

# Daily Life Plaza

## 2023 (Reiwa 5) February



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

## We Will Send Housing Fee Notices About Decisions for Municipally-Owned Housing in 2023 by the End of February

The housing fee notice we are sending will inform you about your new housing fees (rent) starting in April 2023. These housing fees are decided based on your certified monthly income, based on submitted 収入報告書 (Income Reports) and other documents.

For more information, please refer to the guide enclosed with the notice.

If (1) or (2) below applies to you, please be sure to complete the procedure.

### (1) To households whose fee reduction will expire in February or March 2023, and have not completed the renewal procedure

If your fee reduction will expire in February, please be sure to complete the procedure by February 28 (Tue.), or by March 31 (Fri.) if it ends in March. For those whose reduction will expire in February, in particular, please complete the procedure as soon as possible.

\* On January 20, 減免申請書 (Fee Reduction Application Forms) were sent to residents whose fee reduction will expire in February. We intend to send the forms to residents whose fee reductions will expire in March around February 17.

\* Even if the screening results show that your income exceeded the baseline for a housing fee reduction, we will use the 使用料減免申請書 (Housing Fee Reduction Application Form) documents for your 収入報告 (Income Report) documents, so be sure to complete the procedures before the deadline.

### (2) To households who have not submitted 収入報告書 (Income Reports), or whose 収入報告書 (Income Reports) are incomplete

Be sure to submit the necessary documents for reporting your income by March 31 (Fri.).

For households who come under both (1) and (2) above, be aware that failure to complete the procedures for fee reduction applications and income reports by the deadline will result in you being charged housing fees equivalent to the rent for similar apartments in the neighborhood (private rental housing in the neighborhood) shown in the 使用料決定通知書 (Housing Fee Notice) starting in April, regardless of your income situation. If you completed the procedures for fee reduction applications and income reports after the due date, starting the month after the month you completed the procedures, housing fees will be applied according to your housing fees and income after your fee reduction.

\* As for housing fees according to your housing fees and income after your fee reduction, you will be notified in a few days by documents such as the 使用料減額免除通知書 (Notice of Housing Fees Reduction) and 使用料決定通知書 (Housing Fee Notice).

\* For residents who have not completed the procedures that go along with an increase or decrease in household members, you will need to take care of the procedures for household members beforehand.

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**The deadline (date of automatic withdrawal) to pay for February housing fees, etc., is Tuesday, February 28.**

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.)**

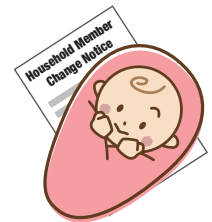
**From the day after the end of the grace period to the return of the residence, we will charge you a housing fee equivalent to the rent for similar apartments in the neighborhood (private rental housing in the neighborhood).**

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.

As a rule, you must return the residence to the condition it was in when you moved in. 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.

## You Can Request Reconfirmation of Your Income

For those whose monthly income has fluctuated and dipped below their recognized (household) monthly income due to the following grounds, by requesting that your income be reconfirmed during March, your housing fees (rent) from April 2023 may be reevaluated.

Note that if you request a reconfirmation of your income after April and it is accepted, your housing fees will change beginning the following month.

Note: Those living in Subsidized Housing (Designated Public Rental Housing / Special Local Rental Housing) are not eligible.

### Grounds

- (1) If there was a change in the composition of your household (You must carry out the procedures for tenancy turnover approval applications or cohabitation applications, or file a notification of a change in the members of your household.)
- (2) If the earner has retired (or closed their business)
- (3) If income has decreased due to **a change in employment, etc.**
- (4) If there was a special declaration, etc., that was not declared which was corrected at the municipality and approved
- (5) If the household was granted a new disability certificate or intellectual disability certificate, etc.

### How to complete the procedure

Please contact the JKK Tokyo Customer Support Center (phone number ❶ on page 6) for information about necessary documents and how to complete the procedure at the Consultation Center.

## File Your Tax Return by March 15 (Wed.)!

Every year in June, when filing your 収入報告書 (Income Report), you must attach the 住民税課税 (非課税) 証明書 (Residence Tax Declaration [or Exemption] Certificate) for all household members.

