

## For Those Moving into Rental Housing of JKK Tokyo

### Information on the Institutional Guarantee System of Tokyo Kosha Jutaku Service

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#### 1 Introduction

The Tokyo Kosha Jutaku Service (hereinafter, "Tokyo KJS" or "we") was established with the primary purpose of providing debt guarantees for rent and common service fees for residents moving into housing managed by the Tokyo Metropolitan Housing Supply Corporation (hereinafter, "JKK Tokyo"). In January 2009, we reformed our previous corporate structure from a limited company, and continuously operate as a general incorporated foundation. Our objective is to conduct business with consideration for JKK Tokyo's public interest mission, thereby contributing to the stability of Tokyo residents' housing and the promotion of their welfare.

#### 2 What is Institutional Guarantee?

When moving into JKK Tokyo's rental housing, a debt guarantee for rent, common service fees, etc. (hereinafter, "rent, etc.") is required. JKK Tokyo has introduced an "Institutional Guarantee System" to guarantee debts related to rent, etc., and adopts a method where residents can choose between utilizing the institutional guarantee or providing a personal joint guarantor.

As a guarantee institution, Tokyo KJS have undertaken guarantee entrustments from a large number of individuals to date. The screening for entrustment also conforms to JKK Tokyo's resident eligibility screening, and you can utilize it through a simple procedure. We earnestly request that you consider using our institutional guarantee.

\* This system is purely a temporary advance of funds; therefore, any debts temporarily covered by Tokyo KJS must be repaid.

#### 3 Conditions for Use

If you choose to use the institutional guarantee, you will enter into a guarantee entrustment agreement with Tokyo KJS and pay a prescribed "guarantee fee." The guarantee fee will be paid monthly "along with your rent, etc." (via bank account transfer)

The individuals whose guarantees we undertake are those who fall under the following:

- ◆ Those newly moving in ..... who have passed the JKK Tokyo's resident eligibility screening (income aggregation allowed)
- ◆ Those who have already moved in ..... who, in principle, have no outstanding payments and satisfy the "Guarantee Acceptance Monthly Income Standard" (see "Appendix")

#### 4 Guarantee Fees

Tokyo KJS offers two types of guarantee entrustment plans: the "Rakuraku Start Anshin Plan," which does not require an initial security deposit, and the "Standard Plan," which requires a security deposit equivalent to two months' rent. You will select one of these plans and apply accordingly.

- (1) **Rakuraku Start Anshin Plan** ..... **Guarantee fee (monthly payment): 1.5% of rent, etc., no security deposit (●●-colored application form)**

\* Includes **non-life insurance service** (no additional cost involved). <Refer to separate attachment>

- ◆ "Personal liability insurance" with the guarantee contractor (resident) as the insured
- ◆ Insurance amount ¥10 million, deductible ¥30,000, settlement negotiation service available

- (2) **Standard Plan** ..... **Guarantee fee (monthly payment): 1.2% of rent, etc., and a security deposit equivalent to two months' rent (●●-colored application form)**

#### 5 Usage Procedures

- (1) Those newly moving in:

Tokyo KJS has entrusted the application procedures to JKK Tokyo, allowing you to conclude the guarantee entrustment agreement simultaneously with the residency eligibility screening.

- ① Please fill in your name and current address (address on your certificate of residence), etc., on the Guarantee Entrustment

Application Form and Guarantee Certificate, affix your registered seal, and submit them. As a copy of your registered seal certificate submitted to JKK Tokyo during the residency eligibility screening is already on file, there is no need to obtain a new one.

- ② For cohabitation applications involving combined income, the cohabitant with the highest income (other than the primary contractor) will be designated as a joint debtor under a joint contract. This requires the registered seal and one registered seal certificate from the joint contractor. A copy of the registered seal certificate submitted to JKK Tokyo during the residency eligibility screening will be accepted.

(2) Those who have already moved in:

- ① Tokyo KJS has delegated the procedures to JKK Tokyo; therefore, please complete the process at the "Help Desk" responsible for managing the housing you reside in.
- ② For concluding the guarantee entrustment agreement, please fill in your name and current address (address on your certificate of residence), etc., on the Guarantee Entrustment Application Form and Guarantee Certificate, affix your registered seal, and submit them along with your monthly income certificate and registered seal certificate (submission of a registered seal certificate is not required if already submitted to JKK Tokyo).
- ③ Those who have already concluded a guarantee entrustment agreement with Tokyo KJS are, in principle, not eligible to apply.

## 6 Matters to Acknowledge

The Guarantee Certificate will be prepared at JKK Tokyo's counter when you visit for contract procedures, and you will submit it to JKK Tokyo.

## 7 Guarantee Responsibility

If rent and common service fees are significantly overdue, JKK Tokyo will initiate prescribed procedures, such as termination of the housing lease agreement. Consequently, JKK Tokyo will demand that Tokyo KJS fulfill its guarantee obligations. Therefore, Tokyo KJS will pay the arrears within the scope of the guarantee (\*) on behalf of the resident. However, please be aware that this does not exempt the resident from their debt (the obligation to pay arrears of rent and common service fees, etc.). After Tokyo KJS makes the payment to JKK Tokyo, you will be required to repay Tokyo KJS.

\* Scope of Guarantee

- ◆ **Rakuraku Start Anshin Plan** ..... Rent and common service fees (up to 24 months' worth) and associated late payment damages; restoration costs (up to 3 months' worth of rent, etc.); and removal costs for remaining property (up to 3 months' worth of rent, etc.)
- ◆ **Standard Plan** ..... Rent and common service fees (up to 24 months' worth) and associated late payment damages

## 8 Change from Individual Guarantor to Institutional Guarantee

You can change from an individual joint guarantor to Tokyo KJS's institutional guarantee (Standard Plan). If you wish to make this change, please complete the procedure at JKK Tokyo's "Help Desk" responsible for managing the housing you reside in.

**Please be aware that changes to the "Rakuraku Start Plan" are not permitted.**

### Appendix: Guarantee Acceptance Monthly Income Standard (Revised November 1, 2015)

Rent	Monthly income standard	
	With cohabitants	Single occupancy
Less than ¥60,000	4 times the rent or more	4 times the rent or more
¥60,000 or more and less than ¥90,000		¥240,000 or more
¥90,000 or more and less than ¥120,000	¥360,000 or more	¥300,000 or more
¥120,000 or more	¥400,000 or more	