

「国立研究開発法人科学技術振興機構外国人研究者宿舎」利用規定  
Terms and Conditions for Residents of JST International Residence for Researchers:  
Ninomiya House & Takezono House

“Terms and Conditions for Residents of JST International Residence for Researchers” (Form 6) apply to the Ninomiya House and Takezono House Administration Office, and the residents. These terms and conditions (hereafter called ‘rule’) may be changed without prior notice to the residents. The residents are responsible for regularly reviewing these rules and shall also follow any new rules resulting from revision or change of the existing rules. These rules were last updated on 1st February 2016 and replace all previous rules.

The resident and his/her host researcher shall respect the following items regarding residency. Failure to do so may cause the cancellation of permission for the use of JST House, which automatically will lead to his/her eviction. The paragraphs below are included in the rules, which the resident shall sign and submit upon taking up residency.

#### 1. MOVE-IN AND MOVE-OUT PROCEDURES:

- (1) On the first day of tenancy, accompanied by the cosigner (host researcher), the resident may enter the room after obtaining the key from the JST House Office (hereafter called ‘office’.) and also the submission of the “Oath and Report of the commencement of Use for JST House”(Form2) together with the rule (Form6) duly completed. The resident shall sign the “Interior Equipment and Fixtures List“(Form4) within 7 days of move-in as conclusive evidence of existing defects, damages or conditions and of a full inventory of furniture and fixtures. If resident fails to conduct the room inspection and/or submission of form4, specifically dissent in writing to any damage of defect, then the resident waives the right to dispute any assessment of damage to the room at the termination of tenancy.
- (2) When terminating his/her tenancy period, the resident is required to submit the “Report of Withdrawal from JST House” (Form 3) to the office. On leaving the JST House, the resident must clear all the charges and fees mentioned in the Article 5. The room inspection is carried out before making the final payment; the resident will receive the notice of room inspection one week before move-out. The resident shall neatly put in order and clean the room and the furnishings therein for the inspection by the office staff at the appointed time on the notice. The resident is responsible for the compensation of damages in the case of breakage, loss and/or soiling of the room and/or furnishings.
- (3) Resident shall return to the office all keys issued to the resident by the office and shall evacuate his/her room before 15:00 o’clock of the final day of occupancy. If all keys issued to resident are not returned to the office, resident shall pay all costs associated with re-keying locks to the building along with the cost of shipping and installation of all keys.

#### 2. PERIOD OF USE:

- (1) The limitation on tenancy period of JST Houses is 5 years.
- (2) If, after taking up residence, the occupant wishes to change the rental period for some particular reason, the “Application for Change of Use of JST House” (Form 5) is to be completed and submitted to the office via his/her host researcher to request permission from the office.
  - a) In the case of reducing his/her residency term by 15 days and more, the resident must notify the office officially and submit form 5 at least 3 weeks before the day of vacating the room. In case of a delay in submission, except for some special reasons that the office allows, if there is a failure to reach more than 3-week’s notice, the resident must pay the maximum full amount of one-month’s rent for his/her room.
  - b) If an extension of tenancy for 15 days and more is required, the office shall be contacted 6 months before the end of original residency term. A request for an extension will be rendered unacceptable, if there is no room available.
  - c) If a resident intends to exceed 5 years of maximum residency term, the office shall be contacted immediately and necessary documents shall be submitted to the office.

#### 3. MANAGEMENT’S RIGHT OF INSPECTION AND ENTRY:

In order to carry out unavoidable maintenance and repair, the office staff (including authorized servicemen accompanied by the office staff, if required) may enter the room of resident after obtaining his/her agreement. However, when the situation is urgent, or a contact with the resident is considered incapable, the office staff may enter his/her room without prior notice/agreement. With a regular inspection, the resident shall be informed in writing along with the schedule beforehand. To protect the building from decrepitude and harmful insects, the room cleaning for each room is enforced once every six-months for those who stay more than 8 months. If a resident insists upon the rejection of an entry mentioned as above, may cause the cancellation of permission for the use of JST House, which automatically leads to his/her eviction.

