

To All Residents

Aichi Prefectural Building Bureau, Public Building Department

Head of Public Housing Division

About Submission of Income Declaration Form

All residents of Prefectural Housing are required to submit an income declaration form every year.

Please read this letter carefully and **be sure to submit the required documents by July 5, 2024 (Friday).**

Based on the submitted income declaration forms (for all household members), the rent for the **fiscal year of 2025 (from April 2025 to March 2026)** will be determined, and a notice will be sent in early January 2025.

The rent for Prefectural Housing is determined by the income of all members of the household, so please attach documents that prove **the income of all those who have income (including pensions, part-time jobs, etc.)** **(see the list below for details).**

Please note that if you do not submit an income declaration form, or if the attached documents are insufficient, **the rent may be the same type of rent of similar housing in the neighborhood.**

(rent which is equivalent to private apartments).

Even if your household has no income, **you still need to submit an income declaration form.**

1) Deadline for submission

July 5, 2024 (Friday)

2) Please note the following when filling out the income declaration form

- Please write your age as of October 1, 2024.
- If you have dependents who are living separately or not living in the same household, also write their names and write "bekkyo fuyou"(dependents living separately or not living in the same household) in the remarks column (備考).
- Even if there is a change in income due to stopping a job, changing jobs or other reasons after the applicable period (January 1, 2023 to December 31, 2023), the amount stated in the official certificate (annual income) will be used for assessment.
- If you are a recipient of public assistance (seikatsu hogo) and receiving housing assistance, you do not need to attach any documents. Please write "seikatsu hogo" (receiving public assistance) in the remarks column (備考).

3) How to submit and Documents you need to attach

<How to submit >

Put all of the following documents in the return envelope, affix the appropriate postage stamp, and send it by mail.

Please note that if there is insufficient postage stamp or etc., it will not be delivered to us.

- ① Income declaration form
- ② Documents that can prove your income (see list below)
- ③ For those with disabilities, a copy of your disability certificate that confirms the level of your disability

< Documents to be attached >

Classification	Required Documents		
Employment / Salary income	Original copy of Shiminzei · Kenminzei tokubetsu choshu zeigaku tsuchisho (withholding tax slip is not acceptable)		
Receiving pension (nenkin)	Original copy of the withholding tax slip (gensen choshuhyou) for all pensions received		
Self-employed, etc. and who files a tax return (kakutei shinkoku)	Original copy of Shiminzei · Kenminzei futsu choshu nouzei tsuchisho		
If you are not able to attach the above required documents, please attach a certificate of income (shotoku shoumeisho) issued by the municipal office of your residence (there is a fee for issuance).			
<p>< Those with more than one income ></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> ●Salary income+Pension ●Filing tax return+Pension ●Salary income+Filing tax return ●Salary income+Filing tax return+Pension </td> <td style="width: 50%; vertical-align: middle; text-align: center;"> } Income certificate issued by the municipal office of your residence (there is a fee for issuance) </td> </tr> </table>		<ul style="list-style-type: none"> ●Salary income+Pension ●Filing tax return+Pension ●Salary income+Filing tax return ●Salary income+Filing tax return+Pension 	} Income certificate issued by the municipal office of your residence (there is a fee for issuance)
<ul style="list-style-type: none"> ●Salary income+Pension ●Filing tax return+Pension ●Salary income+Filing tax return ●Salary income+Filing tax return+Pension 	} Income certificate issued by the municipal office of your residence (there is a fee for issuance)		

※Documents submitted as proof of income will not be returned.

※Even if there is a change in income due to stopping a job or changing jobs, the amount stated in the official certificate (annual income) will be used for the assessment.

※If you are a recipient of public assistance (seikatsu hogo) and receiving housing assistance, you do not need to attach any documents. Please write "seikatsu hogo" (receiving public assistance) in the remarks column (備考).

※There is no need to submit the certificate of residence (juminhyo) or certificate of the family register (koseki tohon).

4) About application due to change in income

After submitting the income declaration form, if there are changes in your income (change in no. of dependents, change in family members, etc.), please attach documents proving the reason for the change and send it to Housing Management or Branch Office. If the rent changes as a result of the reassessment of household income, you will be notified by the "Yachin kettei henkou tsuchisho" (Notice of change in rent determination).

5) About Opinion on the Decision

After receiving the notice of determination of income and rent (determination of excess income) that will be sent in early January 2025, **if you have an opinion, you may state your opinion within 30 days from the day after receiving the notice.**

6) About Income Certification, Rent Determination, and Notice of Determination of Excess Income

We will notify you in early January 2025, after we have certified your income based on your income declaration and considering the benefits of the house, such as its size, location, and years of construction.

For those who have been determined to have excess income, the excess rent will be the difference between the rent for the same type of housing nearby and the original rent, multiplied by a set rate according to the number of years that have passed since the determination of excess income and the income.

7) Submission and Contact Information

Nagoya City and Owari Area	Nagoya Owari Jutaku Kanri Jimusho Nagoya-shi Naka-ku Marunouchi 3-19-30 Aichi-ken Jutaku Kyoukyu Kousha Bldg. 5F TEL: (052) 973-1791	Nishi Mikawa Area	Mikawa Jutaku Kanri Jimusho Okazaki-shi Myoudaiji Hon-machi 1-4 Ken Nishi Mikawa Sogo Chousha 5F TEL: (0564) 23-1863
Ichinomiya Area	Nagoya Owari Jutaku Kanri Jimusho Ichinomiya Shisho Ichinomiya-shi Imaise-cho Hon-kanbe Tatekiri 1-4 Ken Ichinomiya Kensetsu Jimusho 1F TEL: (0586) 28-5411	Chiryu Area	Mikawa Jutaku Kanri Jimusho Chiryu Shisho Chiryu-shi Kamishigehara-cho Zoufukuji 124 Ken Chiryu Kensetsu Jimusho Minami kan 1F TEL: (0566) 84-5677
Chita Area	Nagoya Owari Jutaku Kanri Jimusho Chita Shisho Handa-shi Miyamoto-cho 3-217-21 Central Bldg. 5F TEL: (0569) 23-2716	Toyota Kamo Area	Mikawa Jutaku Kanri Jimusho Toyota Kamo Shisho Toyota-shi Kita-machi 6-3-4 Toyota Kouei Jutaku Center TEL: (0565) 34-2001
Ama Area	Nagoya Owari Jutaku Kanri Jimusho Ama Chuzai Tsushima-shi Nishi Yanagihara-cho 1-14 Ken Ama Sogo Chousha 5F TEL: (0567) 24-7330	Higashi Mikawa Area	Mikawa Jutaku Kanri Jimusho Higashi Mikawa Shisho Toyohashi-shi Imahashi-cho 6 Ken Higashi Mikawa Kensetsu Jimusho 1F TEL: (0532) 53-5616

**Information can be obtained from the
FOREIGNERS SUPPORT DESK
TEL: (052)684-5007 (7 languages)
Monday ~ Friday (9:00 ~ 12:00 - 13:00 ~ 17:00)
(Closed on Public Holidays and New Year's Holiday)**