



# Daily Life Plaza



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## 2023 (Reiwa 5) July



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

## Make Sure to Submit Your “収入報告書 (Income Report)”!

The deadline for submission is **July 7 (Fri.)**.

The “収入報告書 (Income Report)” we sent to you on June 13 (Tue.) is an important document that will determine your **housing fees (rent) for the next fiscal year** (April 2024 – March 2025). **Please submit** your “収入報告書 (Income Report),” along with all required documents, **by July 7 (Fri.)**, in the return envelope.

Failure to do so will result in you being charged housing fees equivalent to the rent for private rental housing in the neighborhood (similar apartments in the neighborhood).

### Contact Information

We will be accepting calls from June 14 (Wed.) – July 7 (Fri.) at the following phone number.

JKK Tokyo Income Report Helpline ☎03-6812-1512  
9:00 a.m. – 6:00 p.m. (Excluding weekends)

### Households Receiving General or Special Housing Fee Reductions

- You do not need to submit “収入報告書 (Income Reports)”.

(We do not send out the forms).

However, since the housing fee reduction application also acts as an income report, make sure to complete procedures 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.

Remember!



The article on “収入報告書 (Income Reports)” continues on the next page.

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**The deadline (date of direct debit) to pay for July’s housing fees, etc., is Monday, July 31.**

If you are using direct debit, please check the amount in your payee account before the date of the direct debit.



◇ **Households that received the “収入報告書 (Income Report)” form**

“収入報告書 (Income Reports)” are sent to households that moved into municipally-owned housing or social welfare housing on or **before May 16, 2023**.

◇ **Documents that must be submitted with “収入報告書 (Income Report)”**

\* For details, see “Submitting Your Income Report” and the other documents that came with your “収入報告書 (Income Report).”

● **All residents (Excluding those who are on welfare or public assistance\*)**

**Original copy of the “住民税課税(非課税)証明書 (Residence Tax Declaration [or Tax Exemption] Certificate)” for 2023, for all residents of the household**

This is not required for residents who are shown to be dependents of the lessee and/or cohabitant on the form.

● **Residents on welfare or public assistance\***

**生活保護受給証明書 (Welfare Recipient Certificate) or 支援給付受給証明書 (Public Assistance Recipient Certificate) that lists the names of all residents in the household on welfare or public assistance**

(If there is a resident in the household that is not on welfare or public assistance, you must also submit the “令和5年度住民税課税(非課税) 証明書 [2023 Residence Tax Declaration [or Tax Exemption] Certificate]” for this resident as well.)

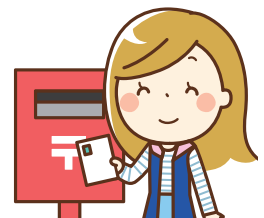
\* Public assistance refers to subsidies provided in accordance with the law that promotes the repatriation of Japanese orphans left behind in China, etc., and supports the independence of said Japanese orphans who permanently returned to Japan along with their designated spouses.

**The deadline for submitting the “収入報告書 (Income Report)”**

**is Friday, July 7**

\* We process “収入報告書 (income reports)” in the order we receive them, so it may take some time to confirm your report’s status. We will contact you if your income report and/or the other documents required are missing any information.

Please make sure to submit it by the deadline!



**Relaxation of Income Declaration Requirements for Residents with Dementia, etc.**

There is a system that relaxes the income reporting requirement for lessees unable to submit an income report due to dementia or other reasons. This is based on a prior application for households that meet certain conditions the Tokyo Metropolitan Government has set. In such cases, Tokyo will investigate the income situation and set housing fees based on those facts.

Lessees intending to use this system must submit an application along with the applicable document listed below.

Reason reporting is difficult	Attached documents
Dementia	Medical certificate stating that the lessee has dementia*
Mentally disabled	Copy of mental disability handbook (any grade)
Intellectually disabled	Copy of <i>Ai-no-Techo</i> intellectual disability handbook; any grade)

\*The medical certificate must clearly state that the lessee is suffering from cognitive decline caused by Alzheimer’s disease, Lewy body disease, etc.

