**2 入居審査必要書類**

**チェックシート**



**チェックシート**

※チェックされたをごください。

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | **No.** |  |  |
| **を**  **するもの** |  | ① |  | **パスポート** |
| ② |  | **カード** |
| **・**  **を**  **するもの** |  | ③ |  |  |
| ④ |  |  |
| ⑤ |  |  |
| ⑥ |  |  |
| **を**  **するもの** |  | ⑦ |  |  |
| ⑧ |  |  |
| ⑨ |  |  |
| ⑩ |  | **ののし** |
| ⑪ |  | **い（）の**  **※これからく** |
| ⑫ |  | **の** |
| ⑬ |  |  |
| ⑭ |  | **の（のし）** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | **No.** | **Required** | **Documents** |
| Personal identification |  | ① |  | Passport |
| ② |  | Resident Card |
| Documents  for checking employer or school |  | ③ |  | Certificate of employment |
| ④ |  | Certificate of school attendance |
| ⑤ |  | Certificate of  authorized employment |
| ⑥ |  | xtra-status activity permit |
| Documents  for checking income |  | ⑦ |  | Certificate of tax withholding |
| ⑧ |  | Salary details |
| ⑨ |  | Certificate of tax payment |
| ⑩ |  | Copy of previous year’s income tax return |
| ⑪ |  | Certificate of  (planned) salary payment  (If your work has not yet begun) |
| ⑫ |  | Bank remittance details |
| ⑬ |  | Certificate of scholarship payment |
| ⑭ |  | Documentation of bank deposits and savings (copy of passbook) |

【日本語版】 【英語版】

**Tenancy Examination Required**

**Documents Check Sheet**

Please submit the documents checked below.

**資 料 編**

**2 入居審査必要書類**

**チェックシート**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | 编号 | 需提交的文件 | 文件名称 |
| 个人身份证明文件 |  | ① |  | 护照 |
| ② |  | 在留卡 |
| 工作单位、学校的  证明文件 |  | ③ |  | 勤务证明书（在职证明） |
| ④ |  | 在学证明书 |
| ⑤ |  | 勤劳资格证明书 |
| ⑥ |  | 资格外活动许可书 |
| 收入  证明文件 |  | ⑦ |  | 源泉征收票 |
| ⑧ |  | 给与明细书（工资明细） |
| ⑨ |  | 纳税证明书 |
| ⑩ |  | 上一年度的确定申告复印件 |
| ⑪ |  | 给与支付（预定）的证明书（预  定支付工资的文件）  ※ 工作还未开始，但即将工作时 |
| ⑫ |  | 银行汇款证明书 |
| ⑬ |  | 奖学金支付证明书 |
| ⑭ |  | 存款证明（存折复印件） |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | No | 필요 서류 | 서 류 일 람 |
| 본인  확인 서류 |  | ① |  | 여권 |
| ② |  | 재류카드 |
| 근 무 처· 학교 확인 서류 |  | ③ |  | 재직증명서 |
| ④ |  | 재학증명서 |
| ⑤ |  | 근로자격증명서 |
| ⑥ |  | 자격외활동허가서 |
| 소득 확인 서류 |  | ⑦ |  | 원천징수표 |
| ⑧ |  | 급여명세서 |
| ⑨ |  | 납세증명서 |
| ⑩ |  | 전년도 확정신고 사본 |
| ⑪ |  | 급여지불 ( 예정) 증명서  ※앞으로 일할 경우 |
| ⑫ |  | 은행 송금증명서 |
| ⑬ |  | 장학금지급증명서 |
| ⑭ |  | 예저금 증명 ( 통장 사본) |

【中国語版】 【韓国語版】

**入住审查所需文件核对清单**

※ 请提交下方标记了✓的文件。

**입주 심사 필요 서류 체크 시트**

※체크된 서류를 제출해 주십시오 .

**Folha de checagem dos documentos**

**Hoja de Chequeo de Documentación Necesaria**

**necessários para o exame de possibilidade**

**de mudança para o imóvel**

Apresente os documentos que estão checados.

