

## KBS House Information

**Location: 2-33-28 Hiyoshi-honcho, Kohoku-ku, Yokohama 223-0062**

\*You may not send any parcels before move-in date. Do not send any parcels or mails to KBS Office.

\*There's no intercom at KBS House. Therefore, you may need active mobile phone to make arrangements with delivery persons when receiving any parcels or registered mails.

KBS House is the school-owned housing for international exchange students. It provides comfortable living space within 10-minute walking distance to and from Hiyoshi campus, with various restaurants and retail stores along the way.



### (1) How to Apply

KBS House accommodates up to 15 students, in its 13 single rooms and a suite room (for 2). To apply, complete the "Application Form for KBS House Winter 2017" and send it by email to: Graduate School of Business Administration, Keio University  
email: [kym-kbs@adst.keio.ac.jp](mailto:kym-kbs@adst.keio.ac.jp)

Application deadline is **Friday, November 10, 2017**. Late submissions will not be accepted.

### (2) Check-in Policy

All tenants must check in **on Tuesday, January 9, 2018**. Room keys will be released at the mandatory orientation session scheduled on 10:30 a.m. the same day.

Check-out date is **Friday, March 23, 2018**. You may check out earlier by request. Check-out is permitted Monday through Friday only, and only during the office is open. No check-out is allowed on weekends or holidays. Extension of stay beyond March 23 will not be granted, no exceptions. Room assignments will be made by KBS Office.

### (3) Rent

Tenants are required to pay monthly rent by the fifth day of each month. We accept payment either in cash or by credit card (VISA or MasterCard).

#### Single Room

60,000 yen per month per tenant, including utilities (gas, electricity and water).

Prorated rent is 2,000 yen per day when a tenant only occupies unit for a fraction of a month.

#### Suite Room (for 2 persons)

50,000 yen per month per tenant, including utilities (gas, electricity and water).

Prorated rent is 1,700 yen per day when a tenant only occupies unit for a fraction of a month.

### (4) Furnishings

Each room is furnished (see below). **Smoking is NOT permitted.** Tenants must compensate for any damages incurred. Tenants are responsible for expendable supplies (tableware, toilet paper, towels, etc.).



#### Furnishings in each room:

Desk, chair, bed, bed linens (pillow, pillow case, bed sheets, blanket, quilt), bath, toilet, air conditioner, refrigerator, internet access (**NO WIFI available, LAN-cable access ONLY**)

#### Lounge on 2<sup>nd</sup> floor:

Pots and pans, microwave oven, toaster, refrigerator

#### Laundry room on 2<sup>nd</sup> floor:

Washing machines, drying machines, vacuum cleaner, iron



#### **\*\*Bed sheets**

Put your bed sheets into the blue box on the 1<sup>st</sup> floor and pick up new ones nearby the box. New sheets are ready once a month.

### **(5) Guests**

No overnight guests are allowed at any time. If a tenant violates the rules of KBS House, he/she will be asked to vacate the room (see the Rules on Living in the KBS House).

### **(6) Phone Numbers**

KBS Administration Office: 045-564-2441

Fire Brigade / Ambulance: 119

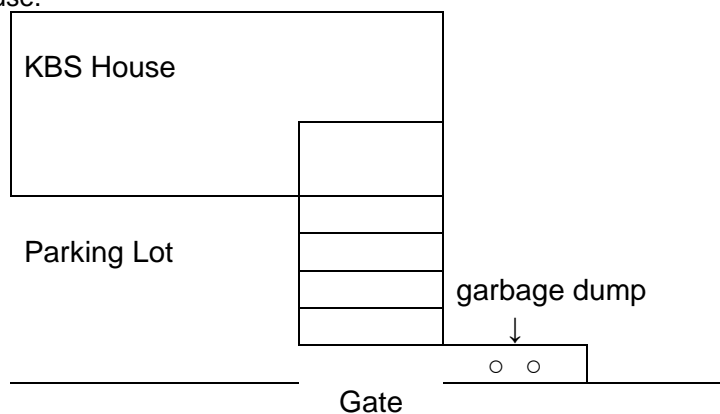
Police: 110

For further information, please contact the administration office.

### **Rules on Living in the KBS House**

1. Tenants should register at the administration office to receive room keys and obtain necessary information about the KBS House.
  
2. Maximum length of stay is limited to one (1) school term. Extensions are not permitted.
  
3. **Tenants are required to pay monthly rent by the tenth day of each month.** Payments should be made either in cash or by credit card (VISA or MasterCard). Tenants are required to pay monthly rent by the tenth day of each month.
4. There are no telephones in KBS House. Therefore, we suggest you to bring/rent a mobile phone or use skype phone during your stay in Japan.
  
5. Utility bills, including gas, electricity and water, shall be paid by Keio Business School. Please use your utilities wisely.
  
6. Pets are not allowed.
  
7. **Smoking is not allowed on the premises, including balconies.**
  
8. **Parties are not allowed after 10 pm on both weekdays and weekends.**
  
9. For safety reasons, oil stoves are prohibited in KBS House.
  
10. Do not leave personal belongings (bicycle etc.) in front of KBS House.
  
11. Tenants are required to do his/her own bed making and room cleaning.

12. Alterations to the interior are not allowed (e.g. painting, wall papering).
13. Tenants shall be liable for any accidental or intentional damage to the room and its furnishings. Replacement and repair shall be at the tenant's expense.
14. Should electricity, water, and other facilities cease to function, please report to the administration office.
15. In case of emergency or serious accident, contact the administration office (045-564-2441), or call the police (110) or fire brigade/ambulance (119).
16. Keio Business School reserves the right to evict tenants for the following reasons:
  - 1) Causing serious damage to the premises that interferes with efficient management and maintenance;
  - 2) Accommodating guests without permission;
  - 3) Subletting the unit; or
  - 4) Other inappropriate deeds and conducts.
17. Please put cans/bottles and other garbage/trash separately in garbage bins in front of the House.



18. When checking out the room, each tenant is requested to clean up the room (the room should be the same condition as it was when he/she moved in) and return the keys to the administration office.
19. Tenants must report any lost key to the administration office promptly. Tenants bear the replacement cost for keys (10,000 yen for card key and 2,000 yen for room key).