

# Foreign Resident Housing Checklist

A step-by-step checklist to choose housing, sign a lease safely, and move in with minimal risk.

## Purpose

Organize your area, budget, housing type, and rental term-and complete signing and move-in steps safely.

### 0) Quick Prep (5 minutes)

- Define your preferred area based on work/school and your maximum acceptable commute time.
- Set your budget: security deposit, monthly rent, maintenance fee (estimate), and upfront costs (broker fee, moving costs, etc.).
- Choose a housing type: studio (one-room), officetel, apartment, or share-house.
- List must-haves and deal-breakers: pets, smoking, elevator, parking, appliances (washer, AC, etc.).
- Choose 1-2 contact channels to use consistently (phone, KakaoTalk, WeChat, email).

### 1) Before Signing

- Check the Real Estate Register: owner information, mortgages/seizures, and any senior (priority) claims.
- Check the Building Register: permitted use, whether the building is illegal/unauthorized, and whether actual use matches the register.
- Verify the landlord's identity matches the registered owner; if dealing with a representative, obtain a valid power of attorney and ID.
- Confirm you can complete address registration and obtain a fixed date if needed for deposit protection.
- Deposit safety check: confirm that senior liens/claims plus your deposit are not excessively high; request a clear risk explanation in writing if anything looks risky.
- Clarify maintenance fees: what is included (electric/water/gas/internet/common areas) and how charges are calculated and settled.
- Verify the broker is licensed/registered and request fee disclosure in advance (office name and registration number).

### 2) Contract Checklist

- Ensure the parties' information is accurate (landlord/tenant names, addresses, contacts).
- Confirm the property details match: address, building/unit number, area, and an inventory list (preferably attached as an appendix).
- Clearly specify the contract term, move-in date, and move-out date.
- Confirm deposit, rent, and maintenance amounts, payment dates, and the receiving bank account (preferably the landlord's own account).
- Define repair responsibilities (e.g., leaks, boiler, AC, door lock) and response timelines.
- Record special clauses: pets, smoking, no sublease, early termination and penalties, and what counts as 'restoration to original condition'.
- Keep the payment schedule and proof for any payments (deposit/interim/final) including receipts and bank transfer confirmations.

### 3) Home Inspection

- Check water pressure, hot water (kitchen/bathroom), and drainage.
- Electricity: confirm breakers, outlets, and lighting work (an extension cord can help with testing).
- Inspect for mold, leaks, and condensation: window frames, ceilings, wallpaper, bathroom silicone seals.
- Confirm heating and cooling operate properly (boiler/AC) and check filter condition.

- Noise: evaluate street noise with windows closed, neighbor noise, and floor/ceiling noise.
- Security: door lock, building entry system, CCTV, lighting, and alley safety (walk the route at night if possible).
- Check safety devices: gas connections, fire alarms, and fire extinguishers.
- Confirm internet/communications availability, installation feasibility, and any additional fees.

#### **4) Documents to Prepare**

- Passport.
- Alien Registration Card (ARC) or application/receipt (if applicable).
- Proof of enrollment/employment (if requested) and an emergency contact.
- Proof of income/balance (if requested).
- Insurance/guarantor documents (if applicable).
- Seal or signature readiness, and your transfer method (be cautious if asked to pay in cash or to an overseas account).

#### **5) Move-in Day**

- Receive keys/access cards and change door lock codes immediately.
- Photograph meter readings (electricity/gas/water) for before/after comparison.
- Record defects with photos/videos: wallpaper, floors, furniture, appliances, and bathroom (include date when possible).
- Confirm all appliances and fixtures work: refrigerator, washer, gas stove, microwave, AC, etc.
- Get the building office/concierge contact, trash sorting rules, and parcel delivery/collection location.
- Complete address registration and obtain a fixed date as soon as possible if relevant for deposit protection.

#### **6) Fraud Prevention**

- Be cautious with listings priced far below market; verify the reason and do not judge only from photos/claims.
- Refuse requests to pay a deposit before the contract is signed, especially cash payments or requests for overseas remittance.
- Beware of unlicensed brokers or being pushed into off-the-books transactions; verify broker registration.
- Always verify the landlord or representative: representatives must show power of attorney, ID, and ownership information.
- Pause if pressured ('today only', 'pay now'); re-check documents and terms before proceeding.
- Save all contracts, receipts, and payment proofs (including screenshots).

#### **Notes**

Consultation booking: Provide your criteria (area, budget, housing type, term) and choose one contact channel. The manager will compile candidate options, key comparison points, and guidance.

Disclaimer: This checklist is for general information only and does not constitute legal advice for any specific case.