#### **4. JOINT RESIDENCE:**

The room shall neither be used by, nor rented (i.e. sublet) to any third person(s) other than those specified on the "Application and Permission for Use of JST House" (Form 1). However, the exceptions may be approved as outlined in the following paragraphs. Should the resident violate this rule, he/she must immediately leave the House. Furthermore no permission shall be given to the offender for JST Houses in the future.

a) Short period of stay as a guest

If a third person(s) is to stay in the room, the resident must notify the office of their names and the period of time involved in advance. An additional person(s) is allowed to stay for up to 21 nights and 22 days in 3 months, and must not exceed this period. If the office does not agree to the request, this automatically excludes the possibility of guest residency.

b) Lengthy period of stay as a room-share member

In the case of increasing the number of occupants in a room, the primary resident must notify the office of these person(s) officially by submitting "Form 5" duly completed and request authorization. The resident must submit other forms and/or identifications if the office request. However, if the request is deemed unacceptable, then the office will not permit joint residency.

#### **5. RENT AND OTHER USAGE CHARGES/FEES:**

- (1) Invoices for the following items shall be issued to the tenants at the beginning of next month, and which shall be paid in cash with Japanese yen at the office by the indicated deadline date.
  - ① Rent (with the rent up to and including the day of departure, where applicable)
  - ② Utilities (water, electricity, gas and sewage charges)\*Calculated according to the meter readings for each room.
  - ③ Community Facility Fee (Telephone dial connection basic fee, National TV receiving fee, Garbage collection fee, Internet, cost of upkeep on the light bulbs in common spaces.)
  - ④ Optional good(s)/items(s) ordered and/or purchased according to resident's request.
- (2) When tenancy expires, invoices shall be issued by the office, which shall be regulated by the tenant before his/her departure date.
- (3) Each month of the year shall be deemed 30 days in calculation, including February.
- (4) Tenancy for less than one-month in length shall be calculated on a daily basis.
- (5) The resident is not obligated to pay the room cleaning fee when vacating the room. However, in the event of transferring between residences without reaching 2 years of maximum term, the amount of room cleaning shall be paid by the resident.
- (6)The charges and fees listed in the applicable list are subject to change.

#### **6. INTERNET:**

- (1) The Internet modem is installed in each room as a standard fixture.
- (2) The Wireless LAN modem is installed in library.
- (3) The office shall not take any responsibility for whatever situation may arise from the status of the service or the connection lines.
- (4) The user is to use anti-virus software on his/her responsibility before stating the service.
- (5) The user shall not remove communications equipment from its designated place.
- (6) The user shall not perform any acts through the internet access service that disadvantage any third party, infringe copyright, or undermine public order and morals.
- (7) If the office judges that such acts have been committed, the office can make a full investigation without seeking the permission of the user. If the police request information, the office shall comply with such a request at their discretion.
- (8) The user shall follow the guidance given on the use of the Internet access service, if provided by the office. The service may be terminated immediately if the user fails to follow such guidance.

#### **7. IN CASE OF EMERGENCY:**

- (1) In the event of an emergency outside office hours, instructions shall be obtained from the office after the state of emergency has passed.
- (2) The JST House is furnished with emergency stairs on each floor, for which the map and usage instructions provided on the door in the resident's room, shall be perused and thoroughly understood.

#### **8. PARKING VEHICLES AND BICYCLES:**

- (1) The resident and/or his/her guests shall not keep/park his/her vehicle(s) on JST House property without the permission of the office.
- (2) Motor vehicles must be parked completely within designated areas.
- (3) Use of visitors/guest parking must be informed to the office or the security. Uninformed vehicles will be towed

away at vehicle owner's expense.

- (4) The resident shall be responsible for parking his/her bicycle(s) in the bicycle-parking site of JST House.
- (5) Private bicycle shall be register to the office and label an authorized sticker at the designated position. The resident must not leave/keep the private bicycle within JST House after his/her termination of occupancy.
- (6) The office takes no responsibility for any accidents involving motor vehicle(s) and bicycle(s) or for theft thereof in any case.

#### **9. COMMON AREAS AND HALLWAYS:**

- (1) Private property must not be left either in the common areas and hallways.
- (2) Unregistered publication at the office is not allowed in the library. Contribution towards the library shall be accepted at the office.
- (3) Use of any equipment in common spaces shall be limited to the resident and their guests (the office authorizes). Unauthorized visitor who enters the building for a short time visit is not allowed to use any equipment in common spaces without the office permission.
- (4) Use of the common rooms shall be based on each regulation approved by the office.

