



Daily Life Plaza

2022 (Reiwa 4) June



JKK東京



Issued By: Public Housing Management Division, Tokyo Metropolitan Housing Supply Corporation | Cosmos Aoyama, 5-53-67 Jingumae, Shibuya-ku, Tokyo 150-8322

“収入報告書 (Income Reports)” Will Be Sent Out on June 13 (Mon.)

Housing fees (rent) for municipally-owned housing are determined according to such factors as household income, size/location of the residence, etc. For this reason, we require all residents of municipally-owned housing to submit their “収入報告書 (Income Report),” along with documents proving their income, etc., by the prescribed deadline every year. This report is then used to determine your housing fees for the next fiscal year.

The 収入報告書 (Income Report) forms will be sent out on Monday, June 13. Fill in the form, attach any necessary documents, and then submit them using the return envelope included with the form by Thursday, July 7.

Submitting a “収入報告書 (Income Report)” is an obligation for all households living in municipally-owned housing. Please make sure to submit this report. Failure to do so will result in you being charged housing fees equivalent to the rent for similar apartments in the neighborhood (private rental housing in the neighborhood), regardless of your household income.

There is a housing fee reduction and exemption system for households having low income and living difficulties. For more information, please contact the JKK Tokyo Customer Support Center (telephone number ① on page 6).

Households that are currently receiving housing fee reductions will not be sent a “収入報告書 (Income Report)” form, as there is no need for them to submit the report. However, these residents will be required to report their income when they apply for an extension of their housing fee reduction. Please make sure to report your income during the extension period. Failure to do so will result in you being charged housing fees equivalent to the rent for similar apartments in the neighborhood, starting the next year.

Residents that moved into Renovated Housing (改良住宅), Redeveloped Housing (再開発住宅), etc., on or after April 2, 2019 are not obligated to submit a “収入報告書 (Income Report).” Depending on your income, however, submitting the report may grant you a housing fee reduction.

● Contact Information

From June 14 (Tue.) – July 7 (Thu.), you can call us at the number below with any comments/questions.

JKK Tokyo Income Report Helpline ☎ 03-6812-1512 9:00 a.m. – 6:00 p.m. (Excludes Saturdays and Sundays)

* For about a week after the helpline is opened, we tend to receive a very high volume of calls. If your call does not go through, please wait a while and try again.

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❖ Thank You ❖

Please do not engage in any activities that may inconvenience or endanger yourself or other residents.

The deadline (date of automatic withdrawal) to pay for June housing fees, etc., is Thursday, June 30.

We ask that those using automatic withdrawal check the amount in their payment account before the date of withdrawal.

Overview of Procedures Regarding Municipally-Owned Housing, etc.

If you are a resident of municipally-owned housing, etc. and there is a change to your family structure (cohabitation, move-out, death, birth, etc.), you must file the change with the municipality, **and also complete the following procedures at a JKK Tokyo Consultation Center.**

The permits required by ordinances and the like and necessary documents differ for each procedure. Please contact the JKK Tokyo Customer Support Center (telephone number ❶ on page 6) or visit the JKK Tokyo website for more details.



The main procedures for municipally-owned housing, etc. are posted on the JKK Tokyo website.

<https://www.to-kousya.or.jp/nyukyosha/toei/sinsei.html>



Cohabitation

If residents wish to have their relatives live with them, they must submit a 住宅同居申請書 (Cohabitation Application) to the JKK Tokyo Consultation Center and receive approval from Tokyo. There are two types of cohabitation approval, as follows.

Official Cohabitation Approval

This type of approval is for indefinite cohabitation. It is restricted to situations where there are unavoidable circumstances, and approval of cohabitation is appropriate according to social convention (marriage, etc.), and the lessees meet standards for income, etc. according to regulations. Cohabitation will be approved for the lessee's spouse and first-degree relatives (parents and children).

Please be advised, however, that official cohabitants are not guaranteed tenancy turnover approval (succession of lessee status) if the lessee were to die, move out, etc.

Limited-Time Cohabitation Approval

This type of approval is for limited cohabitation (one year, as a general rule). It is restricted to situations where there are special circumstances, such as providing nursing care, and the lessees meet standards for income, etc. according to regulations. Cohabitation will be approved for relatives within three degrees of kinship with the lessee (parents, children, grandparents, grandchildren, brothers, sisters, aunts, uncles, nieces, nephews, etc.).

