

[Permanent Reference] Corporate Lease Checklist

Corporate Housing Regulations Confirmation Items

Confirm Corporate Housing Regulations	Procedure contact window, responsible person, contact information (whether a corporate housing agency is involved) Is a specific real estate agent designated?	
Property Restrictions	Is there a rent cap? Is there a personal rent contribution amount? Is there a cap on initial contract costs? Is there a personal contribution amount for contract costs? Are there area restrictions for the property? Is there a restriction on the property's age? Are there restrictions on the total floor area? Are there layout restrictions? Are there structural restrictions on the property (wooden, steel frame, reinforced concrete)?	
Contract Terms	Are fixed-term leases prohibited? Are individual landlords prohibited? Can the necessary documents for screening be submitted? 1. Company registration certificate 2. Copy of the company's financial statements 3. Company seal certificate 4. Seal certificate of the company representative 5. Tenant's ID 6. Tenant's employee ID Can a guarantor or guarantee company be provided? Is fire insurance in the company's or individual's name? Is the fire insurance cost borne by the company or the individual? Is the fire insurance from a company-designated provider?	
Moving	Can the tenant receive the keys personally?	

Corporate Lease To-Do List

1	Apply for corporate housing through the relevant department (e.g., General Affairs). Obtain the "Corporate Housing Regulations" from the relevant department.	
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3	Review the "Corporate Housing Regulations" to confirm the requirements for using corporate housing.	
4	Schedule the process considering it takes about three weeks from application to contract.	
5	Check property requirements and search for properties on portals like SUUMO.	
6	Contact the real estate agencies listing the properties of interest.	
7	Share the contents of the Corporate Housing Regulations with the real estate agent and have them pre-select suitable properties.	
8	Have 4-5 properties ready for viewing.	
9	Bring the Corporate Housing Regulations, personal ID, and employee ID to the viewings.	
10	Immediately inform the company's responsible person or the corporate housing agency after applying for a property.	
11	Confirm if an explanation of important matters and the restoration guidelines is required.	
12	Confirm whether the tenant can personally receive the keys and if a seal is needed.	
13	Confirm the deadline and recipient for notifying the moving date.	