



Cosmos Plan Sdn. Bhd. (814290-D)
W-9-23, Menara Melawangi, 18 Jalan Persiaran Barat
46050 Petaling Jaya, Selangor, Malaysia
Tel : 603-7955-8553, Fax : 603-7958-8552



Rental Contract Flow, Points to Note, Our Services and Fees

1. Process from contract to move-in.

- a. We will search for properties based on your budget and preferences, schedule appointments for property inspections (viewings) in advance, and our staff will guide you to each property in a company car.
- b. We will show you around the property and the surrounding area while explain the local contract process and precautions. When a potential property is found, we will explain the contract process and necessary details, and negotiate with the property owner from the customer's perspective.
- c. When a property is selected, we explain the important points of the contract and the transaction process while conducting necessary negotiations with the owner.
- d. We will provide support for payment of application fee, signed contract, security deposit.
- e. We will be present during contract signing and move-in. During the move-in inspection, we will also check the room facilities and fixtures.

**Please refer to our nearest local branch to confirm the fees as there might be some differences between the states.*

2. Points to keep in mind when signing a rental contract in Malaysia

- a. Since most of the properties are rented from individual owners, the interior design and rent vary from room to room in the same property in most cases. The number of properties managed as a single building is very limited.
- b. If a candidate property is found, the move-in date is usually within two months of the application.
- c. Compared to properties in Japan, there are more defects in rooms and appliances and we often find that problems occur after moving in.
- d. The property must be returned to its original condition when the tenant moves out, and some owners may not refund the security deposit. Periodic maintenance service for air conditioners is usually the responsibility of the tenant.

Important Point

Please note that the following are not included in our support services:

- a) Payment agency for various payments (rent, utilities, Internet, etc.). If you need to make payments on your behalf, please contact us separately.
- b) Minor repairs such as room cleaning and light bulb replacement after moving in (available for an additional fee)
- c) Resolution of issues such as noise problems in the vicinity.
- d) Moving support. (Referral to moving companies are available)

Tokyo Office

2F, Nihonbashi S&S Bldg.
17-14, Kodenma Cho,
Nihonbashi Chuou Ku,
Tokyo, 103-0001 Japan
Tel : 813-6661-7683

Penang Office

8-13-A, Gurney Tower
Persiaran Gurney
10250 Penang
Tel: 604-229-4395

Johor Office

Menara Zurich Suite 17-02B, 17F
No.15 Jalan Dato Abdullah Tahir,
80300, Johor Bharu, Johor
Tel : 607-336-2221