

Application Process

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Application

- Having filled in the necessary areas on the application form, submit it together with the required documents during your application.
- The required documents and information may differ depending on your visa. Please confirm your required documents using the table to the right.

Please be careful as examination will not progress if your documentation is inadequate or your phone call does not connect!

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Examinations

- **Documentation examination:** Japan Housing Trust performs an examination of the documents submitted.
- **Telephone examination:** We contact the actual person applying, cohabitants, family, friends, and place of employment.

Please inform the applicable people that they will receive a call from Japan Housing Trust!

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Contract

- We contact the real estate company with the examination results.
- If the examination results in approval, contract procedures begin through the real estate company.

Visa (status of residence)	Required documents/information	
Student	1) Residence Card or Certificate of Alien Registration (front/back)	
	2) Family emergency contact information (parents)	
	3) Emergency contact information within Japan (holder of foreign citizenship permitted)	
	4) Refer to the circumstances below	
	If in school	Student identification card
Work (Specialist in Humanities/International Services/Skilled Labor, etc.)	1) Residence Card or Certificate of Alien Registration (front/back)	
	2) Family emergency contact information (parents or siblings)	
	3) Emergency contact information within Japan (holder of foreign citizenship permitted)	
	4) Refer to the circumstances below	
If employed	Payment slip (including the past 3 months salary, with the company seal) or withholding tax slip (the most recent at your current job)	
If changing jobs	Notice of unofficial offer or contract of employment	
If taking a leave of absence from work	Copy of bankbook (the page with the account holder's name on it, the last page printed on within a week)	
Spouse or Child (Spouse or Child of Japanese Nationals, Spouse or Child of Permanent Resident, or Dependent)	1) Residence Card or Certificate of Alien Registration (front/back)	
	2) Family emergency contact information (parents or siblings)	
	3) Emergency contact information within Japan (person residing in jurisdiction of visa issuing office)	
	4) Refer to the circumstances below	
	If employed	Payment slip (including the past 3 months salary, with the company seal) or withholding tax slip (the most recent at your current job)
Permanent Resident	1) Residence Card or Certificate of Alien Registration (front/back)	
	2) Family emergency contact information (parents or siblings)	
	3) Emergency contact information within Japan (holder of foreign citizenship permitted)	
	4) Refer to the circumstances below	
Designated Activities (Working Holiday, etc.)	1) Residence Card or Certificate of Alien Registration (front/back)	
	2) Family emergency contact information (parents or siblings)	
	3) Emergency contact information within Japan (holder of foreign citizenship permitted)	
Business Manager	1) Residence Card or Certificate of Alien Registration (front/back)	
	2) Certified copy of company registration issued within 3 months	
	3) Copy of single name bankbook (the page with the account holder's name on it, the last page printed on within a week)	
	4) Family emergency contact information (parents or siblings)	
	5) Emergency contact information within Japan (holder of foreign citizenship permitted)	
Diplomatic/Official	1) Passport (page with face photo, visa page)	
	2) Family emergency contact information (parents or siblings)	
	3) Emergency contact information within Japan (holder of foreign citizenship permitted)	
	4) Identification proving that you work for an embassy (front/back)	
	5) Payment slip including the past 3 months salary or contract of employment	
Temporary Visitor	As a general rule, we do not accept people of this status. However, you may apply if you are currently a "Temporary Visitor" who is planning to change your visa status to any type of long-term visa.	