

ご注意





Document and phone screening will be conducted. Without the necessary documents, the screening cannot proceed. Thank you for your cooperation.

- The documents required depend on the visa status of the representative.
- The applicant, co-tenants, emergency contact, and the tenant, (Please fill out the form completely.)  
Calling Hours 10:00 AM - 6:00 PM (Japan time) Caller (GTN) Number: 03-5956-6303
- Depending on the screening process, GTN may ask for a deposit in order to get your application accepted.



I (the applicant) agree to the attached document Personal Information Privacy Policy. I confirm that my family and domestic emergency contacts gave their consent upon applying for this service. **\*This document must be filled in by the applicant, (English, Chinese, Korean, and Vietnamese are acceptable)**

Applicant	Furigana											Mobile phone number				Preferred language	<input type="checkbox"/> Japanese <input type="checkbox"/> English <input type="checkbox"/> Chinese <input type="checkbox"/> Korean <input type="checkbox"/> Other ( )																
	Name																																
	Date of Birth							Year			Month			Date	Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female	Nationality				Email												
	Current address																Number of tenants																
	School Name																Entry date				Year		Month	Expected graduation date			Year		Month	Years Living in Japan			
	Company Name	<input type="checkbox"/> Full-time Employee <input type="checkbox"/> Part-time Worker															Company phone number				Annual income												
	Company address																																
SNS	<input type="checkbox"/> Facebook <input type="checkbox"/> WeChat <input type="checkbox"/> LINE <input type="checkbox"/> KaKao Talk <input type="checkbox"/> Viber <input type="checkbox"/> Skype <input type="checkbox"/> Whats App <input type="checkbox"/> Other ( )																		SNS ID:														

If there are co-tenants, please fill in p. 2 of the application form.

Emergency contacts	Family emergency contact		<b>*One of your parents or siblings. For student visa holders, it must be one of your parents.</b>																			
	Furigana											Mobile				Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female	Relationship				
	Name																	Nationality				
	Current address																					
	Date of birth							Year			Month			Date	Email				Preferred language	<input type="checkbox"/> Japanese <input type="checkbox"/> English <input type="checkbox"/> Chinese <input type="checkbox"/> Korean <input type="checkbox"/> Other ( )		
Domestic emergency contact		<b>*Resident of Japan. Nationality and Japanese proficiency are not required. Corporations are not allowed. Employees of the applicant corporation are eligible to complete this form. (Note: This excludes company representatives and directors, except for directors holding concurrent positions.)</b>																				
Furigana											Mobile				Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female	Relationship					
Name																	Nationality					
Current address																						
Date of birth							Year			Month			Date	Email				Preferred language	<input type="checkbox"/> Japanese <input type="checkbox"/> English <input type="checkbox"/> Chinese <input type="checkbox"/> Korean <input type="checkbox"/> Other ( )			

Required documents	Residential use	Student	<input type="checkbox"/> Residence Card <input type="checkbox"/> Student ID card/Acceptance Letter/Admission Letter*any one of the above		■ For applicants still residing abroad, please provide a copy of your passport (the page with your photo) or a copy of the Certificate of Eligibility ■ For applications with co-tenants, a copy of EVERYONE's residence card is required. <b>*Additional documents may be required depending on the case.</b>
	Worker	<input type="checkbox"/> Residence Card <input type="checkbox"/> One of: 3 months of pay slips / offer letter / employment contract / certificate of employment			
	Business use	<input type="checkbox"/> Residence Card <input type="checkbox"/> Certificate of commercial registration <input type="checkbox"/> Financial Statement(the latest fiscal year)or Bankbook copies(account information page + the page with latest balance)			

物件概要	申込日	20				年				月				日	入居希望日				月				日	物件名				号室				物件用途	<input type="checkbox"/> 居住用 <input type="checkbox"/> 店舗 <input type="checkbox"/> 事務所 <input type="checkbox"/> SOHO															
	住所											<input type="checkbox"/> 都 <input type="checkbox"/> 道 <input type="checkbox"/> 府 <input type="checkbox"/> 県	<input type="checkbox"/> 区 <input type="checkbox"/> 市 <input type="checkbox"/> 郡																																			
	①家賃											円	②管理費・共益費											円	③その他費用											円	④駐車場料金											円
	<input type="checkbox"/> 敷金 <input type="checkbox"/> 保証金											円	解約予告											ヶ月	⑤+⑥+③+④											円												

