

(英語版)

Prefectural Housing (Ken-ei Jyutaku)

# Residents' Guidebook



Aichi Prefectural Housing Corporation

*(Aichi-ken Jutakukyokusha)*

# Introduction

Although you received guidelines as to the rules of life, etc. when moving into prefectural housing, we're sure that those of you who have just moved in are often puzzled by the differences in the Japanese way of life, language, culture, and customs, etc. This may also become the cause of troubles with other residents.

The residential housing in which you live is public housing built from taxes and with the cooperation between the Japanese government and Aichi Prefecture; it is an asset shared by the residents of Aichi Prefecture.

Therefore, unlike general rental houses and apartments, etc., there are a variety of "promises" and "rules" about daily living that bind residents in addition to the various "restrictions" and "obligations".

Everyone now living in prefectural housing is asked to understand these promises, rules, restrictions, and obligations, and utilize the housing correctly.

We also encourage you to make Japanese friends and acquaintances; they will help you understand the rules on communal housing complex living and Japanese customs, and they will be able to assist you when there are things you are unsure of in everyday life.

Please observe the rules of communal housing complex living, respect and understand one another without sticking to the views and perspectives of your home country, and enjoy a cheerful and enjoyable lifestyle in prefectural housing!



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# Moving in

## (1) Designated moving in date

The date on which you may start using residential housing is called the "designated moving in date". Please complete the move in of all the members of your family who have turned in the application within 1 month of the designated moving in date.

## (2) Security deposit

Security deposits will be returned to residents after moving out. The security deposit will be returned, either to your designated bank account or your new address, after deducting your obligations such as unpaid rent, etc. (No interest is paid)

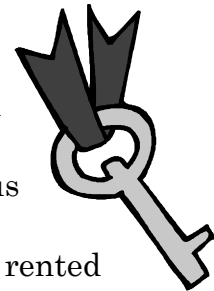
※Payments can only be made to banks with a branch in Aichi Prefecture. (It cannot be made to Internet banking accounts).

## (3) Delivery and storage of the key

Please submit the "key receipt" handed to you during the moving in briefing to your contact (please check to see if the contact is home before you visit him/her), and obtain the key in exchange.

This key is a new key, different from the one the previous resident used. Nobody possesses another copy.

Please note that the key is not "given" to you. Rather, it is rented to you along with the housing. Please store it carefully. If you lose or damage even one key, you will be asked to cover the associated costs when moving out. (There are no spare keys).



## (4) Handover and confirmation of housing

Please submit any requests for repairs to the Housing Administration Office or Branch Office within 1 month of your designated moving in date. Please note that if you make a request to repair "damages existing prior to moving in" after 1 month of your designated moving in date, these damages will be repaired at your own expense.

Please note that some areas may be impossible to repair, etc.

## (5) Moving in

When moving in, please do not park your vehicle on the road near the housing, as this will cause inconvenience to other residents. In addition, please park your vehicle in the designated space after you have moved in.



## NEW ADDRESS

### (6) Moving out and moving in procedures (change of address notification)

After moving in, please complete moving out and moving in procedures at the municipal office. After completing these procedures, please submit a copy of your certificate of residence (new address) with your "change of address notification" to your contact or the Housing Administration Office / Branch Office, etc. within 20 days after moving in.

### (7) Water, electricity, and gas

Please contact the relevant organizations and complete the procedures to start using water, electricity, and gas, etc.

※These utilities will not operate without service registration.

### (8) Residents' association

Prefectural housing has its own residents' association (neighborhood association) organized by residents. The residents' association establishes "rules of life", and works to create an orderly housing complex that is easy to live in.



It is engaged in a wide range of activities such as managing common facilities and maintaining and improving the living environment, and is a venue for the development of mutual friendships between residents.