**para Examinar la Solicitud de Alquiler**

※ Por favor, presente los documentos marcados.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | **Núm.** | **Necesidad de Presentación** | **Listado de Documentos** |
| Identificación Personal |  | ① |  | Pasaporte |
| ② |  | Tarjeta de residencia |
| Certificado de Trabajo o Estudio |  | ③ |  | Certificado de empleo |
| ④ |  | Certificado de matrícula |
| ⑤ |  | Certificado  de calificación laboral |
| ⑥ |  | Permiso de actividad fuera de calificación |
| Comprobante de Ingresos |  | ⑦ |  | Certificado de impuesto deducido de la fuente de ingresos |
| ⑧ |  | Especificación de pago de salario |
| ⑨ |  | Certificado de pago de impuestos |
| ⑩ |  | Copia de la declaración de renta del año fiscal anterior |
| ⑪ |  | Certificado de pago de salario (previsto)  ※ Para quien va a iniciar su trabajo  desde ahora |
| ⑫ |  | Certificado bancario de remesas |
| ⑬ |  | Certificado de pago de becas |
| ⑭ |  | Certificado de ahorro (copia de libreta bancaria) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | **No.** | **Documento necessário** | **Lista dos documentos** |
| Para  a verificação  da pessoa |  | ① |  | Passaporte |
| ② |  | Cartão de permanência (Zairyu Card) |
| Para  a verificação do local  de trabalho/ escola |  | ③ |  | Certificado de trabalho |
| ④ |  | Certificado de estudante |
| ⑤ |  | Certificado de qualificação de trabalho |
| ⑥ |  | Permissão de atividades além da qualificação |
| Para  a verificação  da renda |  | ⑦ |  | Comprovante de imposto de renda retido na fonte |
| ⑧ |  | Demonstrativo de pagamento |
| ⑨ |  | Certificado de pagamento de imposto |
| ⑩ |  | Cópia da declaração de  imposto de renda do ano passado |
| ⑪ |  | Certificado do pagamento do salário (previsto)  ※ No caso de começar trabalhar de agora em diante |
| ⑫ |  | Certificado de envio do banco |
| ⑬ |  | Certificado de pagamento da bolsa de estudos |
| ⑭ |  | Certificado da poupança (cópia da caderneta do banco) |

【スペイン語版】 【ポルトガル語版】

**資 料 編**

**チェックシート**

**2 入居審査必要書類**

**बसार्इसराइमा आवश्यक कागजातको चेक सिट**

※कृपया चेक गरिएका कागजातहरू पेश गर्नुहोस्।

**Danh mục kiểm tra các giấy tờ cần thiết khi xem xét cho thuê nhà**

※Hãy nộp các giấy tờ đã được đánh dấu

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | No | Giấy tờ cần thiết | Danh mục các loại giấy tờ thủ tục |
| Giấy tờ xác minh người thuê nhà |  | ① |  | Hộ chiếu |
| ② |  | Thẻ ngoại kiều |
| Giấy tờ xác minh nơi làm việc /  trường học |  | ③ |  | Giấy chứng nhận nhân viên |
| ④ |  | Giấy chứng nhận học sinh sinh viên |
| ⑤ |  | Giấy chứng nhận tư cách lao động |
| ⑥ |  | Giấy phép hoạt động ngoài tư cách lưu trú |
| Giấy tờ xác minh thu nhập |  | ⑦ |  | Bảng kê khấu trừ thuế thu nhập |
| ⑧ |  | Bảng lương chi tiết |
| ⑨ |  | Giấy chứng nhận nộp thuế |
| ⑩ |  | Bản sao tờ khai thuế năm tài khóa trước |
| ⑪ |  | Giấy chứng nhận (dự định) thanh toán lương  ※ Nếu bây giờ mới bắt đầu đi làm |
| ⑫ |  | Giấy chứng nhận chuyển tiền của ngân hàng |
| ⑬ |  | Giấy chứng nhận cấp tiền học bổng |
| ⑭ |  | Chứng minh tiền tiết kiệm (bản sao sổ tiết kiệm) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | न | आवश्यक कागजात | कागजात सूची |
| ब्यक्तिगत जाँचका कागजातहरू |  | ① |  | पासपोर्ट |
| ② |  | निवास कार्ड |
| काम वा स्कूल पुष्टि गर्न कागजातहरू |  | ③ |  | कार्मचारी प्रमाणपत्र |
| ④ |  | हालको स्कुलको प्रमाणपत्र |
| ⑤ |  | कार्य योग्यता प्रमाण पत्र |
| ⑥ |  | योग्यता बाहिरको गतिबिधि इजाजतपत्र |
| आय निश्चित गर्ने  कागजातहरू |  | ⑦ |  | कर स्रोतको लिष्ट |
| ⑧ |  | तलब विवरण पत्र |
| ⑨ |  | कर प्रमाणपत्र |
| ⑩ |  | अघिल्लो वर्षको कर फिर्तीको प्रतिलिपि |
| ⑪ |  | तलब भुक्तानी प्रमाणपत्र (योजना)  ※अबबाट काम गर्ने अवस्थामा |
| ⑫ |  | बैंकको भुक्तानी प्रमाणपत्र |
| ⑬ |  | छात्रवृत्ति अनुदान प्रमाणपत्र |
| ⑭ |  | डिपोजिट र बचत रकमको प्रमाण (पासबुकको प्रतिलिपि) |