保証種類	<input checked="" type="checkbox"/> 事故報告型 <input type="checkbox"/> 集金代行型	プラン名	初回保証委託料	最低保証料	年間保証料	<input checked="" type="checkbox"/> 集金代行型 <input type="checkbox"/> 事故報告型	プラン名	初回保証委託料	最低保証料	年間保証料	決済手数料	特約
		事業用	100%	50,000円	30,000円		【RP】PLUS30	30%	15,000円	1,670円	330円	<input type="checkbox"/> ALLプラン特約 火災保険付/ 駆け付けサービス +1,000円/月
		駐車場	100%	5,000円	10,000円*		【RP】PLUS50	50%	20,000円	1,000円	330円	
		TNシェアハウス	20%	10,000円	10,000円		【RP】PLUS70	70%	28,000円	1,000円	330円	
		TN50	50%	20,000円	10,000円		【RP】PLUS100	100%	40,000円	1,000円	330円	
		TN70	70%	28,000円	10,000円		【RP】シェアハウス	20%	10,000円	1,000円	330円	
		TN100	100%	40,000円	10,000円		【RP】PLUS事業用(個人)	100%	50,000円	1% (最低2,000円)	330円	

\*年間保証料は別途、収納手数料500円(税込)がかかります。  
\*2万円未満は月額使用料の0.5ヶ月分

※集金代行プランの利用には事前に【集金業務委託契約書】の締結が必要です

入居サポートについて		初回保証委託料													
初回保証委託料をお支払いいただきました申込者の方には、日本での暮らしやすい環境を整えるためのサポートをいたします。※なお、初回保証委託料の返金は一切行いません。入居までの期間において、賃貸契約サポート、入居時の信用補充サポート、通訳・翻訳・外国人居住者向け日本住宅総合ガイド(ゴミ出しルール案内・光熱費等の契約サポートなど)、その他入居までにお困りになられた場合のサポート(但し、サポートできない事項もございます。)お困りの際は、以下の連絡先にご連絡を頂ければと思います。 ・生活サポート窓口: 03-5155-4674 ・生活サポート問い合わせフォーム: <a href="https://www.gtn.co.jp/contact/ct-users">https://www.gtn.co.jp/contact/ct-users</a>															

管理会社	管理会社名											<input type="checkbox"/> 審査時不備内容確認先
	住所											ご担当者
	TEL											
	FAX											
仲介会社	仲介会社名	<input type="checkbox"/> 元付 <input type="checkbox"/> 客付										<input type="checkbox"/> 審査時不備内容確認先
	住所											ご担当者
	TEL											
	FAX											

**Global Trust Networks Co., Ltd.**  
**Privacy Policy**

The applicant (including the contractor or the representative of the corporation, hereinafter referred to as the "**Applicant**") and the prospective emergency contact (including the emergency contact, hereinafter referred to as the "**Emergency Contact**") of the Guarantor Contract (hereinafter referred to as the "**Contract**") agree to our handling of their personal information according to these terms.

**Article 1 Personal Information**

Personal information means any of the following information:

- (1) *attribute information* including, but not limited to, the name, age, sex, date of birth, address, telephone number, registered domicile, name, address and telephone number of workplace, length of employment, monthly salary and family structure indicated in the guarantee service application form (the "**Application Form**") designated by the Company (including amended information obtained by the Company by receiving notice or by other means after the execution of the Agreement);
- (2) *contract information* including, but not limited to, the Application, the guarantee agreement date, and the details of the property subject to an application for lease in relation to the Agreement; and
- (3) *transaction information* including, but not limited to, the status of rent payments after the execution of the Agreement (including amended information that is obtained by receiving notice or by other means after the execution of the Agreement).

The Applicant may, at its discretion, provide personal information to the Company, but if the Applicant fails to provide necessary information expressly indicated, the Company may not be able to carry out the required procedures with respect to the Agreement.

**Article 2 Purpose of Use**

The Company will collect and use the personal information of the Applicant for the Agreement for the following purposes:

- (1) to make credit decisions regarding the Guarantee Service Application;
- (2) to perform the Guarantee Service Agreement and conduct after-sales services;
- (3) to demand reimbursement or advance reimbursement of claims relating to the performance of the guarantee agreement;
- (4) to introduce and provide the Company's services that are considered to be useful 2 for customers; and
- (5) to perform other services incidental to the services described above.

Because the personal information is "personal information subject to disclosure," the Applicant and the Emergency Contact may demand information on how the personal information is used or disclosure, amendment, addition or removal, suspension of use, erasure, or suspension of provision to a third party of the personal information by the Company.

### **Article 3 Sensitive Information**

The Applicant and the Emergency Contact agree to submit an identification document such as a driver's license or passport containing registered domicile or other similar information so that the Company may verify that the persons with whom the Company is to execute the Agreement are the Applicant and the Emergency Contact.

### **Article 4 Agreement to Provide Personal Information to Third Party**

1. The Company will not provide the personal information that it collects to any third party without the prior consent of the relevant person except:

- (1) if required by laws or ordinances;
- (2) if required to protect a person's life, body or property and it is difficult to obtain consent from the relevant person; or
- (3) if a national government or local government, or a person nominated thereby, requires the Company's cooperation to perform duties prescribed by laws or ordinances, and if the performance of such duties is likely to be impaired by obtaining consent from the relevant person.

