Japan Culinary Institute

Housing Request

1. Apartment Overview

Apartment OG

Apartment OG is a traditional Japanese-style apartment located on a hill just a 2-minute walk from the school. We offer both one-bedroom and two-bedroom accommodations.
The apartment is located on the second floor.
In the two-bedroom units, the rooms are separated by fusuma (traditional Japanese sliding doors made of wood and paper) rather than solid walls. Because of this, sounds may travel between rooms, and complete privacy cannot be guaranteed.

>>> View photos of the apartment

Apartment NM

Apartment NM is located on a scenic hillside approximately a 7-8 minute walk from the school, offering beautiful panoramic views of Atami City and the ocean.
This traditional Japanese-style house is an excellent choice for friends, couples, or families traveling together. The house features three sleeping areas: Room A, Room B, and Room C.

[Rooms A & B]

Rooms A and B are adjoining bedrooms connected by an internal door. Each room has its own lockable entrance, making them ideal for friends or family members staying together. They are also suitable for a single guest who would like additional space by using both rooms.
Guests reserving this option will have exclusive use of both Room A and Room B.

[Room C]

Room C is a bright and spacious bedroom separated from the dining and kitchen area by curtains instead of solid walls. As a result, sounds from the shared living area may be heard, and complete privacy cannot be guaranteed.

[Entire House Rental]
The entire house can also be reserved for exclusive use, making it an ideal option for families or groups who would like complete access to the property.

>>> View photos of the apartment

2. Room Details

Rooms are either **Japanese-style (tatami mats with futons or beds)** or **Western-style (with beds)**.
Rooms are assigned on a first-come, first-served basis; you cannot choose your room based on preference.
The kitchen is a compact space equipped with basic tableware, cooking utensils, a refrigerator, and a microwave oven.
Smoking is prohibited throughout the entire building (including balconies, hallways, and outdoor areas). **Cleaning during your stay is the responsibility of each resident**.
For hygiene reasons, JCI Apartments **does not provide personal linens such as sheets (duvet covers and mattress covers), pillowcases, or towels**. Please bring your own, including spares for laundry.
We also offer linen rentals (sheets, towels, etc.) for those who wish to use them. Please note, however, that these are not new items but rather linens that have been washed regularly.
A washing machine is provided. Please wash the linens before returning them upon checkout.

Japan Culinary Institute

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3. Optional Housekeeping

Housekeeping is available for **$80 per visit**. The services include the following:
- Floor cleaning
- Dishwashing and cleaning of the dining area
- Cleaning of the bathroom and toilet
- Cleaning of the balcony
- Sheet-Only Laundry and replacement of linens
- Restocking of toilet paper
- Trash disposal

If you wish to use this service, please indicate so on the **apartment application form**.
Cleaning
We will notify you individually regarding the schedule.

4. Fees and Payment

Basic utility fee: **$35 per person per week** (for stays of 1–7 nights). Please pay this along with your apartment rent.
Water, gas, and electricity charges will be billed separately based on actual usage.
If your usage exceeds the basic fee, a separate invoice will be issued for the excess amount.
Please pay this amount in cash at the school office by Tuesday of the final week.
Water and electricity are limited resources. Please use them sparingly.
A cleaning fee of $150 is required upon checkout.

5. How to Apply

When applying, please fill out the relevant sections of the **apartment application form** and submit it to your assigned counselor.

6. Payment (Transfers in USD)

Recipient: LA DOVINA CO LTD
Account Number: 2700108718
Address: 5-15-20-702 Minami-Azabu, Minato-ku, Tokyo 106-0047, Japan
Bank Name: SUMITOMO MITSUI BANKING CORPORATION (SMBC)
SWIFT/BIC code: SMBCJPJT or SMBCJPJTXXX

Japan Culinary Institute

Housing Request Form

From October 30, 2025

Personal Information

Last Name | **First Name** | **Gender** ---

Nationality (passport) | **Date of Birth (dd/mm/yyyy)** | **Place of Birth (City, State)**

(Home address) Street and Number | **City** | **State**

Zip/Post Code | **Country** | **E-mail**

Home Telephone | **Cell phone**

Housing Preferences - Shared Apartments (prices in USD / $)

Type of Accommodation:
Description

(1) Single room in a shared apartment (+ Utility Basic Charge)
The apartment is shared with others, but you will have your own private bedroom.

(2) Single Apartment (+ Utility Basic Charge)
For single occupancy

(3) 2-bedroom apartment with dining kitchen (for single occupancy) (+ Utility Basic Charge)
Exclusive use of the apartment

(4) 2-bedroom apartment with dining kitchen (for two occupants) (+ Utility Basic Charge)
1-bedroom per person, dining kitchen *area is shared*

(5) Single room in a shared apartment (+ Utility Basic Charge) *(* Apartment NM, room C)*
The apartment is shared with others, but you'll have your own private bedroom separated by a curtain.

(6) 3-bedroom apartment with dining kitchen (Use of 2 *adjoining bedrooms*) (+ Utility Basic Charge)
1 or 2 people share 2 adjoining bedrooms (Apartment NM, room A&B use)*

(7) 3-bedroom apartment with dining kitchen (Entire House Rental) (+ Utility Basic Charge)
Exclusive use of the apartment (up to 3 occupants*) (* Apartment NM)*

I prefer to stay in a:

☐ **(1) Single room** ☐ **(2) Single Apartment** ☐ **(3) 2-bedroom apartment (for single)**
☐ **(4) 2-bedroom apartment (for two)** ☐ **(5) Single room (Apartment NM, room C)**
☐ **(6) 3-bedroom apartment (use 2 adjoining bedrooms for single or two)**
☐ **(7) 3-bedroom apartment (Entire House Rental for two or three)**

*No smoking throughout the building. *Pets are not allowed in the apartments.
*Please take off your shoes inside the apartment.

(Effective May 1, 2026)

Type / Duration	(1) (price + Utility Basic Charge)	(2) (price + Utility Basic Charge)	(3) (price + Utility Basic Charge)	(4) (price + Utility Basic Charge)
12 weeks	$ 3,600 + $ 420	$ 5,280 + $ 420	$ 6,000 + $ 420	$ 6,000 + $ 840
8 weeks	$ 2,400 + $ 280	$ 3,960 + $ 280	$ 4,800 + $ 280	$ 4,800 + $ 560
6 weeks	$ 1,800 + $ 210	$ 2,970 + $ 210	$ 3,600 + $ 210	$ 3,600 + $ 420
5 weeks	$ 1,500 + $ 175	$ 2,475 + $ 175	$ 3,000 + $ 175	$ 3,000 + $ 350
4 weeks	$ 1,200 + $ 140	$ 1,980 + $ 140	$ 2,400 + $ 140	$ 2,400 + $ 280
3 weeks	$ 1,000 + $ 105	$ 1,650 + $ 105	$ 2,000 + $ 105	$ 2,000 + $ 210
2 weeks	$ 800 + $ 70	$ 1,320 + $ 70	$ 1,600 + $ 70	$ 1,600 + $ 140
1 week	$ 500 + $ 35	$ 825 + $ 35	$ 1,000 + $ 35	$ 1,000 + $ 70
One day	$ 120 + $ 10	$ 180 + $ 10	$ 240 + $ 10	$ 240 + $ 20

Type / Duration	(5) (price + Utility Basic Charge)	(6) (price + Utility Basic Charge)	(7) (price + Utility Basic Charge)
12 weeks	$ 3,600 + $ 420	$ 7,200 + $ 420(840)	$ 9,000 + $ 840(1,260)
8 weeks	$ 2,400 + $ 280	$ 4,800 + $ 280(560)	$ 6,000 + $ 560(840)
6 weeks	$ 1,800 + $ 210	$ 3,600 + $ 210(420)	$ 4,500 + $ 420(630)
5 weeks	$ 1,500 + $ 175	$ 3,000 + $ 175(350)	$ 3,750 + $ 350(525)
4 weeks	$ 1,200 + $ 140	$ 2,400 + $ 140(280)	$ 3,000 + $ 280(420)
3 weeks	$ 1,000 + $ 105	$ 2,000 + $ 105(210)	$ 2,500 + $ 210(315)
2 weeks	$ 800 + $ 70	$ 1,600 + $ 70(140)	$ 2,000 + $ 140(210)
1 week	$ 500 + $ 35	$ 1,000 + $ 35(70)	$ 1,250 + $ 70(105)
One day	$ 150 + $ 10	$ 240 + $ 10(20)	$ 300 + $ 20(60)

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From
October 30, 2025

Duration

- from _____ **to** _____ **, for** _____ **weeks and** _____ **days** **Subtotal** _____ **USD**
(dd/mm/yy) **(dd/mm/yy)**