【ベトナム語版】 【ネパール語版】

**チェックシート**

**2 入居審査必要書類**

**เอกสารตรวจสอบรายการเอกสารที่จำเป็น ในการตรวจสอบตอนย้ายเข้า**

\*โปรดยื่นเอกสารที่มีเครื่องหมายกำกับเอาไว้

**Lembar Cek Dokumen Untuk**

**Pemeriksaan Sewa-Menyewa**

Mohon serahkan dokumen yang ditandai di bawah ini.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | **หมายเลข** | **เอกสารจำเป็น** | **รายการแสดงเอกสารทั้งหมด** |
| เอกสารยืนยันตัวตน |  | ① |  | หนังเสือเดินทาง |
| ② |  | บัตรประจำตัวผู้พำนักอาศัย (Resident Card) |
| เอกสารสำหรับ  ตรวจสอบสถานที่ทำงานหรือ  สถานศึกษา |  | ③ |  | เอกสารรับรองการทำงานจากบริษัท |
| ④ |  | เอกสารรับรองสถานภาพนักศึกษา |
| ⑤ |  | เอกสารรับรองคุณสมบัติการทำงาน |
| ⑥ |  | ใบอนุญาตทำกิจกรรมพิเศษ |
| เอกสารสำหรับ  ตรวจสอบรายได้ |  | ⑦ |  | เอกสารรับรองการหักภาษี |
| ⑧ |  | เอกสารรายละเอียดเงินเดือน |
| ⑨ |  | เอกสารรับรองการชำระภาษี |
| ⑩ |  | สำเนาแบบแสดงรายการภาษีเงินได้ของปี  ที่ผ่านมา |
| ⑪ |  | เอกสารรับรองการจ่ายเงินเดือน (ตามกำหนด)  \*หากท่านยังไม่ได้เริ่มทำงาน |
| ⑫ |  | รายละเอียดการโอนเงินผ่านธนาคาร |
| ⑬ |  | เอกสารรับรองการชำระทุนการศึกษา |
| ⑭ |  | เอกสารรับรองเงินฝากธนาคาร (สำเนาหน้าสมุดบัญชี) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | **No.** | **Diperlukan** | **Dokumen** |
| Tanda Pengenal |  | ① |  | Passport |
| ② |  | Kartu Kependudukan / Residensi |
| Dokumen  untuk  pengecekan  perusahaan  tempat kerja  atau sekolah |  | ③ |  | Surat Keterangan Pekerjaan |
| ④ |  | Surat Keterangan Kehadiran Sekolah |
| ⑤ |  | Surat Otorisasi Keterangan Pekerjaan |
| ⑥ |  | Surat Keterangan Izin Aktifitas lain-lain |
|  |  | ⑦ |  | Surat Keterangan  pemotongan pajak |
|  | ⑧ |  | Detil/Slip Gaji |
|  | ⑨ |  | Surat Keterangan  Pembayaran Pajak |
| Dokumen untuk | ⑩ |  | Salinan Pengembalian Pajak Tahun sebelumnya |
| pengecekan gaji | ⑪ |  | Surat Keterangan Pembayaran gaji (yang direncanakan, apabila pekerjaan belum dimulai) |
|  | ⑫ |  | Rincian Pengiriman Uang di Bank |
|  | ⑬ |  | Surat Keterangan  Pembayaran beasiswa |
|  | ⑭ |  | Dokumen Tabungan Bank (salinan buku tangungan) |