You are required to join the residents' association when moving in to prefectural housing, so please cooperate with and participate in the residents' association by, for example, actively assuming duties and becoming a director, etc. (refer to p12)

### (9) Using property left behind by the previous resident

If you wish to use property for which the previous resident has relinquished ownership and left behind (such as the bath boiler, bathtub, water heater, screen door, and lighting fixtures), please submit a "pledge" in relation to gas appliances to your contact or Housing Administration Office / Branch Office, etc. within 1 month after your designated moving in date. (This is not required for equipment installed by the Prefecture)

In addition, please have an official from the gas company inspect this property before using it.

Even if you will not use the property, please contact the Housing Administration Office / Branch Office, or your contact within 1 month after your designated moving in date.

This is Jose from room 101. Nice to meet you..



# Rent

The due date for rent is the last day of each month.

## How to pay rent

Please remit the rent from your bank account.

If, for whatever reason, you are unable to remit funds from a bank account, please bring the payment notice (rent) issued by the Housing Corporation and pay that month's rent directly at the counter of a financial institution by the end of that month (or by the following business day if the end of the month falls on a Saturday or Sunday). Please always pay your rent by the due date.



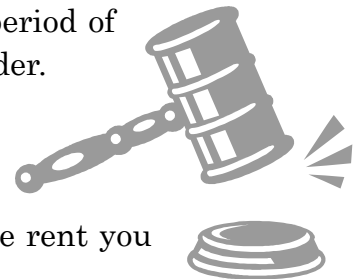
## If you do not pay rent

If you have failed to pay rent even after a certain period of time following the due date, you will be mailed a reminder.

Please pay your rent each month.

If you are in arrears for three months' rent or more, you will be asked to vacate the housing.

In addition, your guarantor will be asked to cover the rent you have failed to pay.



## Declaration of income

Please declare your income in an "income declaration form" from the fiscal year following the year of your designated moving in date. The rent calculation base amount according to your declared monthly income will be multiplied by the housing's "benefit coefficient" (location x scale x age x convenience) to determine your monthly rent.

If you do not declare your income, you will be charged rent which is equivalent to that of other neighboring apartments.



## Procedure for moving out

### TAIKYO 退去

Notify about moving out  
(at least 1 month before  
the moving out)



**Submit to by postal mailing the  
moving out notification,  
only the Corporation use  
退去届 公社用**  
(at least 10 days before  
the moving out)



Moving



**On the day of the inspection,  
present to the moving out  
notification at the repairs  
company contractor  
(The repairs company use  
退去届 業者用  
and the keys** (Please pay the full  
amount of the repair expenses of  
the tatami, fusuma, etc, directly to  
the repairs company contractor)



Housing repairs



Return of the security deposit  
(Around 2 months after moving out)

## 英語

Notify the Housing Administration Office

Contact directly the repairs company  
contractor and set to the moving date

### Submit to by postal mailing

- Moving out notification
  - ① Corporation use 退去届 ① 公社提出用
- Invoice of return the overpayment  
過誤納家賃等還付請求書

Make to the procedures to cancel of the  
bank, post office, Jichikai, light, gas, water  
companies, etc

### Inspection after you have vacated the housing

#### To provide

- Moving out notification
  - ② Repairs company contractor use  
退去届 ② 業者提出用
- Ownership release (Shoyu-ken hoki-sho)  
所有権放棄書
- Seal (Inkan)
- Cash (¥150,000 ~ ¥200,000)
- Key 3 pieces

The repairs company contractor will be  
performed the repairs

The security deposit will be returned, either to  
your designated bank account written in  
moving out notification

TAIKYO TODOKE 退去届

## Rules to adhere to

There are various rules and obligations associated with living in prefectural housing. For example, your rental agreement will be cancelled and you will be asked to vacate the housing if you have violated the rental agreement by using the housing incorrectly or being in arrears for three months' rent or more, etc.

1. Residents are obligated to keep their housing and the common facilities in a normal state; please treat them with care. If you damage housing or common facilities, you will have to repair them to their original state or pay compensation for the damages.

2. In principle, you may only reside in prefectural housing together with persons recognized as family members when moving in. You may not rent your housing to others or allow others to inherit your rights as a resident.



