

APARTMENT CLEAN-OUT CHECKLIST and DECLARATION FORM

Post this somewhere you can see it regularly! Please complete, sign and send to gifupas@gmail.com .

My contract ends on _____ . I must be out of my apartment on _____ .

List the LAST dates for city collection of:

- | | |
|--|--|
| <input type="checkbox"/> Burnable garbage: _____ | <input type="checkbox"/> Glass: _____ |
| <input type="checkbox"/> Tin/Aluminum cans: _____ | <input type="checkbox"/> Plastics: _____ |
| <input type="checkbox"/> PET bottles: _____ | <input type="checkbox"/> Paper: _____ |
| <input type="checkbox"/> Non-burnable garbage: _____ | |

List the dates you have arranged your contracts to be canceled on:

- | | |
|---|---|
| <input type="checkbox"/> Electricity: _____ | <input type="checkbox"/> Cellphone: _____ |
| <input type="checkbox"/> Water: _____ | <input type="checkbox"/> Internet: _____ |
| <input type="checkbox"/> Gas: _____ | <input type="checkbox"/> Car insurance: _____ |

Things to Remove or Keep for Successor

(Please check the applicable box and complete truthfully.)

Items	Remove	Keep	N/A	Comment/s	Items	Remove	Keep	N/A	Comment/s
Furniture					Toiletries				
Large Appliances					Clothing and Shoes				
Small Appliances					Books/Magazines				
Large Electronics					Scrap Paper				
Small Electronics					Hobbies/sports equipment				
Dining and Kitchen Utensils					Food and Organic Waste				
Jars, Containers, Plastic Bins, Boxes					Recyclable Waste (cans, bottles, PET)				
Curtains and home décor					Broken Furniture				
Futons, Blankets, Pillows					Broken Appliances				
Plants and gardening items					Broken Electronics				
Bicycle and spare parts (including car accessories)					Others				

Keep in mind: Just like you didn't want your predecessor's stuff, your successor doesn't want yours!

I certify that:

1. I am leaving all areas of the apartment clean for my successor.
2. I have removed all unwanted belongings and only kept the items that my successor has explicitly agreed to receive.

Name: _____

Signature: _____ Date: _____

Sign and send to gifupas@gmail.com three (3) days before moving out of your apartment.

Guide to Moving

You have less time than you think.

Your June and July are going to fill up. All those weekends and evenings that you may be thinking you'll use to pack and clean will get swallowed by goodbye dinners, parties, and your attempts to see one last bit of Japan. To make your life easier, schedule yourself like your moving-out date is **June 30th**.

1. Cleaning and packing. You've got more in your apartment, your desks at school, your car, your storage area, etc. than you think. Start going through your stuff and figuring out what you want to keep and what you want to toss. Make sure you clear out your apartment of all your garbage and leave it in a state that you would be happy with if you were just moving in. Don't be that person who leaves rubbish and things you didn't want for your successor to deal with. Suggestion: every burnable-trash day, along with your regular garbage from the week, force yourself to fill another bag with stuff you've pulled out of closets or wherever. When you're planning your suitcase home, keep in mind people will likely give you leaving gifts and you probably are going to want to buy some last-minute souvenirs in Japan, so save space. Don't forget to clean the insides of your things (fridges, microwave, etc.).

-**Recycle bins:** Most cities and towns have large bins where you can drop recyclables off at any time for free. If you don't want to wait for a recycling day, look for these.

2. Selling your things:

-**Recycle shops:** You can sell things in recycle shops, such as Second Street. They MAY take your clothing, shoes, skis, snowboards, etc., if they are in excellent condition. They may also reject your things. Even if they do buy it, they won't pay a significant amount of money for it. Recycle shops will NOT buy appliances without all the original packing and instruction manuals.

-**Chubu Treasure Trove (Facebook Group):** Post pictures and asking prices of the things you want to sell. Please keep in mind that many people are selling their things at the end of July, so post early in case they don't sell, and you must find another way of disposing of them.

- <https://jmtty.jp/> - A website where you can post your things to try to sell them, however it is only in Japanese.

3. Sending stuff home. <https://gifujets.weebly.com/shipping-128070.html> Plan on it being expensive. Again, start now. Winter's over, so get your winter gear out of the way. Sentimental stuff that you want to keep, but don't need to have your last couple months here... send it now.

4. Money. Be prepared to receive a substantially smaller-than-usual paycheck in July. Depending on your BOE, and on your home-country's treaties with Japan, you may have to pay the residence tax all at once, and it may be most of your last paycheck. Check with your BOE, so you won't be surprised.

5. Bills. Make a list of all your utilities and contact each company and set a date to turn them off. Also, make sure you figure out how you're going to pay you last bills. If that means leaving some money with someone to pay them after you're gone, do that.

6. Car. If your successor doesn't want to buy it, you're probably going to have to pay to get rid of it. As soon as you determine whether he/she wants it, figure out what you're going to do with it. (Please do not contact your successor until you receive BoE approval)

7. Make sure to check out the "After JET" section of <https://gifujets.weebly.com/after-jet-128070.html>