

TOHOKU UNIVERSITY EMERGENCY STUDENT HOUSING GUIDEBOOK



1. Emergency Student Housing Overview

I. Naming

Tohoku University Emergency Student Housing

*In general, "Emergency Student Housing" refers to housing facilities for students who were affected by the Great East Japan Earthquake. However, in order to maximize their usefulness, these dormitories may be rented out for a fee to international students.

II. Addresses

Sanjo Area: 981-0935 Sendai-shi, Aoba-ku, Sanjo-machi 19-1, Tohoku University Emergency Student Housing Rm.○○○

Kawauchi Area: 980-8576 Sendai-shi, Aoba-ku, Kawauchi 41, Tohoku University Emergency Student Housing Rm.○○○

Kamisugi Area: 980-0011 Sendai-shi, Aoba-ku, Kamisugi 6-3-2, Tohoku University Emergency Student Housing Rm.○○○

Nagamachi Area: 982-0011 Sendai-shi, Taihaku-ku, Nagamachi 8-6-10, Tohoku University Emergency Student Housing Rm.○○○

III. Management

JSB Co., Ltd. , (a private management company contracted by Tohoku University)

Contact: Tohoku University Emergency Student Housing Management Office
(Tohoku University, University House Sanjo II , Management Office)
19-1 Sanjo-machi , Aoba-ku, Sendai 981-0935
TEL 022-718-2021 FAX 022-341-6104
Office hours: 7:00am – 9:00 pm Weekdays

IV. Facilities

All rooms (15m²): desk (with 2 keys), chair, bed, closet, curtains, lamp, garbage can, laundry pole, air-conditioner, total heat exchanger (lossless)

Common area: wireless door-chime, bulletin board, postbox, exterior lighting, shoe-locker, motion-activated lighting, fire alarm, water heater, shower room, shower/toilet, ventilation fans, wash basin, air-conditioner, stove ventilation fan, induction heating stove, refrigerator, washing machines, microwave oven, electric rice cooker, television, television stand, upright vacuum, clock, table, chairs, cupboard, tool cabinet, umbrella stand, garbage can, fire extinguisher

* You must not make duplicate room keys or lend your room to others without permission. In the event that you lose your room key, you will have to pay for a replacement key and any construction costs if the lock or other door components need to be replaced. When moving out, you must return your key to the university.

*University staff or contractors may enter your rooms, in your presence, to perform routine inspections. We ask for your cooperation in this matter. In the event of an emergency, such as fire, staff may enter your room without permission.

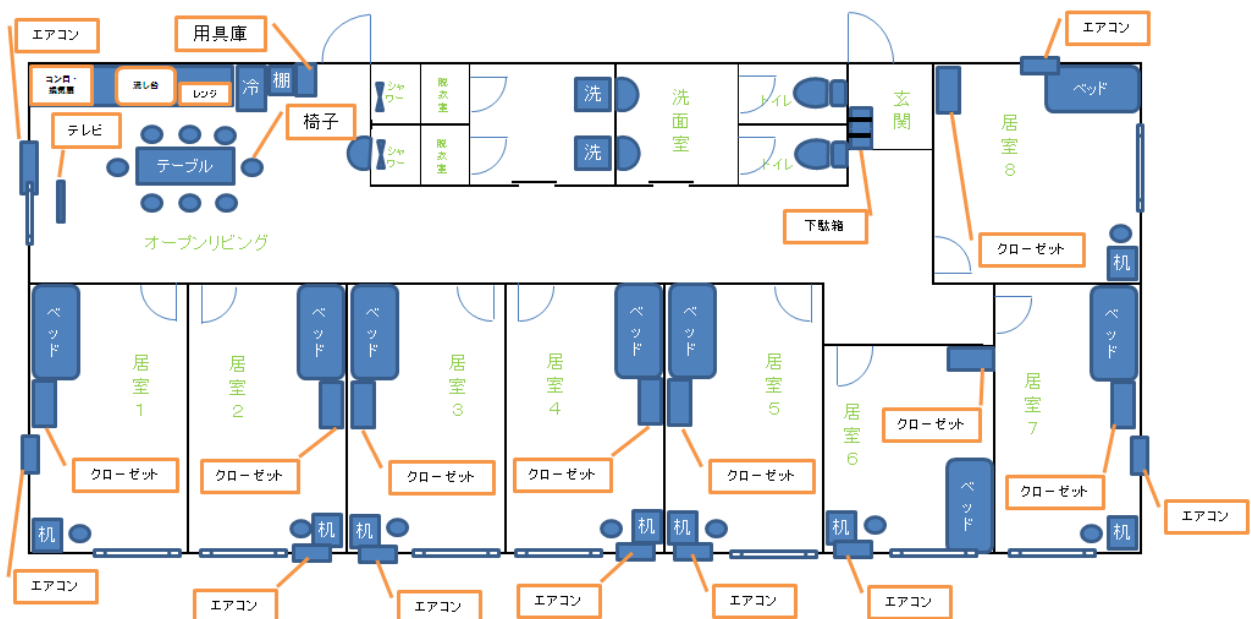
*If you require an Internet provider, landline phone, or NHK subscription, please make the necessary arrangements by yourself.