【タイ語版】 【インドネシア語版】

**資 料 編**

**チェックシート**

**2 入居審査必要書類**

**ေနထိုင္မႈစစ္ေဆးရန္လိုအပ္ေသာစာရြ က္စာတမ္းမ်ားစစ္ေဆးျခင္းစာရြက္**

\* အမွတ္ျခစ္ထားသည့္စာရြက္စာတမ္းမ်ားအား တင္ျပေပးပါ။

**ការត្រួតពិនិត្យសិទ្ធិកាន់កាប់ដែលតម្រូវឱ្យមា   
 នតារាងពិនិត្យឯកសារ**

\*សូមដាក់ជូនពិនិត្យឯកសារ ដែលបានគូសឬធីកខាងក្រោម។

ការកំណត់អត្តសញ្ញាណផ្ទាល់ខ្លួន

ឯកសារសម្រាប់ការពិនិ  
ត្យមើលប្រាក់ចំណូល

လစာ၀င္ေငြကို အတည္ျပဳႏိုင္သည့္အရာမ်ား

မိမိကိုယ္တိုင္ျဖစ္ေၾကာင္း အတည္ျပဳ ႏိုင္သည့္အရာမ်ား

အလုပ္ေနရာ ေက်ာင္းကို အတည္ျပဳႏိုင္သည့္အရာမ်ား

ឯកសារសម្រាប់ការពិនិត្យមើលនិយោជក   
ឬសាលា

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | **No.** | **လိုအပ္ေသာ စာရြက္စာတမ္းမ်ား** | **စာရြက္စာတမ္းမ်ားစာရင္း** |
|  |  | ① |  | ပတ္စ္ပို႔ |
| ② |  | ႏိုင္ငံျခားသားစိစစ္ေရးကဒ္ျပား |
|  |  | ③ |  | အလုပ္ေထာက္ခံစာ |
| ④ |  | ေက်ာင္းတက္ေနေၾကာင္းေထာက္ခံစာ |
| ⑤ |  | အလုပ္လုပ္ေနေၾကာင္းအေထာက္အထား |
| ⑥ |  | အခ်ိန္ပိုင္းအလုပ္လုပ္ခြင့္ပါမစ္ |
|  |  | ⑦ |  | ၀င္ေငြခြန္ |
| ⑧ |  | လခစာရြက္ |
| ⑨ |  | အခြန္ေဆာင္ထားသည့္စာရြက္ |
| ⑩ |  | ယမန္ႏွစ္ကအခြန္ျပန္အမ္းျခင္းမိတၱဴ |
| ⑪ |  | လစာေပးေခ်ျခင္ း(အစီအစဥ္) ၏အေထာက္အထား  \* အခုမွစျပီးအလုပ္လုပ္မည္ဆိုပါက |
| ⑫ |  | ေငြလဲႊစာရြက္အေထာက္အထား |
| ⑬ |  | ပညာသင္ဆုေၾကးေငြလဲႊစာရြက္ |
| ⑭ |  | ေငြစုျခင္းအေထာက္အထား  (ဘဏ္စာအုပ္မိတၱဴ) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | **លេខ** | **តម្រូវឱ្យមាន** | **ឯកសារ** |
|  |  | ① |  | លិខិតឆ្លងដែន |
| ② |  | ប័ណ្ណអ្នកស្នាក់នៅ |
|  |  | ③ |  | លិខិតបញ្ជាក់អំពីការងារ |
| ④ |  | លិខិតបញ្ជាក់អំពីការទៅចូលរៀននៅ សាលា |
| ⑤ |  | លិខិតបញ្ជាក់អំពីការងារដែលមានសិ ទ្ធិអនុញ្ញាត |
| ⑥ |  | លិខិតអនុញ្ញាតអំពីកិច្ចការមានឋានៈ បន្ថែម |
|  |  | ⑦ |  | លិខិតបញ្ជាក់អំពីការដកយកពន្ធ |
| ⑧ |  | ព័ត៌មានលម្អិតអំពីប្រាក់ខែ |
| ⑨ |  | លិខិតបញ្ជាក់អំពីការទូទាត់ប្រាក់ពន្ធ |
| ⑩ |  | ឯកសារថតចម្លងនៃសំណងពន្ធលើប្រា ក់ចំណូលពីឆ្នាំមុន |
| ⑪ |  | លិខិតបញ្ជាក់អំពីការបង់ប្រាក់ខែ (បានគ្រោងទុក) (បើការងាររបស់អ្នក មិនទាន់បានចាប់ផ្តើមនៅឡើយ) |
| ⑫ |  | ព័ត៌មានលម្អិតអំពីការផ្ទេរប្រាក់ធនាគារ |
| ⑬ |  | លិខិតបញ្ជាក់អំពីការទូទាត់ប្រាក់អាហារូបករណ៍ |
| ⑭ |  | ឯកសារដាក់ប្រាក់តម្កល់និងប្រាក់សន្សំ នៅធនាគារ (ឯកសារថតចម្លងនៃសៀវភៅធនាគារ) |