3. You may only live with family members approved by the Prefecture. You must submit an application or notification to your contact in the following cases: (refer to p14)

a) When there has been a change in your family composition as a result of birth, death, or moving out.

b) When there has been change to the contract holder as a result of the death of the person who signed the rental agreement, etc.

c) When there has been a change to the joint guarantor.

d) Please submit an "absence notification" when your whole family will be absent for an extended period of time (to temporarily return to your home country, etc.) (\*Please submit an "absence notification" if the contract holder will be away for half a month or more or if your whole family will be away for 1 month or more. We ask that you vacate the housing if your whole family will be away for 2 months or more.)



4. You may not use prefectural housing for purposes other than housing (such as an office, store, or nursery, etc.)

5. You may not remodel the housing or build extensions.



# Water supply and flush toilets

## Water outage

Turn off you taps during a water outage as a result of malfunction or power outage. Do not connect a rubber hose to the taps and place the other end in the bathtub, a bucket, or the washing machine; doing so may cause this dirty water to flow back into the pipes, or, if you are residing in a medium and high-rise residential complex, cause water leakage in the residence on the floor below. Please look out for other residents.



Be aware that accidents may occur if the water supply is interrupted while you are away, and always close the water shutoff valve (supply valve) if you will be away for an extended period.

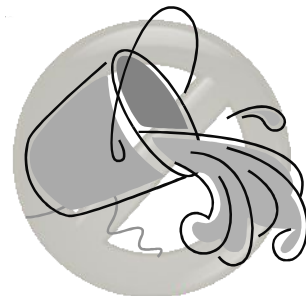


## Use toilet paper

Never flush newspapers, old rags, rubber products, and diapers, etc. down the toilet, as they will clog the drainage piping. If your drainage piping becomes clogged, it will be repaired at your own expense.

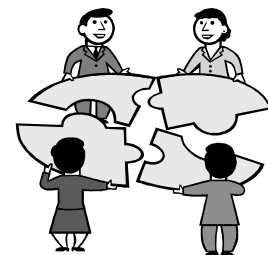
## Waterproofing

The floor of the toilet and entrance are not waterproof; so please do not spill water in these areas. You will be responsible for compensating any water damage to the residence on the floor below.



# For enjoyable living

**The basics of communal living  
= consideration and cooperation**



**Housing complex living  
is communal living.**

**Observe the rules for communal living  
These rules protect you, as well as  
the lives of other residents.**

## Don't keep any pets (dogs, cats, birds, etc.)

Keeping pets such as dogs, cats, and birds in housing complexes such as prefectural housing worsens the living environment, causes nuisance to other residents, and can be the cause of trouble amongst residents.

- Their cries are noisy (particularly at night and in the early morning.)
- They cause a bad smell (the smell of the animal and its waste, etc.)
- They spread loose hairs and dirty the housing and verandas of other residents.
- They may bite and injure children.

If you are currently keeping a pet, we realize that's hard to cut off your affection for it, however we ask that you recognize the nuisance caused to other residents and take measures as soon as possible, such as allowing someone else you know to care for your pet or consulting the nearest health center, in order to respect the other residents and adhere to the rules of communal living.



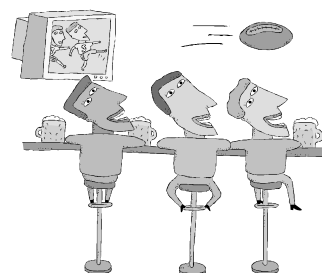
## Noise

Even unavoidable sounds in your daily life and sounds that you may find pleasant may be considered unpleasant "noise" by your neighbors. For example, the stereo you enjoy listening to is just "noise" to your neighbor, and the piano you are diligently practicing may be something that other residents just cannot stand. There are also so-called "living noises" such as the sound of the air conditioner, the opening and closing of doors, the bath draining, and idling vehicles.

The noise emitted from factories, etc. is regulated by laws and ordinances, however the consideration of each individual is necessary to prevent these "living noises" emitted from home living.

So, please be considerate to the lives of others, be aware of the noise you make, and try to create a quiet, comfortable environment.