*The university does not provide toilet paper, soap, official Sendai City garbage bags, or other expendable supplies for the common areas. Residents of each living unit should arrange to jointly purchase such items among themselves.

(Some details of University House Sanjo management may differ.)

*Contractors are employed to perform security duties (Sanjo & Nagamachi area only) and cleaning. Cleaners will enter dormitories once a week to clean common areas, while security staff will patrol dormitory grounds twice a day.

*Residents should arrange to share the remaining cleaning tasks (living room, shower, toilet, etc.) to maintain cleanliness in their unit.



2. Moving in/out

I. Moving in

○After you move in

- (1) Check inside of your room

Inspect the inside of your room and check for provided equipment using the 'Inspection Sheet for New Residents'.

- (2) Submission of the 'Inspection Sheet for New Residents'

Submit the 'Inspection Sheet for New Residents' to the management office **within a week** after you occupy the room. (Residents of Kawauchi & Kamisugi & Nagamachi can **fax** or **post** it.)

- We will repair or inspect the equipment as requested. Please understand it may take some time.
- We will inform you about the schedule for repair work or inspection. If the time is not convenient for you, please allow our maintenance staff to enter your room, accompanied by our office staff, while you are out. Thank you for your understanding and cooperation.

○How to fill out the 'Inspection Sheet for New Residents'

- ① Check and confirm whether the room has any noticeable damage, scratches, stains etc. and that all equipment is in your room.
- ② Write down any defects on the Inspection Sheet. Write "Nothing" on the Inspection Sheet if there is no problem.
- ③ Submit the Inspection Sheet to the management office **within a week** of moving in.

新入居連絡用紙/ INSPECTION SHEET FOR NEW OCCUPANCY

Date of moving 入居日	year 20 month 4 day 日	University House SANUO Room Number 部屋番号	ユニバーシティハウス三条 301号 301
Name 氏名	三條 太郎		

室内に不備な点がありましたら、下図と右側欄に記入して下さい。
If any defects in the room please leave comments in the picture or on the lines provided in the right column.
特に無ければ「特に無し」と記入して提出して下さい。
If you find no defects please write "No Defects" and submit this to the Management Office.

上から見た図になります。Areal view of the Room

Aタイプ (Type A)

個室タイプ (Type B)

① 窓が壊れています
② 壁に傷があります
③ ドアがスムーズに開きません
④
⑤
⑥
⑦
⑧
⑨

※ 両タイプもありますが、この図に合わせて記入して下さい。
Please fill in the picture even if your room is structured in a reversed floor layout.
家具や家具などの備品類がそろっているかを確認して、口にレを入れて下さい。
Check the box and make sure all items are present in the room.
また、不備な点がありましたら右側欄に記入して下さい。
If any defects found, please write on the blank lines on the right side.

レ	品目 Items	レ	品目 Items
<input checked="" type="checkbox"/>	机 desk	<input checked="" type="checkbox"/>	敷き布団 mattress
<input checked="" type="checkbox"/>	イス chair	<input checked="" type="checkbox"/>	敷き布団シーツ mattress sheet
<input checked="" type="checkbox"/>	ベッド bed	<input checked="" type="checkbox"/>	掛け布団 quilt
<input checked="" type="checkbox"/>	スタンドライト desk lamp	<input checked="" type="checkbox"/>	夏掛け布団 summer quilt
<input checked="" type="checkbox"/>	書棚 bookshelf	<input checked="" type="checkbox"/>	夏掛け布団シーツ summer quilt sheet
<input checked="" type="checkbox"/>	ハンガー hanger	<input checked="" type="checkbox"/>	枕 pillow
<input checked="" type="checkbox"/>	カーテン curtain	<input checked="" type="checkbox"/>	枕カバー pillow case
<input checked="" type="checkbox"/>	物干し竿 clothes pole	<input checked="" type="checkbox"/>	布団乾燥機 futon compressor back
<input checked="" type="checkbox"/>	洗濯バサミ clothes pin	<input checked="" type="checkbox"/>	敷き布団乾燥シート futon mat
<input checked="" type="checkbox"/>	ゴミ箱 trash can		
Bタイプのみ Type B only			
	敷き布団敷きシーツ mattress sheet		
	敷き布団マット Sum mat		