For those who must file a tax return, a 住民税課税 (非課税) 証明書 (Residence Tax Declaration [or Exemption] Certificate) will not be issued unless you report your income to the tax office in your area of residence. If your 住民税課税 (非課税) 証明書 (Residence Tax Declaration [or Exemption] Certificate) is not submitted when you report your income, we cannot make a decision about housing fees (rent) that correspond to your income.

If you must file tax returns, carry out the procedure before March 15 (Wed.) and be ready for the next income report.

Note: For the latest information, please check the National Tax Agency website. You can also file your tax return by mail or via the Internet (e-Tax).



## Handling of Residential Fire Extinguishers

~ To everyone living in buildings equipped with fire extinguishers ~

- There are fire extinguishers installed within residences in some housing complexes.
- If a fire breaks out, use the installed fire extinguisher to conduct initial fire-fighting activities.
- Do not move the fire extinguisher from its designated position. Use, manage and inspect the extinguisher according to the included instruction manual.

### Exchange of fire extinguishers

Fire extinguishers are replaced roughly every five years. However, there are residences where we have been unable to replace the old ones due to reasons such as the residents not being home. (The expiration date is marked on fire extinguishers.) Since expired fire extinguishers may prevent proper initial firefighting activities, please contact the JKK Tokyo Customer Support Center (phone number ② on page 6) if your fire extinguisher has not been replaced.

## Notification from the Tokyo Foundation for Employment Services

**We support those who wish to work!**

The Tokyo Foundation for Employment Services promotes a wide range of measures related to employment and work for Tokyo residents.

### Silver Employment Center programs

Support for seniors who want to use their experience and abilities to serve the community and feel a sense of fulfilment in their daily lives (Tel: 03-5211-2312)

### Tokyo Employment Center programs

Employment support services that include counseling and the like for Tokyo residents of all ages (Tel: 03-5211-1571)

### Disability Employment Support programs

Employment support for people with disabilities. To set up a consultation, please contact the Disability Employment Support Desk (Tel: 03-5211-5462).

For details and the latest information on these programs, please call the numbers above for the program you're interested in or visit the Tokyo Foundation for Employment Services website.

### Inquiries



Tokyo Employment Center, 3-10-3  
Iidabashi, Chiyoda City, Tokyo  
Tel: 03-5211-2310 (main switchboard)  
<https://www.shigotozaidan.or.jp/>

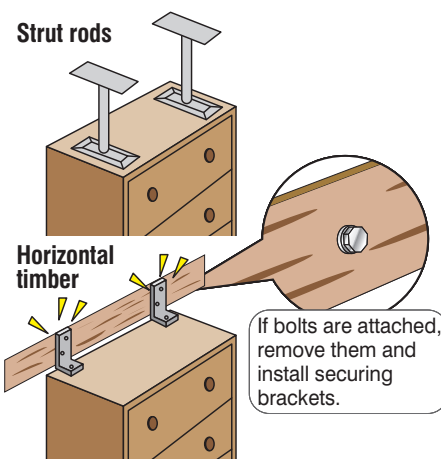




# Earthquake Countermeasures You Can Do at Home

No one knows when an earthquake will happen. In order to mitigate damage, if only a little, please aim to make anti-earthquake measures a habit in every home, including taking measures to keep furniture from falling down.

- (1) To make sure that your furniture does not fall, use strut rods that will prevent them from falling, or use L-shaped securing brackets if there is horizontal timber on the walls in the room, and avoid placing them with their backs to glass windows or shoji screens. When attaching securing brackets to walls without horizontal timber, use small diameter screws (such as screw plugs). You do not need to file a report or application to do that.
- (2) Avoid placing heavy objects on top of furniture and shelves that could cause injury if they fall on someone.
- (3) Attach scatter prevention film to the glass in cupboards, etc., so that the glass will not fly everywhere even if it gets broken.
- (4) Make it a habit to put out flames even when for small tremors. (When an earthquake happens, first, hide under a table, etc. Once the tremors have died down, calmly put out the flames.)
- (5) Avoid placing things in corridors, stairwells or balconies, which are escape routes.



## 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/>



Foreign-language versions of Daily Life Plaza are available on the JKK Tokyo website.



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Made with ink that does not contain petroleum solvents.

Daily Life Plaza is made with recycled paper.  
**SAVE THE GREEN EARTH!**