Even speaking in a loud voice can be "noise".



### Are you aware of these noises?

If any of the following fits you, then you should take particular care:

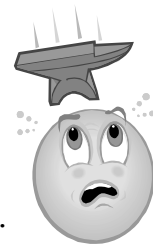
- (a) Watching the TV or listening to music at a loud volume.
- (b) Making loud footsteps in your residence, on the stairs, or in the corridor.
- (c) Forcefully opening and closing doors and windows.
- (d) Running a bath before bed.
- (e) The motor noise of the washing machine is loud.
- (f) Leaving the air condition on late into the night.
- (g) Idling your vehicle for an extended period late at night or early in the morning.
- (h) Enjoying karaoke late into the night.
- (i) Having a barbecue on the veranda.



### Common facilities

Facilities such as fire hydrants, fire alarms, and fire doors are equipped in the corridors, staircases, and elevator halls, etc. Please do not leave your personal items such as bicycles and motorbikes in these areas. Not only does it interfere with the normal passage, but it can also be an obstacle to emergency evacuation, firefighting, and rescue activities.

Items stored in these areas may also be thrown downstairs or become the target of arson, etc.



### Veranda

- (a) The veranda drainage pipe is for the drainage of rainwater. Please clean the perforated plate every now and then.
- (b) The partitioning plate that separates your veranda from your neighbor's can be broken down in the event of an emergency such as fire, etc., allowing you to escape to your neighbor's veranda. Please do not place any objects near this partitioning plate.

In addition, please do not place objects such as laundry poles and the outdoor A/C unit under the evacuation ladder.

- (c) Please be aware that placing objects such as wooden boxes which can be used as a footstool by children on the veranda is extremely dangerous (mothers should be particularly aware of this).
- (d) Pot plants and laundry placed on the veranda may be blown away in strong winds; please be aware of this danger.



### Garbage

Please sort out your garbage according to designated garbage types and take it out to the designated location on the designated collection day.

Please ask your municipal office about the designated garbage types, location and collection day.

### Bicycle storage

In housing with bicycle storage, please always park your bicycle in a neat line with the other bicycles in consideration of other residents.

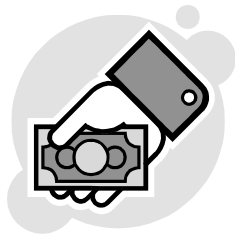
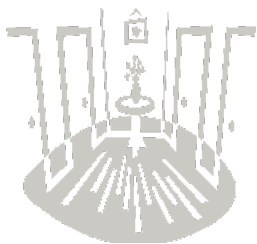
In addition, please dispose of any bicycles that you no longer use.

## Residents' association (neighborhood association)

**We ask that all residents participate in the residents' association.**

**The residents' association collects the following common service expenses from residents and manages this money.**

1. Maintenance costs and electricity costs for common outdoor lighting (security lights) and common indoor lighting (staircase lights, etc.)
2. Maintenance costs and water charges for common taps.
3. Expenses related to the processing of waste, etc.
4. Expenses required for the use of common ancillary facilities.
5. Expenses required for the use of common facilities.



### **Requests concerning residents' association activities**

1. When you move in, please ask your contact or neighbors about the directors of the residents' association (neighborhood association); please complete admission procedures as soon as possible.
2. All residents are asked to cooperate with residents' association activities rather than imposing all the responsibility on the chairman and directors.
3. Monthly common service expenses are to be paid together with your rent.
4. When you are late in paying common service expenses (residents' association expenses), you are interfering with the operations of the residents' association and causing a nuisance to its directors. Please always pay the common service expenses by the due date.