① ハンガーが壊れています
② 敷き布団カバーがない
③
④
⑤
⑥
⑦
⑧
⑨

★ そのほかあれば記入して下さい
Please fill in here if you have any comments.

管理用紙用紙 office use only
管理曜日 完了日 入居者が管理用紙

SAMPLE

①The window is broken.②There are some scratches on the wall.③The door doesn't open smoothly.

II. Moving out

○ Guidelines for moving out

The basic move-out procedure is as follows.

The University and the Management Office will notify residents with a detailed move-out schedule as the date draws near.

- ① Submit a "Notice of Move-Out" form
- ② Make an appointment for move-out inspection
- ③ Undergo a pre-inspection by the office staff
- ④ Prepare for moving
- ⑤ Undergo a final inspection by the office staff
- ⑥ Make fee adjustments for various service charges

① Submit a "Notice of Move-out" form

You need to submit a "Notice of Move-out" form.

Please follow the instruction given by the University and the Management Office.

You must submit the 'Notice of Move-out' one month before your departure date. (Ex: If you will leave the dormitory on Sep 20th, you need to submit the form by Aug 20th.)

② Make an appointment for a move-out inspection

The office will notify residents and send a move-out schedule when the date draws near. Please proceed in accordance with our instructions.

- Make an appointment for the room inspection.

(=Your preferred move-out date)

- After the move-out inspection is completed, your room will be returned to the University.
- The move-out inspection will be on a first come, first served basis. Please understand that we may not be able to meet your requested date. We may ask you to have the inspection appointment on another day if we cannot meet your request.

We will be able to make fee adjustments on the day of the final inspection only for the foreign students who will go back to their home country immediately after the inspection. If you owe no additional fees, we will wire the balance of your deposit to your bank account after making fee adjustments later on.

③ Undergo a pre-inspection by the office staff

We will conduct a pre-inspection before you move out, according to the schedule we send you. We will perform the following during the pre-inspection and we ask you to attend the inspection and confirm with us.

- During the pre-inspection, office staff will try to estimate the amount of any fee adjustments as accurately as possible.
 - Clean your room as much as possible in order to facilitate the room inspection.
- We will inform you about the estimated fee adjustments after our

inspection. If the estimated amount seems to exceed your deposit, you should arrange the necessary funds by the final inspection date.

- If the charged amount exceeds your deposit, you should pay after the final inspection.
- Please be aware that we will perform the pre-inspection while your personal belongings are still in your room, so we may not be able to inspect it completely. If the repair cost exceeds your deposit, please arrange enough money to cover the estimated amount.

④ Prepare for moving

Complete the following procedures by your move-out date.

Submit a “Notice for Change of Address” form to the Post Office.

- Your mail will be transferred to your new address after submitting a “Notice for Change of Address” to the Post Office.

(It takes about 2 weeks to start this service. The mail forwarding service will be effective for one year.)

- “Notice for Change of Address” forms are available at the Front Desk.

Change your Resident Registration.

- You will be required to change your Resident Registration to your new address if you have registered it as the dorm address. Call the City of Sendai Aoba Ward Office for more detail. Phone: 022-225-7211)

- If you subscribe to a newspaper, you must cancel it or submit a “Change of Address” notice to the newspaper company.

After the final inspection, your room will be returned to the university.

Complete the following before the final inspection.

Gather your personal belongings in one place in order to prevent forgetting anything.

- Do not take dormitory equipment or rental appliances with you by mistake. If we cannot find them at the final inspection, you must pay for replacements.
- Do not forget any personal belongings that you placed in the common area such as the living room. We will dispose of any personal belongings left behind and charge you a disposal fee.
- Do not leave behind vehicles such as bicycles or motorcycles. Ask a bicycle shop to salvage your bicycle or motorcycle if you no longer need it.