Note: For those in Subsidized Housing (Designated Public Rental Housing / Special Local Rental Housing), spouses and relatives within three degrees of kinship with the lessee will be approved.

Tenancy Turnover Approval (Succession of Lessee Status)

If there are unavoidable circumstances such as **the death of the lessee or the lessee moving out due to divorce or the like**, and the cohabitant wishes to continue living in municipally owned housing, etc., the cohabitant in question must submit a 住宅世帯員変更届 (Household Member Change Notice) and a 住宅使用承継申請書 (Tenancy Turnover Approval Application), and get them approved by the Tokyo Metropolitan Government.

As a general rule, **only spouses of the lessee who received official cohabitant permission and has been continuously residing in the property can succeed the lease**, and only if they meet the standards specified in regulations, such as income and the reason for application.

We may approve turnover for any individual up to a third-degree relative of the lessee, however, if the individual in question is found to be elderly, disabled, and/or ill, and in particular need of housing stability. (Specific requirements are posted on the website.)

Note: For those in Subsidized Housing (Designated Public Rental Housing / Special Local Rental Housing), spouses and relatives within three degrees of kinship with the lessee will be approved.

Special Note

Even if the intended successor is **the lessee's spouse, he or she is not entitled to tenancy turnover** in the following cases:

- **If the total income of the household that will take over the tenancy turnover approval exceeds the designated income standard** at the time of turnover
- Individuals who have not received cohabitation approval and are living illegally in the residence

Please file lessee deaths, etc., as soon as possible!

In the event that a household does not meet the standards for turnover due to the death of the lessee or other grounds for turnover, we will ask the household members to promptly return the residence. However, in that situation, we will take factors such as time it takes to find a new residence into account and establish a grace period for moving out. **The grace period for moving out is six months from the day that the reason for turnover, such as the death of the lessee, occurs (not six months from the day that we are notified about the death of the lessee, etc.)**

From the day after the end of the grace period to the return of the residence, we will charge you a housing fee equivalent to the rent for similar apartments in the neighborhood (private rental housing in the neighborhood).

If the death, etc., of the lessee is filed more than six months after the fact, the grace period will be deemed over, and **you will be charged the difference between the housing fees you have already paid and the rent for similar apartments in the neighborhood, for the months since the end of the grace period.**

Even if you meet the criteria for tenancy turnover, if you file the application late (i.e., six months or more have passed since the date the reason for succession occurred), you must pay the rent for similar apartments in the neighborhood, in the same manner as above.

Household Member Change (Move-Out, Death, Birth, etc.)

In the event of a move-out or death by a lessee or household member who has been approved for tenancy in municipally-owned housing, etc., or in the event of a childbirth, you must submit a 住宅世帯員変更届 (Household Member Change Notice) to the Consultation Center (if a child is born to a resident who is a limited-time cohabitant, you must complete application for cohabitation.). It is also necessary to notify the Consultation Center when a resident who received Limited-Time Cohabitation Approval has moved out after the expiration of their approval.



Special Note

Be aware that crossing out household members or making additions on your annually submitted 収入報告書 (Income Report) does not count as filing a notice. You must submit a separate 住宅世帯員変更届 (Household Member Change Notice) to the Consultation Center.

Extended Absences

As a general rule, if the lessee and all cohabitants (household members) are absent for over one month due to a work relocation, a business trip, medical treatment or some other reason, they will be asked to leave municipally-owned housing, etc.

However, an extended absence of up to a year will be recognized in cases where residents have submitted a 長期不在届 (Extended Absence Notice) that fulfills the notice criteria to the Consultation Center. Even in these cases, we will ask households to return their residence if the duration of their absence exceeds one year.

Note: If the lessee or cohabitants (household members) are temporarily moving out, they must file a 一時転出届 (Temporary Relocation Notice).

Move-Out (Return of Residence)

Residents who are moving out of municipally-owned housing, etc. are required to submit a “住宅返還届 (Residence Return Notice)” to the Consultation Center at least 14 days before the day of the move.