【ミャンマー語版】 【カンボジア語版】

**Түрээслэх гэрээнд шаардлагатай бичиг баримтын жагсаалт**

Тэмдэглэсэн бичиг баримтыг та бүрдүүлнэ үү

**dokumento sa pagsuri ng Mangungupahan**

\*Pakisumite ang mga naka-tsek na dokumento/

**Listahan ng mga kinakailangang**

Patunay ng pagkakilala (ID)

Mga dokumento para sa pagsuri ng pagka- empleyo o paaralan.

Mga dokumento para sa pagsuri ng kinikita

|  |  |  |  |
| --- | --- | --- | --- |
|  | **No.** | **Kailangang isumite** | **Mga dokumento** |
|  | ① |  | Pasaporte |
| ② |  | Resident Card |
|  | ③ |  | Sertipiko ng Pagka-empleyo |
| ④ |  | Sertipiko ng pagpasok sa eskwelahan |
| ⑤ |  | Sertipiko ng awtorisadong pagka-empleyo |
| ⑥ |  | Permiso sa mga aktibidad bilang may xtra-status |
|  | ⑦ |  | Sertipiko ng income tax/ buwis sa sahod |
| ⑧ |  | Detalye ng natatanggap na sahod |
| ⑨ |  | Sertipiko ng pagbayad ng buwis |
| ⑩ |  | Kopya ng patunay ng pagbayad ng buwis noong nakaraang taon |
| ⑪ |  | Sertipiko ng inaasahang sahod (kung di pa nag-uumpisa sa trabaho) |
| ⑫ |  | Detalye ng mga padalang pera natatanggap sa bangko |
| ⑬ |  | Sertipiko ng pagtanggap ng pera mula sa scholarship |
| ⑭ |  | Patunay ng mga deposito at naipon sa bangko. (kopya ng passbook) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | **No.** | **Шаардлагатай** | **Бичиг баримтын жагсаалт** |
| **Хувь хүнийг нотлох бичиг баримт** |  | ① |  | **Гадаад пасспорт** |
| ② |  | **Оршин суугчийн үнэмлэх** |
| **Ажил, сургуулийн баримт** |  | ③ |  | **Ажлын газрын тодорхойлолт** |
| ④ |  | **Сургуулийн тодорхойлолт** |
| ⑤ |  | **Ажиллах зөвшөөрөл** |
| ⑥ |  | **Визийн статусаас гадуур ажиллах зөвшөөрөл** |
| **Орлого батлах баримт** |  | ⑦ |  | **Суутгалын хуудас** |
| ⑧ |  | **Цалингийн хуулга** |
| ⑨ |  | **Татвар төлбөрийн гэрчилгээ** |
| ⑩ |  | **Өнгөрсөн жилийн  татварын тайлангийн хуулга** |
| ⑪ |  | **Цалин олгох (төлөвлөгөөний) тодорхойлолт**  **\*Шинээр ажилд орж байгаа тохиолдолд** |
| ⑫ |  | **Банкны мөнгө гуйвуулсан тодорхойлолт** |
| ⑬ |  | **Тэтгэлэгт оюутны тодорхойлолт** |
| ⑭ |  | **Хадгаламжийн тодорхойлолт (Хадгаламжийн дэвтэр)** |

【タガログ語版】 【モンゴル語版】