Clean up your room as instructed in the “Inspection Sheet for Cleaning”.

- each column after completing it.

Disposing of large items

- ◇ Bicycle – Apply to the City for Bulky Refuse disposal. (You must apply to the City in accordance with the pamphlet on disposing of refuse issued by the City of Sendai.)
- ◇ Motorcycle – Ask about disposal at the nearest dealer.

- The Office staff will check the condition of your room at the final inspection. Hand the Inspection Sheet to the staff.
We may bill you for additional cleaning fees if your cleaning is not sufficient.

⑤ Undergo the final inspection by the Office staff

The Office staff will visit you on the appointed day.

Please wait in your room after preparing the following items: Room Key, Inspection Sheet for Cleaning.

- We may visit you before or after the given appointment time as this is a very busy moving season. Please set aside enough time to prepare to move.
- If you did not select auto payment for your room rent, please have your bankbook and your bank account information ready in order to receive a refund for the remainder of your deposit.

We will determine the final adjustment amount after the room inspection and will hand you a "Statement of Inspection".

Examples of chargeable repairs

We will bill you for the repair cost if we decide that the repairs or damage are your responsibility. These are typical examples of chargeable repairs, therefore please be especially careful of them.

Location: Room, Equipment

- Dirt (stains, discoloration etc.), burns, mold
- Scratches, holes, small holes created by tacks or nails, unapproved modifications
- Yellowing/odors from tobacco or incense
- Damage caused by water leakage from the air conditioner or from the ceiling if the resident did not report it to the Front Desk
- Damage caused by rain or snow blowing into the room due to carelessness of the resident
- Holes in window screen, scratches
- Breakage (broken glass, cracks in the washing basin)
- Any other damage caused by the resident's carelessness, improper handling or poor maintenance.

⑥ Make fee adjustments for various service charges

The following items will be deducted from your deposit after final inspection.

Type	Description	Fee (without Tax)
Applicable to all residents	Utilities for previous month	<ul style="list-style-type: none"> Your usage Refer to the calculation method on a previous page.
	Basic cleaning fee	<ul style="list-style-type: none"> ¥5,000
Applicable to relevant residents	Additional cleaning fee	<ul style="list-style-type: none"> ¥2,000 ~ ※ You may be charged more if your maintenance is bad.
	Repair cost for the dorm, equipment, rental appliances	<ul style="list-style-type: none"> Replacement for wallpaper, flooring : ¥10,000 ~ Replacement for glass : ¥30,000 ~ Replacement for window screen : ¥6,000 ~ Repair/replacement/exchange of dorm equipment, rental appliances etc. : actual cost
	Unpaid service fee <ul style="list-style-type: none"> Expenses for the 	<ul style="list-style-type: none"> Unpaid balance.
	Any fees for resident expenses <ul style="list-style-type: none"> Disposal fee for left items 	<ul style="list-style-type: none"> Actual cost.

If the resident's adjustment is less than the deposit (i.e. the resident can expect a refund), all procedures for move-out are completed after he/she submits the "Inspection Sheet for Cleaning" to the office.

However the following residents will be required to settle the fee adjustment at the office. Residents who's due amount, such as repair costs, exceeds the deposit:

- Please pay the amount due to the office staff.

Foreign students who requested fee adjustment on the inspection day in advance:

- Receive the refund at the office, if applicable.
- Pay the amount due at the office, if applicable.

We will refund the deposit to your bank account after one or two months of your move-out.

- Do not close your bank account until you receive the refund from us.
- Bank charge for wire is resident's expense.

○ **Compulsory move-out**

Students must move out if any one of the below conditions apply.

- The student loses their status as a Tohoku University or Miyagi University of Education student
- The student's term of residence has expired
- The student has not paid their fees for three months or longer

Students may also be required to leave the dormitory under any of the following conditions.

- It is determined that the Emergency Student Housing is not a suitable environment for the student due to illness or other health reasons
- The student is suspended/expelled from the university
- The student will take an academic leave of absence, or leave to study abroad, for three months or longer
- The student's behavior is substantially disruptive to other Emergency Student Housing residents

3. Fees

Paid Housing	Rent	JPY 17,000/month
	Management Fee	JPY 1,500/month
Free Housing	Deposit	One-time payment of JPY 30,000 upon moving in (After any deductions have been made, the remainder of the deposit will be returned upon moving out)
	Electricity	Room usage + $\frac{\text{Unit usage}}{\text{No. of residents}}$
	Water	$\frac{\text{Unit usage}}{\text{No. of residents}}$

***Warning**

: Rent and utilities are not calculated per day. Even if you move out before the end of the month, you will be charged the entire amount for that month.