#### **10. RESIDENT'S OBLIGATIONS:**

- (1) If a resident intends to be absent from his/her room overnight(s), he/she is required to notify the office in advance.
- (2) If a third person(s) is to accommodate in the room, the resident must notify the office of their names and the period of time involved in advance.
- (3) The resident must not disclose his /her mailbox code number to others.
- (4) The residents will be responsible for the safekeeping of the room key and remote control (for Ninomiya House). Copying keys or lending them to a third party is strictly prohibited. The loss and damage of keys must be reported to the office immediately.
- (5) The resident must not repair or remodel JST House equipment, room furniture or electrical goods; the damage, loss or theft of which shall be reported to the office promptly.
- (6) The resident must pay for loss, damage, consequential damages, or cost of repairs, replacement or service in the JST House due to a violation of the rules, improper use, negligence, or intentional conduct by the resident, his/her invitees, guests, or occupants.
- (7) The resident shall be responsible for any damages incurred by him/herself or their guests.
- (8) The furnishings and apparatuses provided in the building or room, may neither be removed nor loaned to a third party, and shall only be used for their originally intended purposes.
- (9) The resident acknowledges the importance of good house-keeping, adequate ventilation, and moisture control in its use of the room.
- (10) The room must not be used other than for residential purposes.
- (11) For the reason of fire-safety, the resident shall use only the heating equipment provided in his/her room; Hence, neither kerosene heaters, nor gas heater are permitted. Also, private property must not be placed in front of room-entrances and in hall ways in the building.
- (12) In the case that an \*infectious disease has occurred or is suspected to have occurred, the user must notify the office immediately and follow the instructions given by the office (\*SARS, dysentery, tuberculosis, etc.)
- (13) In the case that a \*harmful-insect infestation has occurred, the user must notify the office immediately and follow the instructions given by the office (\*lice, mites, fleas, etc.)

#### **11. LIABILITY:**

- (1) The office takes no responsibility for private belongings whatsoever. Insuring private belongings against fire is strongly suggested.
- (2) The JST House may terminate the contract with the resident for any violation of the rules or failure to pay bills.
- (3) The cosigner (host researcher) is obligated to pay rents and compensation for any damages incurred by the resident over the term of residency, if the resident refuses to pay.
- (4) The office takes no responsibility whatsoever for any troubles between residents.
- (5) Any modifications on application forms that have already been submitted during the residency if applicable, the resident must notify the office immediately and also the necessary documents shall be submitted to the office.
- (6) The office will make no compensation for any physical and/or mental injuries that may have been caused by the structure or functions of the equipment and/or room of JST House.
- (7) Participation fee paid for an event hosted by JST House will not be refundable for any reason.
- (8) The office takes no responsibility if an accident occurs during any of the events.
- (9) The office is not liable for costs incurred to the resident as a result of residential misconduct, negligence, improper use or violation of the rules.

**12. HANDLING OF WASTE:**

- (1) The waste must be placed in the allocated place.
- (2) The waste is to be separated into combustibles, non-combustibles and recyclables.
- (3) The office takes no responsibility for the garbage that has been disposed of.
- (4) Oversized garbage is not collectable without the specified seal sold at the office.

**13. PROHIBITION:**

- (1) Making undesired sound and vibrational noise causing mental/physical disturbances to other residents and neighborhood are strictly prohibited.
- (2) The resident is forbidden to bring any dangerous object(s) into JST House under any circumstances.
  - ①Any kind of gunpowder and chemicals, which may cause an explosion.
  - ②Any kind of chemicals, which may cause fire at room temperature.
  - ③Guns, swords and all other dangerous items.
  - ④Any kind of items, which may harm others.
  - ⑤Any kind of items, which are forbidden to be possessed under Japanese law.

**14. NOISE POLLUTION:**

Motorcycle-gangs may sometimes cause loud disturbances outside JST House, which the resident is requested to understand, are out of the control of the office.

**15. PET POLICY:**

Animals are not allowed to be in the room or JST House building except for guide dogs accompanied by sight-impaired persons.

**16. NON-SMOKING POLICY:**

Smoking is not permitted anywhere within the JST Houses, including residential rooms, except balcony and patio areas where it is well-ventilated with fresh air.

I hereby swear that I will observe all the rules and regulations concerning the use of JST House, upon obtaining residency approval. The undersigned hereby agrees to strictly respect the above regulations 1 through to 16.

Room Number:

#

Resident's Name(print):

Resident's Signature:

Host Researcher's Signature:

Host Researcher's Home Telephone Number:

Host Researcher's Mobile Number: