



1. Apartment Overview

This is a traditional Japanese-style apartment.

In the case of a 2-bedroom apartment, the rooms are divided by fusuma (sliding doors made of wood and paper) instead of solid walls. Some sound can be heard between rooms, so complete privacy is not guaranteed.

2. Room Details

Rooms are either **Japanese-style (tatami floor with futon bedding)** or **Western-style (with a bed)**. Assignment is on a first-come, first-served basis and cannot be chosen.

The kitchen is a **small kitchen** with basic tableware, cooking utensils, and a microwave.

The entire building, including balconies, hallways, and outdoor areas, is **non-smoking**.

During your stay, **cleaning is the responsibility of each resident**.

3. Optional Housekeeping

Housekeeping is available for **USD 80 per visit**, including:

- Floor cleaning
- Dishwashing and dining area cleaning
- Bathroom and toilet cleaning
- Balcony cleaning
- Linen washing and replacement
- Toilet paper restocking
- Garbage disposal

If you wish to use this service, please indicate it on the **apartment application form**. Cleaning schedule will be notified individually.

4. Fees and Payment

Utility Basic Charge: **USD 35 per person per week** (for 1–7 nights), to be paid together with the apartment fee.

Water, gas, and electricity are charged separately based on actual usage.

If your usage exceeds the amount covered by the Utility Basic Charge, any additional charges will be invoiced separately and should be paid at the school office by Tuesday of the final week.

Water and electricity are limited resources. Please use them wisely.

USD 150 cleaning fee is required.

5. How to Apply

To apply, complete the relevant section of the **apartment application form** and submit it.

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





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)
For single occupancy
 - (4) 2-bedroom apartment with dining kitchen (for two occupants) (+ Utility Basic Charge)
For two occupants
 - (5) 2-bedroom apartment with dining kitchen (for four occupants) (+ Utility Basic Charge)
For four occupants

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) 2-bedroom apartment (for four)

*No smoking throughout the building. *Pets are not allowed in the apartments.

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Type	(1) (price + Utility Basic Charge)	(2) (price + Utility Basic Charge)	(3) (price + Utility Basic Charge)	(4) (price + Utility Basic Charge)	(5) (price + Utility Basic Charge)
12 weeks	\$ 3,600 + \$ 420	\$ 4,800 + \$ 420	\$ 6,000 + \$ 420	\$ 6,000 + \$ 840	\$12,000 + \$1,680
8 weeks	\$ 2,400 + \$ 280	\$ 3,600 + \$ 280	\$ 4,800 + \$ 280	\$ 4,800 + \$ 560	\$ 9,600 + \$1,120
6 weeks	\$ 1,800 + \$ 210	\$ 2,700 + \$ 210	\$ 3,600 + \$ 210	\$ 3,600 + \$ 420	\$ 7,200 + \$ 840
5 weeks	\$ 1,500 + \$ 175	\$ 2,250 + \$ 175	\$ 3,000 + \$ 175	\$ 3,000 + \$ 350	\$ 6,000 + \$ 700
4 weeks	\$ 1,200 + \$ 140	\$ 1,800 + \$ 140	\$ 2,400 + \$ 140	\$ 2,400 + \$ 280	\$ 4,800 + \$ 560
3 weeks	\$ 1,000 + \$ 105	\$ 1,500 + \$ 105	\$ 2,000 + \$ 105	\$ 2,000 + \$ 210	\$ 4,000 + \$ 420
2 weeks	\$ 800 + \$ 70	\$ 1,200 + \$ 70	\$ 1,600 + \$ 70	\$ 1,600 + \$ 140	\$ 3,200 + \$ 280
1 week	\$ 500 + \$ 35	\$ 750 + \$ 35	\$ 1,000 + \$ 35	\$ 1,000 + \$ 70	\$ 2,000 + \$ 140
One day	\$ 120 + \$ 10	\$ 180 + \$ 10	\$ 240 + \$ 10	\$ 240 + \$ 20	\$ 480 + \$ 40

Duration

from _____ to _____, for _____ weeks and _____ days TOTAL _____ USD
(dd/mm/yy) (dd/mm/yy)

- For other times,
please contact
JCI in advance.

Check-in

- Thursday before the course starts: 3:00 p.m.
 Monday of the week the course starts: 8:00 a.m.

Check-out

- Thursday: 8:00 a.m.
 Thursday: 3:00 p.m.

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.

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
- Loud noise after 10:00 PM
- Unauthorized guests
- Removing or damaging property

5. Trash Disposal

- Please purchase the **official Atami city trash bags**. They are sold at supermarkets, convenience stores, and similar locations.
- Sort your trash and place it in the designated area.
- See the separate guide for details.

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.

8. Emergencies

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

9. Check-out

- Don't forget your belongings.
- If the room is dirty or damaged, cleaning and repair costs will be deducted from your security deposit. Please cover any damages through your liability insurance policy.

10. Utilities

- If electricity, gas, or water usage exceeds the specified amount, any additional charges will be invoiced separately and should be paid at the school office.

11. No Pets Allowed

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

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 Accommodation General Conditions and request accommodation.

Signature

Date

