

# Information on contracting procedures

**Contractor must be gainfully employed.**

**Emergency contact information is required for individuals.**

## ① Sending a quotation

We will send you a quotation based on your requirements.

If you are satisfied with the contents of the estimate, we will send you the URL of the reservation application form by e-mail.

If you wish to make a corporate contract, please let us know.

## ② Submission of Application Form

Please fill out the application form and send it to us along with the following required documents.

For individual contracts: Copies of the ID cards of the contractor and all tenants.

For corporate contracts: A copy of the registration and identification of all tenants.

Please attach a copy in PDF or JPG format. (Photographs are acceptable for identification)

[Examples of identification documents]

Passport, international driver's license, residence card



## ③ Confirmation of Reservations

The contents of the application form will be checked and reviewed.

After the screening, we will notify you when the room reservation is confirmed.

## ④ Sending of contract and invoice

The contract and invoice will be prepared, and the contract will be concluded electronically.

If you wish to have the contract in writing, please let us know at the time of application.

## ⑤ Payment of usage fees

Please check the invoice and pay the usage fee by the due date.

Payment can be made by bank transfer or credit card (VISA, Master, JCB, American Express, Diners, UnionPay).

We accept bank transfer and credit card payment.