***To those who are going to use a moving company or trucks to move in KIV:***

Due to the limit of a space for parking large cars and for loading/unloading, those who are going to use a moving company or trucks to move in KIV are required to move in at allocated time slot for safe carriage. Please read the following information to apply for a slot.

 \*For those who do not use a moving company or trucks, application for a slot is not necessary.

**<TIME SLOT>**

Slot 1: 8:00 – 10:30

Slot 2: 10:30 – 13:00

Slot 3: 13:00 – 15:30

Slot 4: 15:30 – 18:00

**<APPLICATION>**

1. Please fill in the application form and send it to KIO (kio@ml.adm.u-tokyo.ac.jp).
\*KIO will forward the information to Sakai Moving Service, who are in charge of moving of the building.

\*In case you want to check available day and slot in advance, please contact KIO or call 0120-14-1352 (Sakai Moving Service: Japanese only).

1. KIO will inform you of the fixed time slot within 4 working days after application.

**<NOTE>**

* This application is not to order any moving company, but to keep a slot. If you wish to use a company, you may ask for an estimate by Sakai Moving Service, or you may find other companies by yourself.
The estimate should be 2 weeks – 1 month before move-in.
* If you want to change the slot after fixing, please contact KIO.
* Please make sure to finish carry-in within your slot.
* Maximum size of a truck: 2-ton long car (8.0m x 2.3m)
* Regardless of which moving company you use, protect the walls in common areas when carrying in. In case any damage arises, the cost of repair is charged to the residents.
* Cardboard boxes that are given by a moving company should be taken by the company. Please ask them to pick up the boxes by yourself.

Form 4

***Application for Time Slot of Move-In***

Year 　 Month 　　 Day

|  |  |
| --- | --- |
| **Room Number** |  |
| **Name** |  |
| **Current Address** |  |
| **Preferred Time Slot:****First Choice** | Year 　 Month 　　 Day  | Slot |
| **Preferred Time Slot:****Second Choice** | Year 　 Month 　 Day  | Slot |
| **Preferred Time Slot:****Third Choice** | Year 　 Month 　 Day  | Slot |
|  |
| **Do you want to use Sakai Moving Service?** □Yes □No, I will use a truck/another company. |
| **If Yes: Preferred Date for Estimate** | Year Month Day  |