

8. Notification and Applications to UR

So that you can fully enjoy living in the apartment complex, and to ensure its smooth running, there is a system for notification and applications.



Important Points

(1) Applying for Postponement of Residency

When you are unable to take up residence within one month of the permitted date of occupancy, please seek approval by submitting an application for postponement of residency to the administration service office or Residence Center or other management facilities.

- ◎ Please be aware that if you fail to do this, UR will consider that you no longer wish to take up residency, and will cancel your contract.

(2) Applying to renovate your apartment

There is a basic system of obtaining consent for remodeling in order to ensure the apartments' integrity and to preserve the aesthetics of the apartment complex.

Naturally, re-arranging interior items or changing your television configuration is not considered remodeling, but you will need to seek the approval of UR before making substantial changes such as making holes in the wall for air-conditioner hoses.

When UR gives approval for remodeling work, it adds the condition that when you vacate the apartment, you will pay for the costs of work to restore the apartment to its original condition, but in some cases, it will grant approval without applying this condition. However, even when you have been granted this exemption, you will be held responsible for repair of damaged or marked items that you have remodeled.

◆ UR's Approval Criteria ◆

UR receives many requests for certain types of remodeling work, so they have set guidelines (materials and methods) detailing these. Please apply to either the administration service office or Residence Center or other management facilities for further details if you are considering such work.

Additionally, UR has prepared guidelines that cover permitted colors and patterns for paint, wallpaper and sliding door covers. Please refer to these at the administration service office.

However, please be aware that extensions, alterations to common areas, and alterations to partitions are not allowed.

- Please refer to the list of permitted alterations on pages 30 and 31.

Remodeling Item

| | Item | Obligation to restore to original condition *1 | Details of procedures | | |
|--|---|---|-----------------------|------------|-------------|
| | | | Simple remodeling | Remodeling | Unnecessary |
| Construction | 1. Use of nails | 1) Woodworks | Exempt *2 | | ○ |
| | | 2) Concrete portions | Exempt | ○ | |
| | 2. Boring multipurpose sleeve holes | | Exempt *3 | ○ | |
| | 3. Finishing carpentry works and the like | | Yes | ○ | |
| | 4. Finishing floors | 1) Replacing Tatami mats | Exempt | | ○ |
| | | 2) Replacing tatami mats with wooden flooring | Exempt | ○ | |
| | | 3) Increase flooring | Exempt | ○ | |
| | | 4) Changing the floor material | Yes | ○ | |
| | | 5) Laying a floor sheet on the front door space | Exempt | ○ | |
| | | 6) Waterproof coating on the deck floor | Exempt | ○ | |
| | | 7) Increasing tiles on the bathroom floor (the space for washing body in a typical Japanese style bathroom) | Exempt | ○ | |
| | | 8) Eliminating difference in level on the bathroom floor (raising the floor level) | Exempt | ○ | |
| | | 9) Eliminating difference in level on the restroom (raising the floor level) | Exempt | ○ | |
| | 5. Finishing walls | 1) Repapering the walls | Exempt | ○ | |
| | | 2) Laying tiles | Exempt | ○ | |
| | | 3) Painting the walls | Exempt | ○ | |
| | | 4) Wall paneling | Exempt | ○ | |
| | 6. Finishing ceilings | 1) Changing the specifications of vermiculite ceilings | Exempt | ○ | |
| | | 2) Changing the specification of non-vermiculite ceilings | Exempt | ○ | |
| | | 3) Renovating the bathroom ceiling (installing a double-ceilings) | Exempt | ○ | |
| | 7. Fittings | 1) Replacing the lock of the front door with a cylinder-lock | Exempt *4 | ○ | |
| | | 2) Adding an auxiliary lock to the front door | Exempt | ○ | |
| | | 3) Replacing the current front door knob to a lever type door knob | Exempt | ○ | |
| | | 4) Installing a door guard on the front door | Exempt | ○ | |
| | | 5) Replacing the sliding doors of the kitchen and dining room | Exempt | ○ | |
| | | 6) Installing a folding door in the bathroom | Exempt | ○ | |
| | | 7) Repapering the Fusuma sliding doors | Exempt | ○ | |
| 8) Changing the Fusuma materials (i.e., replacing the Japanese traditional Fusuma materials to mass produced Fusuma ones) | | Exempt | ○ | | |
| 9) Putting screens in the windows (if there is a risk that people/windows might fall because there is no deck or handrail) | | Yes | ○ | | |
| 8. Others | 1) Curtain rails | Exempt *2 | ○ | | |
| | 2) Installing safety handrails inside the apartment | Exempt | ○ | | |
| | 3) Integrating the kitchen, dining and a Japanese room (removing the Fusuma sliding door and the head jamb) | Exempt | ○ | | |
| | 4) Changing the Japanese traditional closet to a Nishi-style closet | Exempt *5 | ○ | | |
| | 5) Installing hanging cupboards | Exempt *6 | ○ | | |
| Equipment | 1. Replacing water cocks and the like *7 | (1) Changing a faucet with separate hot and cold handles to a single-lever faucet | Exempt | ○ | |
| | | (2) Installing a branched (two-outlet tap) faucet for a washing machine and a dish washer-dryer | Exempt | ○ | |
| | | (3) Others | Yes | ○ | |
| | 2. Replacing the toilet bowl (if you want to install different model toilet bowl from the originally installed one) | Yes | ○ | | |
| | 3. Installing a multifunctional toilet seat (warm water cleaning toilet seat/heater toilet seat) | Heater toilet seat if there is an outlet | Exempt *8 | ○ | |
| Multifunctional toilet seat other than the above *9 | | Exempt | ○ | | |

