

III-2 Moving Out and Leaving Japan

1. Procedures at Your Old Residence Before Moving

When you move out of a rented property, you must pay the water, gas and electricity utility bills. Call each utility company to notify them of your planned vacancy date and ask them for a fee settlement. Additionally, submit a notice of vacancy to the post office nearest your residence, so that all incoming mail will be transferred to your new address - free of charge for the entire following year.

If you move to a place in the same municipality, please hand in a "Notification of change of address" to your local government administration office. If you move to a place governed by a different municipality to that of your prior abode, please hand in a "Moving-out Notice" to your local municipality, receive a "Notice of Change of Address," and submit a "Notice of Ineligibility" to the National Health Insurance division in the ward office or town/city hall and return your insurance card to the division.

2. After Moving into a New Residence

Contact the gas and electricity companies. The gas company will send a person to open the gas line for the house, and will require a resident to observe this. Generally, if you turn the breaker on, the electricity becomes available for use, but you must notify the electricity company as soon as possible when you start using electricity. Water systems are different in each rental house/apartment, so ask the landlord.

Submit a "Moving-in Notice" at the local municipal office of your new residence within 14 days after your move. If you are insured by National Health Insurance, after notifying the relevant authorities at the town/city hall in your new municipality of the transfer of your address, apply for insurance in your new municipality.

If you have a driver's license, have your address changed at your police station.

3. When You Leave Japan

- ① Settle all bills accruing from your rented housing. Pay utility bills for gas, electricity, water, and domestic and international phone calls.
- ② If you are leaving Japan in the middle of the fiscal year, it is necessary to settle any due taxes. With regards to the residential tax, pay the entire amount for the fiscal year at your municipal office. Local taxes are calculated based on the previous year's income, so you need to pay the tax even if you will not remain in Japan for the full fiscal year.
- ③ Regarding income tax, you can still receive a refund after filing your final income tax return, if you arrange for a person to manage your tax payment and report to the tax office. Or, file a tentative income tax return and pay all unpaid income tax for the year before you leave Japan.
- ④ Submit a Notification of Change of Address (Abroad) at your local municipal office.
- ⑤ Regarding National Health Insurance, about a month before you leave Japan, please report your withdrawal from the system to the municipal office, settle the account and follow all proper procedures.
- ⑥ If you are a member of the National Pension system, you may be able to request a lump sum withdrawal payment after you leave Japan. Obtain an application form at a Japan Pension Service branch office or your workplace.
- ⑦ Hand in your Resident Card to an immigration officer when you leave Japan.