# Various applications and notifications

**Your contact has the various application and notification forms.**

Name	When to submit	Submission deadline	Where to submit	Accompanying documents
Guarantor change notification	1. When your guarantor: (1) Has died. (2) His/her whereabouts is unknown. (3) No longer has the ability to guarantee as a result of unemployment, etc.; or 2. If you wish to change your guarantor.	ASAP	Your contact (if your contact is away, submit directly to the Housing Administration Office / Branch Office, etc.)	1. Rental guarantee from the new guarantor 2. Seal registration certificate of the new guarantor
Guarantor name (or address) change notification	When your guarantor's name or address has changed.	ASAP	Same as above	In the event of name change: 1. Documents certifying that it is the same person (Extract of family register, etc.) 2. Rental guarantee (including seal registration certificate)
Succession approval application form	When the contract holder has died, leaving family members living in the same housing behind, or when the contract holder has left the housing due to divorce or other unavoidable reasons and the remaining family members living in the same housing wish to continue to live in that housing.	Within 1 month after the resident has died or moved out	Same as above	1. Document certifying the reason for the succession (Extract of family register, etc.) 2. Copies of the certificate of residence of all household members (which include the relationship with the head of the family)
Cohabitation approval application form	When you want to allow other family members not currently living in the household to move in (when you get married or adopt a child, for instance)	In advance	Same as above	1. Document certifying the relationship between the resident and the person they want to allow to move in (Extract of family register, etc.) 2. Document certifying the income of the person the resident wants to allow to move in (certificate of earnings, etc.)
Notification of change of co-habituating family members	When there have been changes to the family members living with you as a result of birth, moving out, or death.	Within 20 days after the change has occurred	Same as above	Copies of the certificate of residence of all household members following the change (including those of the person(s) who have moved out or died (a copy of a deleted residence record))
Resident name change notification	When a resident has changed his/her name	Within 20 days after the change has occurred	Same as above	Copies of the certificate of residence of all household members following the change of name

**※Please submit copies of the certificate of residence which include the relationship with the head of the family.**

# Enquires

Name	Address / Phone
Nagoya, Owari district prefectural housing <b>Nagoya Owari Housing Administration Office</b>	5F Aichi Prefectural Housing Corporation 3-19-30 Marunouchi, Naka-ku, Nagoya, 460-8566 Tel: <b>052-973-1791</b>
Ama district prefectural housing <b>Nagoya Owari Housing Administration Office, Ama Branch</b>	5F Aichi Prefectural Ama General Office 1-14 Nishiyana-gihara-cho, Tsushima, 496-8531 Tel: <b>0567-24-7330</b>
Ichinomiya district prefectural housing <b>Nagoya Owari Housing Administration Office, Ichinomiya Branch</b>	1F Ichinomiya Construction Office 1-4 Honkanbe Tachikiri, Imaise-cho, Ichinomiya, 491-0053 Tel: <b>0586-28-5411</b>
Chita district prefectural housing <b>Nagoya Owari Housing Administration Office, Chita Branch</b>	5F Central Building Miyamoto-cho, Handa, 475-0925 Tel: <b>0569-23-2716</b>
Nishi-mikawa district prefectural housing <b>Mikawa Housing Administration Office</b>	5F Aichi Prefectural Nishi Mikawa General Office 1-4 Myodaiji-honmachi, Okazaki, 444-8551 Tel: <b>0564-23-1863</b>
Chiryu district prefectural housing <b>Mikawa Housing Administration Office, Chiryu Branch</b>	1F South Bldg. Aichi Prefecture Chiryu Construction Office, 124 Zofukuji, Kamishigehara-cho, Chiryu, 472-0026 Tel: <b>0566-84-5677</b>
Toyota-Kamo district prefectural housing <b>Mikawa Housing Administration Office, Toyota-Kamo Branch</b>	Toyota Public Housing Center 6-3-4, Kita-cho, Toyota, 471-0027 Tel: <b>0565-34-2001</b>
Higashi-mikawa district prefectural housing <b>Mikawa Housing Administration Office, Higashi Mikawa Branch</b>	1F Aichi Prefecture Higashi-mikawa Construction Office 6 Imahashi-cho, Toyohashi, 440-0801 Tel: <b>0532-53-5616</b>

## 《Office hours》

8:45am - 5:30pm (Not open on Saturdays, Sundays, public holidays, and the New Year's holiday)

FY2014