

July 13, 2016

Dear all,

Information on Short-term Stay Facility (DK HOUSE Kobe)

For RIKEN staff and visitors

For RIKEN staff and visitors coming to work at RIKEN Kobe from within Japan or from abroad, we have been introducing the DK HOUSE Kobe, a share house in Shinzaike-minamimachi in Nada-ku, as one option for accommodation. The facility is good for those needed to stay more than one month, however, there has been no rental contract possible thus far for stays shorter than one month.

Today we would like to announce that RIKEN staff and visitors can now arrange to stay at DK HOUSE Kobe periods shorter than one month. Please see below for more details.

1. Facility

- (1) Name DK HOUSE Kobe (Share House)
<http://www.e-guesthouse.com/eng/kobe/>
- (2) Address 3-2-56 Shinzaike-minamimachi, Nada-ku, Kobe-shi,
Hyogo 657-0864 Japan
(8-minute walk from Hanshin “Shinzaike” station)
- (3) Contact <http://www.e-guesthouse.com/eng/apply/>

2. Period of Stay

More than consecutive 3 nights, less than one month

3. Eligibility

RIKEN staff and visitors

4. Room fee

This arrangement applies to Type A rooms only.

Type A room

Rent per day 3,500 yen -Common service fee and tax included
(Rent will be paid by number of days, not by the number of nights stayed)

Bedding rental 4,860 yen -Tax included

※No Deposit and other fees

【Note】

- ① The daily rent 3,500yen is applied only for stay more than 3 nights and less than one month. (The facility cannot be used for stays of two nights or less. For stays longer than one month, please apply online from the DK HOUSE Kobe website. ※A special payment agreement between RIKEN and DK House Kobe has been reached for IPAs and interns. If you would like more details, please contact Ms. Naoko Yamaguchi, help desk coordinator at Human Resources Section of Kobe Administrative Division.)
- ② Please note that the rent will be calculated by the number of days, not by the number of nights stayed (3,500 yen X (the number of nights + 1)). No cleaning or bed-making service provided.
- ③ Payment should be made in cash with Japanese yen. No credit card payments accepted.
- ④ No rental contract will be issued. Instead, you will be asked to sign a contract confirmation slip. You will receive a bill which you need to take to any convenience store to pay the room fee. A piece of the bill will be a receipt.
- ⑤ In case of cancellation on the day or no-show, 100% of the room fee for the first night should be paid. Even for cancelling a room for several nights, you will be charged cancellation fee for only one day, no bedding rental fee necessary.
- ⑥ As for other rules, please follow instructions of the house manager at DK HOUSE Kobe.
- ⑦ Bringing your furniture is permitted only if it is removed when leaving.
- ⑧ Reservation for this short-term stay can be made by contacting DK HOUSE Kobe directly at: <http://www.e-guesthouse.com/eng/apply/>. Please mention that you are a RIKEN staff member or a RIKEN visitor.
- ⑨ Please note that only 10 rooms (A type) will be available for this arrangement at DK HOUSE Kobe.