designated key location and other information by the specified method the day before your use date.

◇ Move-in time: From 15:00 on the start date

Move-out Procedure

Please return the key to the place where you picked it up and contact us to confirm the return of the key. If you cannot leave even after the move-out time, an extension fee will be charged. We generally do not conduct meetings or inspections.

◇ Move-out time: Until 12:00 on the move-out date

Precautions

- ▼ If you send your luggage to the apartment in advance:
 - 'BraTTo ○○' is a tentative name, not the official name of the apartment. Please confirm the official name and room number and specify receipt after 15:00 on the move-in date.
 - The room number will be confirmed 3-5 days before the move-in date.
 - Please check whether the delivery box of the apartment can be used.
- ▼ Regarding extension:
 - Extensions are possible on a daily basis only if there are vacancies.
 - In principle, we do not accept extension applications on the day of move-out.
 - If you cannot leave after 12:00 on the move-out date, an extension fee will be charged.