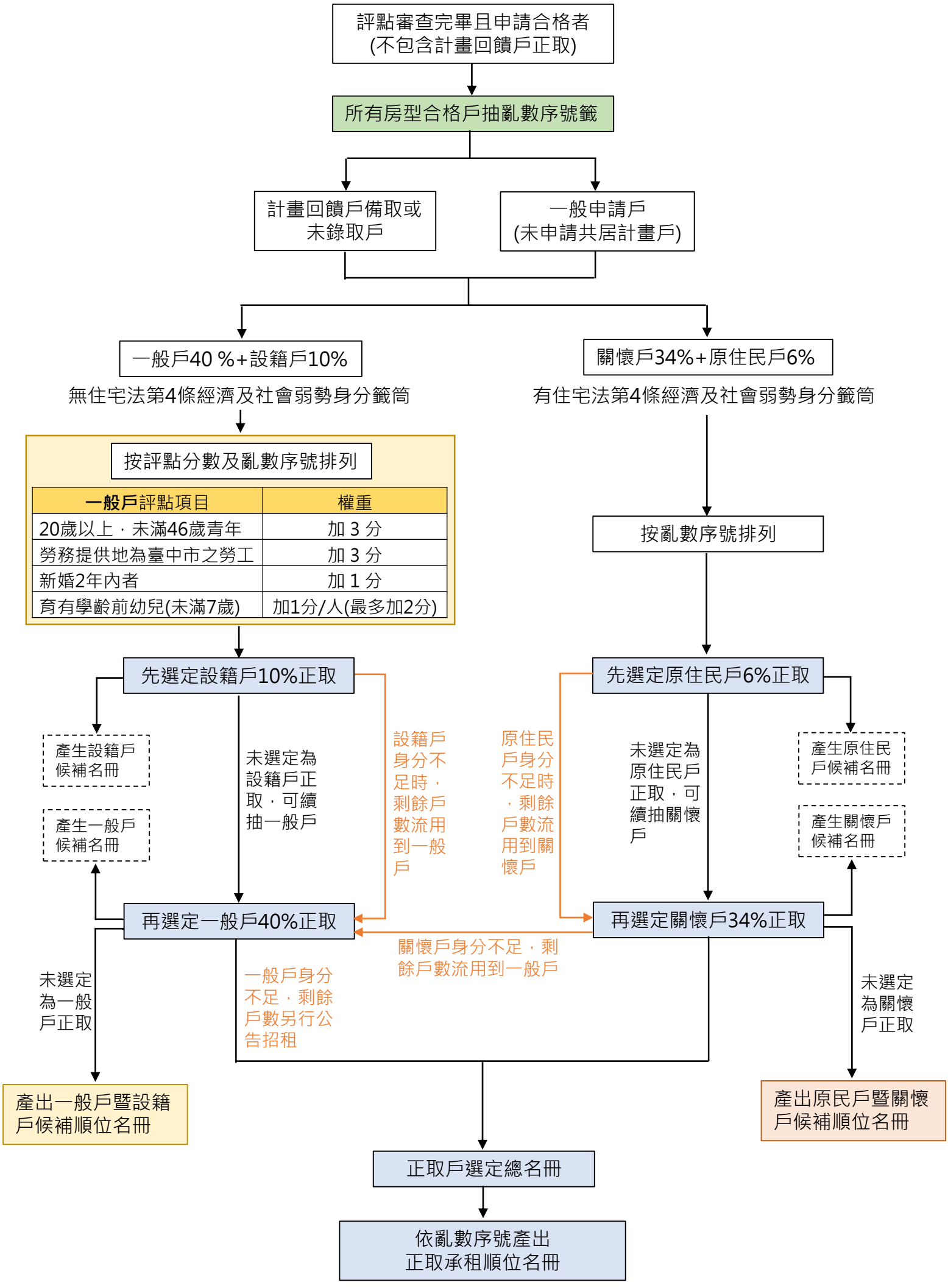附件4-承租戶型選定暨流用程序