

II - (1) Procedures to be followed by those moving out of private apartments

Approximate time	✓	Procedures	Whom the procedure is to be taken	Description of procedures
At least 1 month before moving out	<input type="checkbox"/>	Notification of move-out	Property management company or the landlord	<ul style="list-style-type: none"> • Some contracts may have even earlier deadlines.
1 week before moving out	<input type="checkbox"/>	Cancellation of gas, water and electric company	Each company	<ul style="list-style-type: none"> • Please check with the company you signed the contract with regarding deadlines and methods of procedure to ensure that they are followed. Be sure to make the final payment. • The same procedure must be followed if you have an Internet subscription.
Before the day moving out	<input type="checkbox"/>	Room cleaning	None (Residents will do by themselves)	<ul style="list-style-type: none"> • Return the room to the condition it was in when you moved in (i.e. the room is empty). • Garbage must be disposed of at the designated date, time, and location, so please plan accordingly.
The day moving out	<input type="checkbox"/>	Room check	Property management company or the landlord	<ul style="list-style-type: none"> • The property manager will visit the room and conduct a check. • In many cases, presence (the resident themselves in the room) is required.
	<input type="checkbox"/>	Return of the room key	Property management company or the landlord	<ul style="list-style-type: none"> • Please confirm the return address and method of return in advance.

II - (2) If you are moving out of a private apartment and returning to your own country, the following procedures are required in addition to II - (1).

Approximate time	✓	Procedures	Whom the procedure is to be taken	Description of procedures
1 to 2 weeks before returning to your own country	<input type="checkbox"/>	Submission of Notification of Moving Out	Akita City Hall Citizens Division	<ul style="list-style-type: none"> • Please complete the procedures after your return date is fixed. (Withdrawal dates for National Health Insurance and National Pension will be on the same date as your move-out date. • Things to bring: passport, residence card, national health insurance card and My Number card (if you have one) • After the procedure, you will receive an envelope to return your health insurance card. Please keep it as it will be used on the day you return to your country.
	<input type="checkbox"/>	Withdrawal from National Health Insurance	Akita City Hall Citizens Division or National Health Insurance and Pension Division	
	<input type="checkbox"/>	Withdrawal from the National Pension Plan	Akita City Hall National Health Insurance and Pension Division	
Before returning to your own country	<input type="checkbox"/>	(Only if applicable) Cancellation of bank accounts	Bank counter	<ul style="list-style-type: none"> • If you are receiving a scholarship, please make sure to confirm that the last transfer of funds has been completed before proceeding. If you are paying utility bills by direct debit, please make sure to confirm that the bill has been settled before proceeding. • Things to bring: bankbook, bank card, residence card and hanko / stamp (if you used your hanko / stamp when you opened your account)
	<input type="checkbox"/>	(only if applicable) Cancellation of cell phone or SIM card	Company you are contracting with	<ul style="list-style-type: none"> • Please check with the company you signed the contract with regarding deadlines and methods of procedure to ensure that they are followed. Be sure to make the final payment.
The day returning to your own country	<input type="checkbox"/>	Return of National Health Insurance Card	Post to a mailbox (e.g., at the airport from which you are leaving Japan)	<ul style="list-style-type: none"> • Return the National Health Insurance card to the city office using the return envelope received at the city office. Please drop it into the mailbox before boarding the plane to leave Japan. • In case you forget to return it, no problem.
	<input type="checkbox"/>	Return of residence card	At the airport from which you are leaving Japan	<ul style="list-style-type: none"> • Please return it to the immigration officer at the departure airport.

II - (3) If you move out of a private apartment and move to another apartment, the following procedures are required in addition to II - (1).

Approximate time	✓	Procedures	Whom the procedure is to be taken	Description of procedures
1 to 2 months before moving into an apartment room	<input type="checkbox"/>	Apartment lease agreement	University co-op or a private real estate company	<ul style="list-style-type: none"> You can find housing at university co-ops or private real estate agencies. At the time of signing the contract, a deposit, key money, etc. totaling the equivalent of 2-3 months' rent may be required.
1 week before moving	<input type="checkbox"/>	Mail forwarding settings	At a post office counter or their website	<ul style="list-style-type: none"> Mail, etc. addressed to the old address will be forwarded to the new address. The forwarding period is 1 year from the date of notification.
Within 14 days after moving	<input type="checkbox"/>	Change of address	Akita City Hall or Akita Station East Service Center	<ul style="list-style-type: none"> The new address will be printed on the back of the residence card. Things to bring: National Health Insurance Card and residence card 《Moving within Akita City》 Submit a "Notification of Change of Address" to Akita City Hall. 《Moving outside Akita City》 Submit a "Notification of Moving Out" to the Akita City Office and a "Notification of Moving In" to the municipal office of the city, town or village where you will move to.
After moving	<input type="checkbox"/>	Change of address for bank account	Bank counter	<ul style="list-style-type: none"> Things to bring: bankbook, bank card, residence card and hanko / stamp (if you used your hanko / stamp when you opened your account)
	<input type="checkbox"/>	Notification of new address	Academic Affairs Division of your department/graduate school	<ul style="list-style-type: none"> Things to bring: residence card