4. Emergency Student Housing Rules

Forbidden Activities

- Allowing guests to stay overnight in your room
- Making unapproved modifications to your room or common areas (living-room etc.)
- Any behavior that is disruptive to other residents of the dorm or surrounding neighborhood
- Bringing and/or keeping animals inside the dorm
- Pressuring others to drink alcohol
- Occupying a room other than the one assigned to you without permission
- Any behavior that disrupts living conditions or maintenance/administrative activities at the dormitory

Obligations

- Promptly pay rent and utility fees to the collection agency by the indicated due dates
- Inform the university immediately if your contact information changes
- Treat the building, facilities, and equipment with respect; promptly report any damage to Tohoku University. *Residents will be billed for any necessary repairs/replacements
- Inform the administrators(University or UH Sanjo II management office) immediately if you discover fires, water leakage, or damage to equipment in your dormitory
- The dormitory does not have a parking lot; residents with cars should rent a space at a nearby commercial lot. Do not park illegally.(Only Sanjo area has a pay parking lot.)
- Participate in certain activities, such as fire drills, mandated by law
- Follow any instructions given by the university.

Other

- We have tried to take into account the customs of various countries, but these are unit-style dormitories modeled after Japanese facilities; please exercise mutual respect and understanding when using them.
- Please maintain cleanliness in the dormitories; in particular, please clean up after yourself when using common areas.
- Do not leave items in entrances and hallways; they must be kept clear at all times to serve as escape routes in the event of an emergency.
- Observe Sendai City rules, and designated pick-up days and locations, for garbage disposal. (See Appendix for garbage pick-up locations.)
- Do not dispose of oil/grease or solids in sinks as this will clog the pipes.
- Please use the electrical appliances provided by the university. Do not bring in other appliances without permission.
- Smoking is prohibited in all dormitories and their grounds. Do not smoke in or near dorms.
- You are solely responsible for any personal items kept in common spaces, such as the shared shelves and refrigerators.
- When entering dormitories, remove your shoes in the entrance hall and place them in the shoe-locker.

5. Contact Information

Tohoku University

Liaison	Office hours	Phone Number
Student Service Division Life Support Section	Weekdays, 8:30-17:15	022-795-3943
Kawauchi North Campus Security Office	For after-hours use only	022-795-7577

