

# How to do Self Check-In

Address; CastleMansion 303, 7-22-48, Nishishinjuku, Shinjuku, Tokyo, JAPAN

日本 東京都新宿区西新宿 7-22-48 キャッスルマンション 303(on the 3<sup>rd</sup> floor)

First of all, when you arrive at Shinjuku station, please exit from the west entrance. Then, you go up the stairs and go out to the ground. — Picture①



When you come to the ground, please turn right and go down the street until you see the big intersection.

You across the crossing to the left, and then to the right, and go down the street to the left direction please. — Picture②



Please go down the street and turn right at the corner — Picture③

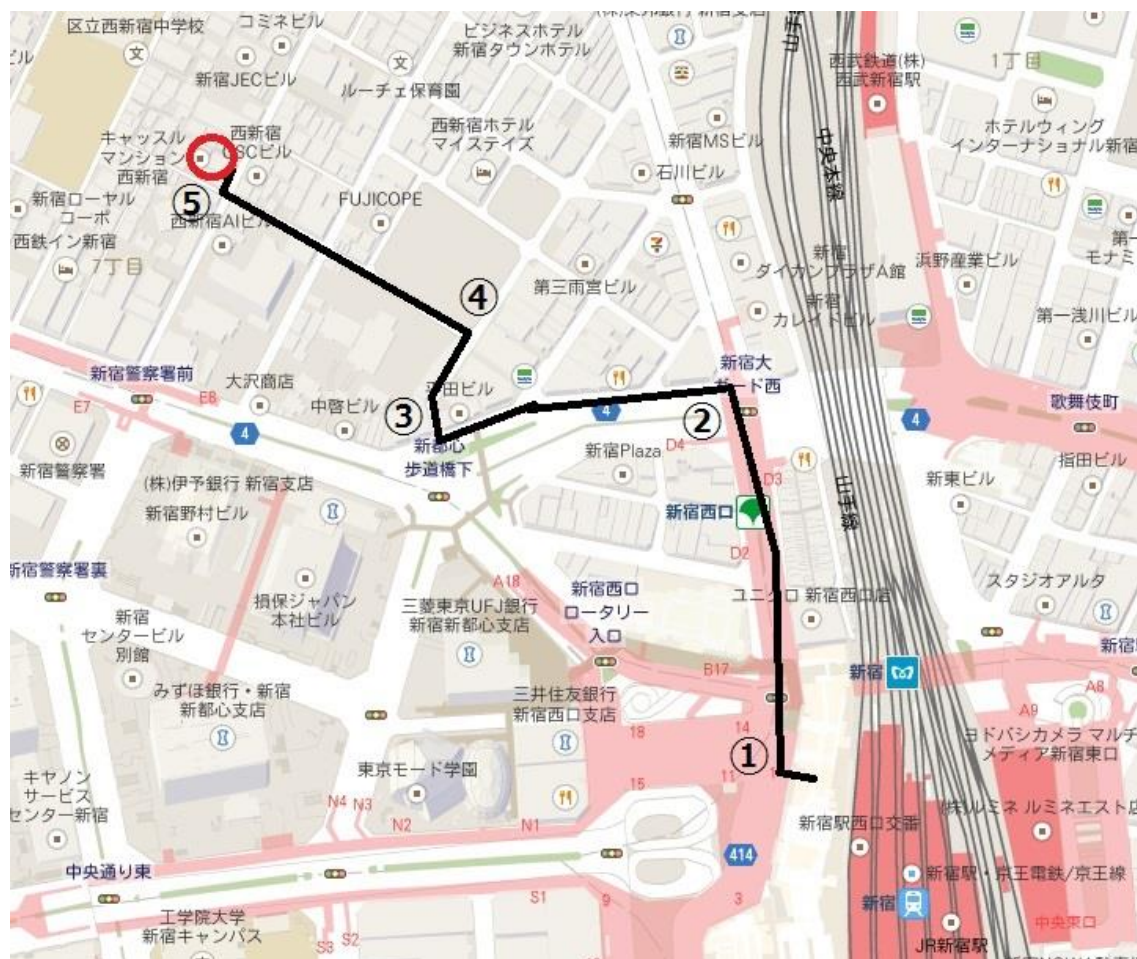


Please go down the street and turn left at the corner — Picture ④



After you walk for about 200 meters, you will find the entrance at the right hand side.

—Picture⑤



When you come into the entrance, you will see the letter box at the left hand side. Please find the letter box “303” and open it. There is a key inside the box.



The last day when you check out, please put the house key back in the letter box again. Thank you.

Please NOTE.

There is sometimes a man from the building security company. So if someone comes to talk to you, please tell him you are friend of “room303” because he may sometimes talk to people he doesn’t see much just for security.

【My number】

+81-90-1531-3301

## How To Check Out

Please let me know before you leave and please return the key in the letter box.

Thank you very much.

Hope you have a great experience in Tokyo!! :)

Mizuki