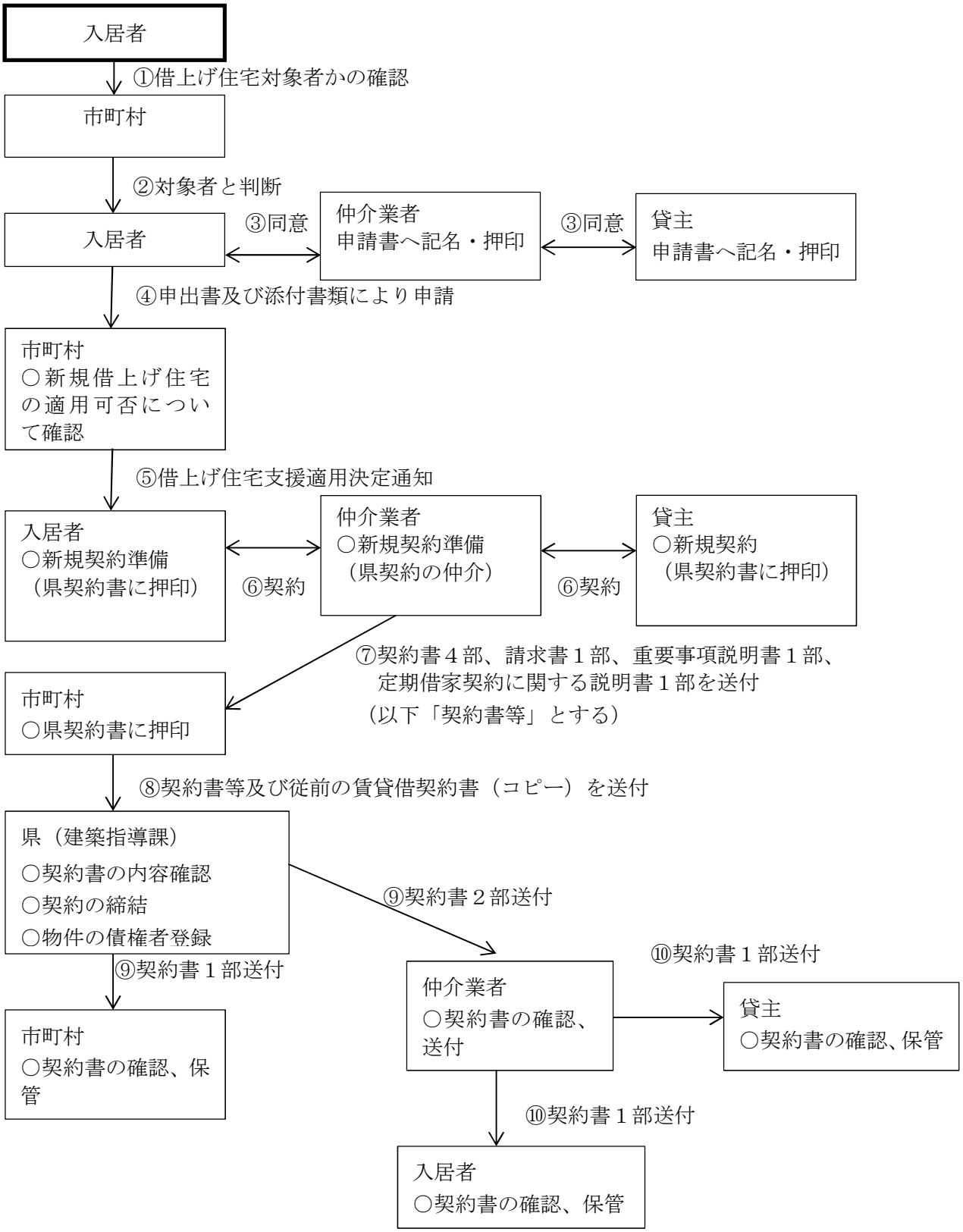■借上げ住宅の契約に関する事務フロー