

# House Hunting Guide

A step-by-step guide for new OIST employees



**⚡ Act Fast — Housing near OIST is limited and competitive. Good apartments go within days, especially on weekends. Be ready to decide quickly.**

WHO DOES WHAT: You | Staff → You | You + OIST / Staff — shown on the right of each step.

## PHASE 1 — FINDING YOUR HOME

**1 Read Your Welcome Email**  
Before searching, **read the welcome email carefully**. It covers the rental market, what to expect, and how we support you. *Staff → You*

**2 Search for Apartments Online**  
Browse **Goohome (goohome.jp)** or **Uchina Life (e-uchina.net)** — use your browser's translation feature. *You*  
Found something? **Email the listing link to the Relocation Team** — we will contact the agency on your behalf.

**3 Making Your Decision**  
Due to the competitive market near OIST, **most apartments are taken before a viewing can be arranged**. In practice, most decisions are made based on **online listing information and communication with the Relocation Team** — without an in-person or Zoom viewing. *You + Staff*  
Send us the listing link and we will gather additional details from the agency on your behalf. Feel free to ask us anything — we are here to help you decide with confidence.

**4 Viewing (If Available)**  
For some properties, a viewing may be possible. If you are in Okinawa, we will arrange an **in-person visit**. If outside Okinawa, a **Zoom viewing** may be available — let us know and we will confirm with the agency. *You + Staff*  
Either way, apartments are **first-come, first-served**. If you are interested, do not wait too long.

## PHASE 2 — APPLYING & SIGNING THE CONTRACT

**5 Submit Your Application**  
We submit the application. You sign the **OIST Co-signer Agreement** (OIST is your rental guarantor). *You + OIST*  
**⚠ Cancellations are not accepted once submitted**. Cancelling could **affect future employees' ability to rent** in the area.

**6 Review Contract & Initial Costs**  
 Contract and costs are finalised with the move-in date. **Key money (礼金) and agency fees are non-refundable.** *You + Staff*  
**All payments are in Japanese Yen.** Shipping from overseas? **Begin coordinating with your moving company now.**

**7 Contract Signing Session (重要事項説明) & Payment**  
 Formal contract reading at the agency's office — ask all questions here. **Initial costs are typically due by this date.** Relocation staff will advise on the OIST Seal. *You + OIST*

### PHASE 3 — MOVING IN

**8 Shopping for Furniture & Appliances**  
 Relocation staff will accompany you on a shopping tour. **Keys are not available until move-in day** — schedule all deliveries for move-in date or later. Delivery fees apply separately. *Staff → You*

**9 Purchase Remaining Items & Move In**  
 Pick up any remaining items, then check out of temporary accommodation. **Coordinate check-out and move-in on the same day** if possible. *You + Staff*  
 Relocation staff will assist with activating utilities (electricity, gas, and water) at your new apartment. We can also help you set up **automatic bank transfer (口座振替)** for utility payments if you wish.

### PHASE 4 — AFTER MOVING IN

**10 Register Your Address at the Municipal Office**  
 Register your address and obtain your **Residence Certificate (Juminhyo)** — required for many official procedures. *Relocation staff will accompany you.* *You + Staff*  
 If you do not yet have a **My Number Card (マイナンバーカード)**, this is also a good time to apply for one at the municipal office.

**11 HEART Registration & Arrival Allowance**  
 Register your permanent address in OIST's HEART system. The remaining **Arrival Allowance** will be transferred to your account — typically within **1–2 months.** *You + OIST*

★ *Relocation staff will assist you at every step. Do not hesitate to reach out.*