- Cleaning fee per session: $80 x _____ **sessions = Subtotal:** _____ **USD / Move-out cleaning fee: $150**

TOTAL (apartment fee + cleaning fee) _____ **USD**

Check-in times:
- ☐ Sunday Afternoon 1pm – 3pm
- ☐ Monday Morning 8am

(*For the other times, please contact JCI in advance)

Check-in Instructions:
Sunday 3pm / Monday 8am

Check-out times:
- ☐ Friday Afternoon 1pm – 3pm
- ☐ Saturday Morning 8am

Check-out Inspection:
Friday 3pm / Saturday 8am
(Apartment damage, cleaning, amenities, utilities)

If you have friends or family members staying with you, **please attach copies of their identification documents to your application**. Please note that you will be required to pay for their utilities at the JCI counter.

Guest name : _____

Duration : from _____ **to** _____ **. Relationship :** _____ **Number of guests :** _____

Other Information

Do you suffer from any illness, allergies, dietary problems? ☐ **NO** ☐ **YES (Please describe)**

_____

Do you have any other special request? Please describe.

_____

HOUSING RULES AND REGULATIONS

Please follow the rules below during your stay:

1. **Check-in & Check-out**
   - Please arrive and leave at the time you booked.
   - For other times, please contact JCI as soon as possible in advance. Last-minute requests may not be accommodated.

   Please check in on your scheduled date. If you are using the key box check-in system, please discuss the check-in procedure at the time of booking.
   On the Monday following your check-in, please conduct an inventory check with a staff member and sign the check-in form.

2. **Stay Period**
   - Your stay is limited to the dates you booked.
   - For extensions, please ask JCI staff. Please contact JCI as early as possible in advance. If you contact us at the last minute, we may not be able to accommodate you.

3. **Refund Policy**
   - Once a student arrives in Japan, NO REFUND will be made under any circumstances if the student decides to cancel, change, or vacate an assigned apartment.

4. **Prohibited Actions**

   The following actions are prohibited. Violators will be required to leave immediately.
   Please note that even in the event of eviction, no refunds will be issued for any prepaid accommodation fees.

   - Smoking indoors or outdoors
     Smoking is prohibited inside apartments, on balconies, in hallways, and throughout the premises. If you need to smoke, please do so in a public area outside your apartment where smoking is permitted, or outside the JCI School grounds. Smoking in these prohibited areas or discarding cigarette butts there will result in immediate eviction from the apartment. Smoking on JCI school grounds will result in immediate expulsion. (Smoking is permitted outdoors in front of the JCI entrance only when using a portable ashtray.)
     Please follow the rules and enjoy your stay in Japan.

   - Loud noise after 10:00 PM
   - Unauthorized guests, overnight stays by unauthorized quests
   - Removing or damaging property

5. **Trash Disposal**
   - Please purchase the **official Atami city trash bags**. These are the yellow bags sold at supermarkets and convenience stores.
   - Sort your trash and place it in the designated area.
   - For more details, please ask the check-in staff. Please refer to the separate guide.

6. **Cleaning & Property Care**
   - Clean shared and private spaces yourself.
   - Report any damage to JCI staff immediately.

7. **Valuables**
   - Keep your valuables safe.
   - The facility is **not responsible** for theft or loss.
   - Since the doors to the private rooms in the apartment do not have locks, please keep your valuables in your suitcase and take responsibility for them yourself.

8. **Emergencies**
   - In case of fire or earthquake, follow the posted evacuation routes and leave quickly.

HOUSING RULES AND REGULATIONS

9. Check-out

- Don't forget your belongings.
- If your room is dirty or if any room furnishings or equipment are damaged, you will be charged separately for cleaning and repair costs.
  Please cover any damages through your liability insurance policy.

10. Utilities

- Utilities (electricity, gas, and water) cost $35 per week. Please pay the full amount at the time of registration.
- If your usage exceeds the allotted amount, you will be billed separately for the excess; please pay the school office.

11. No Pets Allowed

- In this apartment, you are not permitted to keep dogs, cats, birds, goldfish, or any other animals.

12. No Shoes Allowed Indoors

- In Japanese homes, people take off their shoes before entering.
- Please be sure to take off your shoes at the entrance.
- If you walk around in your shoes and dirty the room, the landlord may seek compensation from you.

Notes

- These rules may change. Updates will be announced in advance.
- Ask staff if you have any questions.

I have read and agree to the HOUSING RULES AND REGULATIONS.

Signature **Date**