If the lessee is able to submit income reports with the cooperation of relatives or the like, please continue to do so.

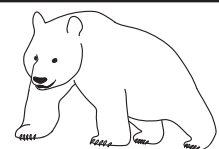
■ **Inquiries regarding Relaxation of Income Declaration Requirements**

Income Investigation Desk, Municipally-Owned Housing Collection Section, JKK Tokyo, ☎03-3409-2261 (main line)



**A written challenge from Teacher Panda!!**

Try coloring the black parts of the panda bear



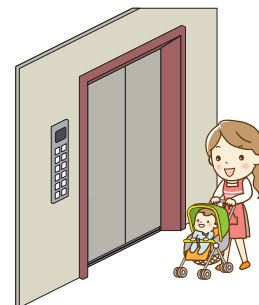
# Use the elevator correctly and safely

—To residents living in apartments with elevators—

Make sure to follow the rules below.

(Otherwise accidents could occur such as getting trapped in the elevator, stuck in its door, or the elevator getting broken)

- Do not put anything between the doors or throw anything at the doors.
- \* If anything like thin strings get stuck in the doors and you try to pull it out forcibly, you may suffer an unexpected injury.
- Make sure to enter and leave the elevators only after the doors are fully opened. If you bump into the doors while they are moving, you could get stuck in the doors or break the elevator.
- \* Pay full attention especially when using a pram, a trolley, etc.
- Take care not to drop garbage, etc. in the door rail.
- Guardians are expected to pay attention to their children when using the elevator.



Use the elevator correctly and safely.

## During typhoons and heavy rain

- Elevators may malfunction if rain gets them wet, so close the elevator hall window when it rains.

## Security cameras

- The elevator is fitted with a security camera and the footage may be submitted to the police at their request.

# Preparing for Heavy Rain and Typhoons

Our customer support center receives many inquiries during disasters such as heavy rain and typhoons. Please refer to the information below about preparations you can take yourself.

## ● Preparing for strong winds (preventing glass from getting broken)

- Take inside anything that could be blown away by the wind.
- Lock the windows and close the curtains.
- Place shatterproof film or curing tape (in an X shape) on window glass.

For frosted glass, place tape on the outside and peel it off promptly when no longer necessary.

## ● Indoor flooding countermeasures

- Keep balcony gutters clean.
- If rainwater is entering from the window frame or entrance door, create a wall of rags or towels along the rail of the window or door to stop it, and be sure to wipe up the water frequently.
- Move belongings and appliances that are near windows to a safer location. Unplug cords as well, to prevent short circuits or electric shocks.



## ■ JKK Tokyo website: Preparing for disasters

<https://www.to-kousya.or.jp/nyukyosha/saigai/taifu.html>



# When Bathtubs or Bath Heaters Installed at Your Expense Break –Replacing Bathtubs and Bath Heaters at Tokyo’s Expense–

Tokyo is underwriting the cost of replacing bathtubs and bath heaters that residents have installed at their own expense. Applications from residents due to malfunction will be accepted as follows:

## 1. Application requirements

Applicants must meet all of the following requirements.

- (1) Bathtubs and/or bath heaters installed at your own expense have **broken**.
- (2) Since your **housing fee (rent) will be revised** if your bathtub or bath heater is replaced, you must agree to the revision. (\*1)
- (3) You must **pay the cost of removing and disposing** of the bathtub and/or bath heater you installed. (\*2)
- (4) You must not have any overdue housing fees (rent) or parking fees.
- (5) You must not be an overearner or high-income earner.

\*1 Rough estimate of changes to housing fees (rent): an **increase** of around 500 to 3,000 yen per month.

- The amount differs depending on your household’s income category.
- You will be notified of the official amount after the replacement work is finished.

\*2 You can also ask the contractor performing the replacement work to remove and dispose of your old bathtub/bath heater. (**You will be responsible** for any related fees.)

## 2. How to apply

[Call our Customer Support Center or go online](#) to request an application form.