| | Item | Obligation to restore to original condition *1 | Details of procedures | | | | |
|--|---|--|---|------------|-------------|---|--|
| | | | Simple remodeling | Remodeling | Unnecessary | | |
| Equipment | 4. Replacing the wash stand to a bathroom vanity (a shampoo basin type is also acceptable unless the washing machine's water faucet is branched from a wash basin.) | Exempt | | ○ | | | |
| | 5. Installing a water boiler | Yes | ○ | | | | |
| | 6. Installing a solar water heater (the body of the equipment can only be installed on a terrace house roof.) | Yes | | ○ | | | |
| | 7. Installing a water-cleaner | which is attachable to the end of a faucet and does not need any other additional | Yes | | | ○ | |
| | | Others | Yes | | ○ | | |
| | 8. Installing a dishwasher-dryer | which is attachable to the end of a faucet and does not need any other additional | Yes | | | ○ | |
| | | Others | Yes | | ○ | | |
| | 9. Replacing kitchen sink (including installing drop-in cooking range) | Exempt | | ○ | | | |
| | 10. Replacing the wall cabinet | Exempt | | ○ | | | |
| | 11. Installing a range-hood type hot water heater | Exempt | | ○ | | | |
| | Electricity | 1. Installing an amateur radio antenna (if it is installed on the mid-to-high rise housing.) | Yes | | ○ | | |
| 2. Installing a BS/CS parabola antenna for BS and CS | | Yes | | ○ | | | |
| 3. Installing or replacing an intercom with a TV monitor *10 | | (1) Without a TV monitor | Exempt | ○ | | | |
| | | (2) With a TV monitor including an emergency push button | Exempt | ○ | | | |
| | | (3) With a TV monitor other than above | Yes | ○ | | | |
| 4. Changing capacitance | | Exempt | ○ | | | | |
| 5. Installing a room air conditioner | | If you have an exclusive outlet, sleeve and metal fixtures for the air conditioner | | | | ○ | |
| | | If you have not such outlet, sleeve or metal fixtures | If you have a space to place an external fan for a separate type air conditioner | Exempt *11 | | ○ | |
| | | | If you do not have a space to place an external fan for a window-fit type air conditioner | Exempt *12 | | ○ | |
| 6. Increasing outlet(s) in the living room | | Exempt | | ○ | | | |
| 7. Replacing switches with larger ones | | Wider switch / delay timer-equipped | Exempt *13 | ○ | | | |
| | | Other | Yes | | ○ | | |
| 8. Increasing TV terminals | | Exempt | | ○ | | | |
| 9. Increasing telephone outlets (plug-in phone jack type) | | Exempt | | ○ | | | |
| 10. Installing an emergency report system | If items such as a dedicated wire are installed | Yes | ○ | | | | |
| | If items such as a dedicated wire are not installed | Yes | | ○ | | | |

*1 If you add improvements to your apartment which you are not obliged to restore the original state, installation methods shall be in conformance with the specifications predetermined by UR.

*2 A length to embed nails shall not exceed two third (2/3) of the thickness of the material nor exceed 30 mm.

*3 Any sleeve for air conditioner(s) will be made for a living room, for which an external fan can be placed (some types of sleeve installation for a FF (Forced draught balanced Flue type) heater may be born by UR).

*4 Locks to be replaced shall be limited to those which do not need extra cut or boring on the front door fixtures including the door frame. Of them, if you use a lock considered compatible with the front door by UR, you will not be charged for such replacement.

*5 This change will be done only for a Nishi style room with such Japanese style closet, or for a Japanese style living room of which Tatami mat floor will be simultaneously changed to a wooden floor (to a Nishi style room) as set forth in Paragraph 4 (2).

*6 You will not be charged for cupboards installed in dressing room, and toilet.

*7 Of works to install a branched faucet for a laundry machine and/or a dishwasher/dryer, or otherwise to replace a handle type faucet to a single lever one, you will be exempted from charges for replacement with a faucet with water hammer protection and a check valve function.

*8 If you install a multifunctional toilet seat on the squat type toilet bowl, you will be required to restore the original state when you relocate.

*9 If there is no outlet in the restroom, UR will install an outlet at its expense after you approve the improvements (Note that this improvement is limited to restrooms having a Nishi style toilet bowl. Also note that there are some apartment buildings which we can not install such outlet).

*10 If you replace the intercom with the one with a TV monitor, you will not be charged for such replacement with the intercom having an emergency button. However, you cannot apply for the replacement of equipment subject to the requirement of the Fire and Disaster Management Act, such as fire alarms.

*11 You will not be charged for a sleeve, metal fixtures and outlets only. For setting up outdoor units, they must be placed so as not to obstruct the emergency evacuation.

*12 You will not be charged for outlets.

*13 When replacing with delay timer-equipped switches, you will not be charged for the switches for exhaust fans in the toilet and the bathroom.