2. The Applicant and the Emergency Contact agree to the Company's provision of the personal information to a third party in accordance with the following provisions.

#### Purposes of use:

- (1) to renew and manage the lease agreement;

- (2) to perform and manage the Agreement;
- (3) if the rental property under the Agreement is securitized, to perform the services for such securitization; or
- (4) to perform other services incidental to the services described above.

Recipient of the personal information:

An owner of the rental property (i.e., a trust bank, etc.), a new lessor (i.e., a special purpose company), a management company (i.e., a property manager), an asset management company (i.e., an asset manager), a collection servicer, a business partner 3 of a group company of the Company, or EPOS Card Co., Ltd. (4-3-2, Nakano, Nakano-ku, Tokyo)

Information to be provided:

Personal information set out in Article 1

**Article 5 Delegation**

The Company may delegate the handling of the personal information, in whole or in part, to a third party to the extent necessary for achieving the purposes of use set out in Article 2. In such case, the Company will perform necessary and appropriate supervision of the delegatee so that the personal information may be safely managed.

**Article 6 Measures for Protection of Personal Information**

1. The Company will, in order to protect the personal information, provide education to its employees on a regular basis and strictly manage the handling of the personal information.
2. The Company will take necessary security measures for the database system that it holds, including restricting and managing access to such database.
3. Upon the provision of the personal information to a third party with the consent of the Applicant and the Emergency Contact, the Company will perform necessary and appropriate supervision in order to prevent the personal information from being divulged or otherwise leaked.

**Article 7 Disclosure, Change, and Deletion, Etc. of the Personal Information**

1. The Applicant and the Emergency Contact may demand information on how the personal information is used or disclosure, amendment, addition or removal, suspension of use,

erasure, or suspension of provision to a third party of the personal information that the Company collects. Inquiries may be made to the Customer Personal Information Desk described below.

2. If the personal information that the Company holds is found to be inaccurate or false, the Company will promptly update or delete such information.
3. If the Company uses the personal information for an unauthorized purpose, illegally obtains the personal information, or illegally provides the personal information to a third party, the Company will, upon the request of the Applicant or the Emergency Contact, suspend the use or provision to a third party of such personal information (the “**Suspension of Use**”); provided, however, that this will not apply if the Suspension of Use is impracticable, and the Company takes alternative measures as required to protect the rights and interests of the relevant person.

#### **Article 8 Emergency Contact’s Powers**

1. The Applicant shall notify the Company of the Emergency Contact in case the Company is unable to contact the Applicant in an emergency situation at the address or telephone number submitted by the Applicant in advance. In such case, the Applicant shall give prior notice to the Emergency Contact of the fact that the Applicant intends to notify the Company of the address, telephone number and other similar information of such Emergency Contact, and the purpose of such notification, and obtain approval from the Emergency Contact. The Applicant warrants to the Company that the Company will not receive any objection to such notification or use of such information.
2. The Applicant shall authorize the Emergency Contact to cancel the Agreement, accept the cancellation of the Agreement by the Company, vacate the property relating to the Agreement, and remove, transport, store or dispose of the movables and other belongings remaining in such property, and the Applicant shall give prior notice to the Emergency Contact to that effect.

#### **Article 9 Handling in case of Non-Agreement of these Terms and Conditions**

If the Applicant and the Emergency Contact wish not to provide any of the information in the Agreement (i.e., in the Application Form and the agreement cover sheet), or are unable to agree to all or part of these Terms and Conditions, the Company may reject the Agreement; provided, however, that if the Applicant and the Emergency Contact do not agree to Article 2(4), the Company shall not refuse to execute the Agreement for that reason.

#### **Article 10 Notification of Background Check Results and Effective Term**

The Applicant and the Emergency Contact agree that the Company may notify a management company or brokerage company of the results of the background check conducted by the Company based on the application by the Applicant and the Emergency Contact. As the background check results are current as of the time of the performance of the background check, the Applicant and the Emergency Contact shall not object if they cannot execute an agreement due to a significant change in the information of the Applicant and the Emergency Contact or the details of the application at the time of agreement execution.

#### **Article 11 Amendment**

If the Company amends these Terms and Conditions, and the details of such amendment is likely to have a material effect on the Applicant and the Emergency Contact, the Company will give notice to, or inform in an appropriate manner, the Applicant and the Emergency Contact.

#### **Article 12 Inquiry Desk**

Inquiries concerning the personal information may be made to the *Customer Personal Information* Desk described below.

(Customer Personal Information Desk)

Personal Information Protection Manager: Responsible Officer, Corporate Affairs Department

TEL: 03-6804-6801



**Global Trust Networks**

Global Trust Networks Co., Ltd.

2th floor, Oak Ikebukuro Building

1-21-11, Higashi-Ikebukuro, Toshima-ku, Tokyo

Tel: 03-6804-6801 Fax: 03-6804-6802

(January 2025)

1400-EN-001