

Information and Application for Bedding Lease Service

Welcome to Tokyo International Exchange Center (TIEC)!

You need a basic bedding set(s) for your bed(s) in your room. There are following three ways to prepare.

1. If you are already in Japan and have your own bedding, just bring yours with you.
2. Purchase a set of bedding for yourself.
⇒ For purchasing, please read the attached sheet "How to buy bedding in Japan".
3. Use bedding lease service at TIEC. (For a fee)
⇒ Please read “Terms and Conditions for bedding lease service at TIEC” thoroughly, fill out the attached form “Application for Bedding Lease Service”, and send the email with completed application form to TIEC Administration Office.

“Terms and Conditions for bedding lease service at TIEC”

1. Period of service: **One year (12 months) from the first day of residence permit**

Example)

If the first day of entrance permit is April 1st, 2020, the last day of the service is March 31st, 2021.

If the first day of entrance permit is April 15th, 2020, the last day of the service is March 14th, 2021.

2. Service fee: **7,000 yen (tax included) per single-sized bed.**

Note 1: Each bed needs one bedding set (there are two beds in Hall C, three in Hall D).

2: It is no refundable in case of cancellation during the contract period.

3: You cannot cancel after you apply for bedding lease. After being applied, cancellation fee is to be charged (2,000 yen (tax included) per single-sized set).

3. Contents of the Bedding and linens

A comforter, a blanket, a pillow, a bed pad, two comforter covers, two bed sheets, two pillow cases

4. Application deadline: **10 days before the expected moving day**

5. Payment method : Please transfer the fee to the following bank account **within 10 days after you move to TIEC.**

Note 1: Most ATMs at the banks or convenience stores have the multilingual instruction on the screen. However, if you find it difficult, please go to the bank counter to transfer the fee.

2: Bank transaction fee will be charged.

6. Account information

Name of the bank:	Sumitomo Mitsui Banking Corp. (SMBC)
Name of the branch:	Kamata-Nishi Branch
Type of account:	savings account
Account number:	5433416
Name of the account:	カ) コヤマシヨウカイトウキョウシテン
Name of the client:	your room number, your name (essential)

7. Payment deadline: **Within 10 days after you move to TIEC**

8. Obligation for return

Bedding and lines must be returned by the end of the service period.

9. Obligation for compensation

Any damage to or loss of bedding and linens must be compensated at cost.

10. Extension of the service

Extension fee: 3,500 yen (tax included) per single-sized set

Period of extension: one year from the month of extension permit.

Example)

When you get permission for extension in July, 2020, the service ends at the end of June, 2021.

11. Inquiries: TIEC Administration Office

Phone : 03-5520-6000 / FAX : 03-5520-6010

E-mail : tiec@klp.ne.jp

Application for Bedding Lease Service

I read and fully understood the above conditions and apply for bedding lease service.

Number of set:

Room No.:

Name:

Date: From the first day of residence permit for one year (12 months)