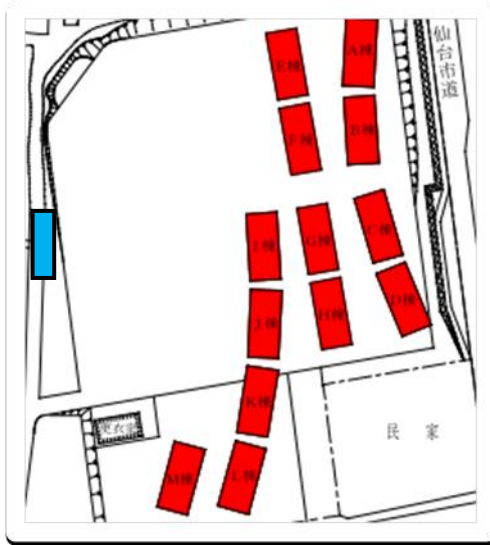
Public Services

	Service	Phone Number
Emergency Numbers	Police	110
	Fire Dept./Ambulance	119

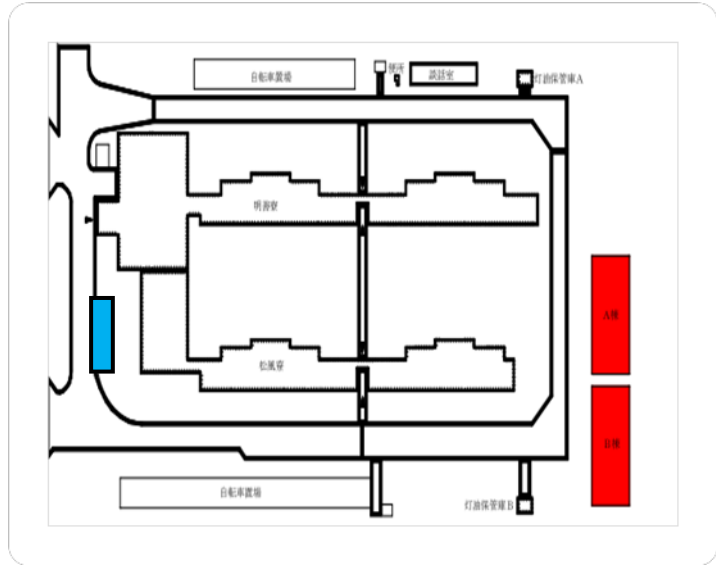
	Service	Address	Phone Number
Police	Sendai City Police Station	Sendai-shi, Aoba-ku, Itsutsubashi 1-3-19	022-222-7171
	Sendai North Police Station	Sendai-shi, Aoba-ku, Showamachi 3-13	022-233-7171
	Sendai South Police Station	Sendai-shi, Taihaku-ku, Nagamachi 6-2-7	022-246-7171
Fire	Sendai Fire Station	Sendai-shi, Aoba-ku, Tsutsumidori Amamiyamachi 2-15	022-234-1111
City Offices	Sendai City Office	Sendai-shi, Aoba-ku, Kokubuncho 3-7-1	022-261-1111
	Aoba Ward Office	Sendai-shi, Aoba-ku, Kamisugi 1-5- 1	022-225-7211
	Taihaku Ward Office	Sendai-shi, Taihaku-ku, Nagamachi Minami 3-1-15	022-247-1111

Appendix

Garbage pick-up for Sanjo

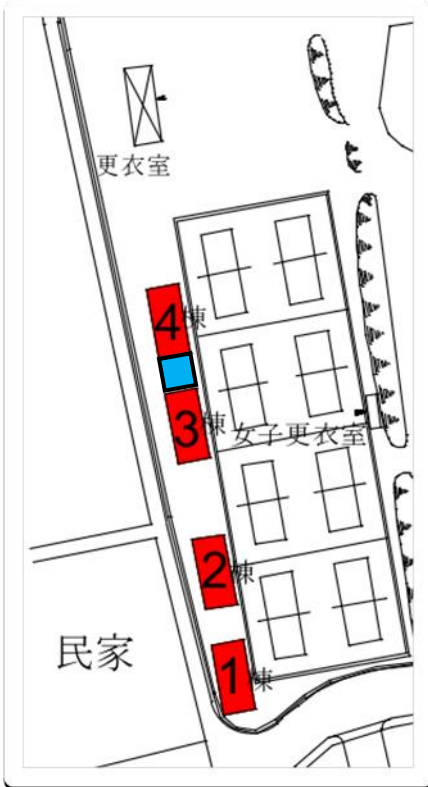


Garbage pick-up for Kamisugi

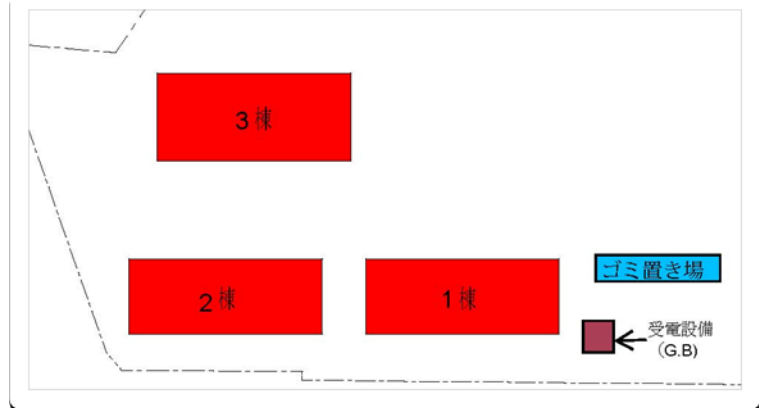


A 棟～M 棟 A Bldg. - M Bldg.
 更衣室 changing room
 民家 private residences
 仙台市道 Sendai City road

Garbage pick-up for Kawauchi



Garbage pick-up for Nagamachi



■ Emergency Student Housing
■ Garbage pick-up area

女子更衣室 Women's changing room
 受電設備(G.B) Power hookup (G.B)
 ゴミ置き場 Garbage pick-up