

Pre-Move Checklist

Prepare for moving at least one month before moving date.

	Things to do	Section	Completion Date	Due Date
<input type="checkbox"/>	Inform moving out	Resident Manager/ Landlord		One month before moving
	Submit moving notice		/	
	Sign up for room inspection		/	
<input type="checkbox"/>	Book a mover	Mover	/	
<input type="checkbox"/>	Submit moving-out notification	City Office (before moving)	/	Two weeks before moving
	Present my number notification card			
	Obtain moving-out certificate (Tenshutsu Todoke Shomeisho)			
	Get tax exemption certificate (Hikazei Shomeisho)			
	Settle NHI account and return the NHI card if you move to another city.			
<input type="checkbox"/>	Inform new address			One week before moving
	<input type="checkbox"/> SMBC (9am-3pm)	Roppongi Branch	/	
	<input type="checkbox"/> JP BANK (9am-4pm)	Local Branch	/	
	<input type="checkbox"/> Post Office (9am-5pm)	Local Branch	/	
	<input type="checkbox"/> Credit Card Call customer service and ask English speaking representative.	SMBC Credit Card Company Phone: 03-5392-7351	/	
	<input type="checkbox"/> Mobile Phone Company		/	
	<input type="checkbox"/> Internet Service Provider		/	
	<input type="checkbox"/> Electric Power Company	TEPCO	/	
	<input type="checkbox"/> Water Company	Waterworks Department at City Office	/	
	<input type="checkbox"/> Gas Company		/	
<input type="checkbox"/>	Submit address change form and update Student ID card	AST	/	Within one week after moving
<input type="checkbox"/>	Bring updated resident card	Student Office	/	
<input type="checkbox"/>	Change commuter route on Student Commuter Pass Issuance Card		/	
<input type="checkbox"/>	Submit moving-in notification	City Office (after moving)	/	Within two weeks after moving
	Update resident card			
	Update my number notification card			
	Submit moving-out certificate (Tenshutsu Todoke Shomeisho)			
	Submit tax exemption certificate (Hikazei Shomeisho)			
	Update NHI card or apply for NHI card			
	Request for reduction in national health insurance premium			

※ Necessary procedures may vary based on your accommodation, contracts with landlord and vendors.