If you submit the notice late, your move-out date will be deemed 14 days after we receive the notice, and you will be charged the housing fee (rent) until that particular date.

Before the day you move out (the day you return the residence), please return the three keys to the residence which you received at move-in (this also includes spare keys, if you had them made, as well as crescent lock keys and other attached keys) to the Consultation Center.

Dispose of any oversized garbage (粗大ゴミ) from your move according to regulations set by your municipality. Please also contact the resident association to inform them that you are moving out.

Room Interior Remodeling (replacement of bathtubs or bath heaters, installation of handrails, etc.)

In general, laws and ordinances prohibit an individual from installing objects or remodeling the interior in municipal housing, which is public property. Permission to **remodel at your own expense** may be granted, however, when there are unavoidable circumstances—such as a physical disability—and it is determined that the remodeling will not interfere with housing management.

There are two different procedures to follow. Please contact the JKK Tokyo Customer Support Center (telephone number ❶ on page 6) in advance to inquire about the types of work each procedure covers.

Main types of work that require submitting applications for remodeling

- Replacement of tatami mats with wooden flooring, and elimination of steps
- Replacement of bathtubs and bath heaters
- Refurbishment/replacement of kitchen counters and sinks
- Refurbishment of toilets
- Installation of lifts for the physically disabled Other

Main types of work that require submitting notices of remodeling

- Installation of handrails
- Elimination of steps and installation of ramps
- Installation of a warm-water bidet toilet seat*
- Installation of a second front door lock*
- Replacement of a bathroom door with a folding door
- Installation of an emergency alarm system and other disaster-prevention equipment
- Installation of an intercom Other

* There is no need to meet requirements for unavoidable circumstances such as physical disability for installations of a second lock on the front door, hot-water toilet seat or intercom.

During the remodeling work, please be considerate of your neighbors and be aware of noise and vibration issues.

Once the dates for the work are set, you as the tenant (client) or the contractor should prepare and distribute fliers announcing the remodeling dates and details to your neighbors.

Do You Have Any Late Housing Fee Payments?

(1) If you continue making late payments, you will receive a notice or warning letter.



(2) Your tenancy rights will be taken away, and you may even be taken to court.



(3) If the court rules against you, you will be forced to surrender your residence.



(4) You will be required to pay off all late payments even after you vacate the residence.



To Continue Living in Municipally-Owned Housing Without Worries

1 Make sure to pay your housing fee by the deadline.

Note: Please make use of the very convenient automatic withdrawal system to pay your housing fees.

Contact the JKK Tokyo Customer Support Center (phone number ❶ on page 6) if you wish to use automatic withdrawal for payment.

2 If you do end up falling behind on your payment, make the payment as soon as possible.

Note: Contact the JKK Tokyo Customer Support Center (phone number ❶ on page 6) for consultations on late payments.

JKK Tokyo is Looking for Communication Liaisons

In municipally-owned housing, the residents' association in each housing complex recommends residents as communication liaisons to perform some necessary tasks. We will ask for new communication liaisons in complexes when these posts become vacant.

Application Conditions

- Generally, residents under 70 years of age that we can reach during the day
- * You will need a recommendation from your Residents' Association to be selected for the position. Please contact the Residents' Association of your apartment.
- * Please be aware that you may not be selected, depending on other circumstantial conditions.

Work Responsibilities

- Distribution, posting, etc., of Daily Life Plaza, JKK Tokyo notices, etc.
- Water quality testing for the specialized water supply, private water supply, special small water supply, etc. (Some apartments do not require testing.)
- Reporting emergencies like fires, accidents, etc.
- * Communication liaisons are not responsible for receiving applications, repair requests, etc., as well as giving instruction on day-to-day living, etc.

Communication liaisons will be paid an allowance (starting at 6,000 yen/month) according to the number of households under their management, etc. Please contact the JKK Tokyo Customer Support Center (phone number ❶ on page 6) for details and to find out whether your apartment has a communication liaison, etc.

Please Submit Emergency Contact Information

In accordance with the September 2019 revisions to the Tokyo Metropolitan Housing Regulations, etc., having a joint guarantor is no longer necessary. As a substitute for a joint guarantor, we now ask residents to submit a person as a point of contact instead.

In addition to being contacted regarding the lessee's safety or in case of an emergency such as a fire, we may ask the point of contact to contact the lessee if housing fees, etc. have not been paid. (We will not ask the point of contact to pay late housing fees.)

For those who moved in before September 2019, please submit a 連絡先変更届 (notification of point of contact change) to the JKK Tokyo Customer Center in the following cases:

- If you wish to change your current joint guarantor to the point of contact
- If you do not currently have a joint guarantor (due to your joint guarantor's death or the like)
- If you wish to change your joint guarantor (become estranged from joint guarantor or the like)

There are sections for the lessee and sections for the point of contact to fill out on the 連絡先変更届 (notification of point of contact change). No additional documents are necessary. There are no income restrictions for the point of contact.

Please contact the JKK Tokyo Customer Support Center (phone number ❶ on page 6) for details.

Notice: Surveys of Residents

Please provide your feedback

The Tokyo Metropolitan Government is conducting an anonymous survey on housing procedures and the like of municipally-owned housing residents and others. Your feedback will be used to optimize various procedures, so please fill out the questionnaire.

How to complete the survey

Please use the two-dimensional barcode at right or follow the URL to access the survey site, or fill out the survey form available at consultation centers and the like.

Survey period: Until Thursday, June 30, 2022 Note: One survey per person
<https://forms.office.com/r/YhSHUJ2g7K>



■ Inquiries about the survey: Management Planning Section, Housing Policy Headquarters, Tokyo Metropolitan Government ☎ 03-5320-5494

Have You Submitted Your “都営住宅明渡努力状況報告書 (Municipally-Owned Housing Surrender Efforts Report)”?

- Households with a 2022 certified monthly income that exceed the surrender standard (313,000 yen) and may be identified as high-income earners for 2023 will be sent a 高額所得者制度説明通知 (high-income earner notice), and a 都営住宅明渡努力状況報告書 (municipally-owned housing surrender efforts report) in late April. These households will also be asked to begin preparing to surrender their residence at that time.
- The deadline to submit the 都営住宅明渡努力状況報告書 (municipally-owned housing surrender efforts report) was May 31 (Tue.), 2022. If you have not submitted the report yet, please do so as soon as possible.
- Residents who, after their identification as a high-income earner, do not have a concrete plan for the surrender of their residence and/or refuse the surrender of their residence, will be sent a surrender demand in accordance with Tokyo Metropolitan Housing Regulations, etc.

Contact the JKK Tokyo Customer Support Center with any questions/comments!

Hours: 9:00 a.m. to 6:00 p.m. (excluding weekends, holidays, and year-end/New Year's holiday)

- ① For questions about fee reduction procedures, housing fee payments, and/or day-to-day living

Call the Navigation Dial at

☎0570-03-0071

For those who cannot call the Navigation Dial number, and/or are using free minutes, discount services, etc., on their cell phones

☎03-6279-2652 

- ② For application or consultation regarding repairs
For emergency repairs (leaks, etc.), accidents and/or fires, cut-off of water supply, emergencies that threaten resident safety, etc.
Open 24/7, 365 days a year.

Call the Navigation Dial at

☎0570-03-0072

For those who cannot call the Navigation Dial number, and/or are using free minutes, discount services, etc., on their cell phones

☎03-6279-2653 

What is Navi-dial?

When using a landline, you can make calls at the local rate (excluding public phones and PHS).
When using a cellphone, toll-free minutes or discount services of your phone company do not apply.

- Charges apply to calls to all of the above phone numbers.
- The Customer Support Center tends to receive a high volume of calls from 9:00 to 10:00 a.m. on Mondays and the day after holidays, which means it can take longer for us to get to your call. We ask that you avoid this timeframe if you are calling for a non-emergency matter.
- You can greatly reduce the amount of time it takes for us to handle your call by telling us your “名義人番号 (Lessee Number).”

Our Official Website

Housing Policy Headquarters, Tokyo Metropolitan Government
<https://www.juutakuseisaku.metro.tokyo.lg.jp/>

Tokyo Metropolitan Housing Supply Corporation
<https://www.to-kousya.or.jp/>



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R70

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