Once the application arrives, please follow the instructions and [submit it via postal mail](#).

○ Period for acceptance of applications: **August 1 (Tue.) to 23 (Wed.), 2023**

○ Application deadline (by mail): **Must arrive by September 1 (Fri.), 2023**

## 3. Process for procedures after application (schedule)

- Reviewing the application September 2023
- Sending review results and notification of construction to you Mid-September 2023
- Inspecting the premises and conducting the construction (a builder specified by the public corporation will contact you as ready) Late September 2023

**★ If after the reviewing there are more applications than planned, selections will be made by a lottery draw.**

If a lottery draw is needed it will be [held in late September. Inspection of the premises and construction work will take place in late October.](#)

### ■ How to get the application form

- By phone Customer Support Center, JKK Tokyo, phone number ① on page 6
- Online Use the “Metropolitan Government of Tokyo Public Service Cloud



Application” (you will need to create a new account).

Scan the 2-D code with your smartphone, etc., → “Search for the application procedure”

→06\_10(For residents) Applications and claims for municipally-owned housing and Tokyo Metropolitan Government subsidized housing

→Requesting an application form for bathtub/bath heater replacement

### ■ Contact information for construction details

Customer Support Center, JKK Tokyo, phone number ② on page 6



# Tokyo Bureau of Environment Announcement

## Join the HTT ㊦減らす (reduce), ㊦創る (create) and ㊦溜める (store) Initiative!

The HTT Initiative is an effort to ㊦減らす (*herasu*; reduce), ㊦創る (*tsukuru*; create) and ㊦蓄める (*tsukuru*; store) electricity. This initiative will support countermeasures to climate change (global warming) and also help ensure energy security over the medium to long term. The Tokyo Metropolitan Government will continue to work on HTT alongside the residents and businesses of Tokyo.



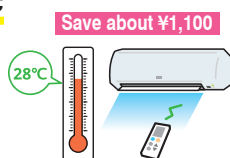
Especially in the **summer**, when electricity consumption tends to increase due to air-conditioning use, **cutting power consumption (㊦) is a must!**

Please review your lifestyle with your family and **save energy creatively in ways that are friendly to both the planet and your finances!** Your cooperation is appreciated.

### ㊦減らす (Reduce) power — Small efforts, big results Start saving energy at home!

#### (1) Setting your air conditioner to around 28°C

When using an air conditioner, it is effective to set its louver (which directs airflow) and use an electric fan or circulator to circulate the air. You can increase the cooling effect by blocking the sun's rays with bamboo screens or the like, or sprinkling water outside your entrance or balcony.



#### (4) Lower the temperature of your electric toilet seat and bidet water

If your model has a timer or energy-saving function, please use it.

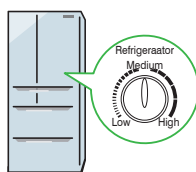
#### (2) Cleaning air conditioner filters frequently

Clean the filter(s) approximately twice a month. A clogged filter reduces the amount of air that is drawn in and reduces cooling power.

Save about ¥1,100

#### (3) Change the refrigerator's internal temperature from "high" to "medium" in summer

It is even more effective when set to "low" in seasons other than summer.



Save about ¥2,200

#### (5) Upgrading to appliances with high energy-saving performance

The energy-saving performance of home appliances has been improving year by year, and you can save a lot of energy by upgrading to newer models. If you replace your home appliances with eligible products, you will receive Tokyo Zero Emi Points. These points can be exchanged for gift certificates and other items worth up to ¥26,000. The points have been increased by about 20% for purchases made in April 2023 or later. Please try using it.



Tokyo Zero Emi Points Search



The numbers within Save about ¥1,100 are approximate annual savings for an average household.

Other HTT (㊦減らす (reduce), ㊦創る (create) and ㊦蓄める (store)) efforts can be found on the Tokyo Bureau of Environment webpage.

[https://www.kankyo.metro.tokyo.lg.jp/climate/tokyo\\_coolhome\\_coolbiz/index.html](https://www.kankyo.metro.tokyo.lg.jp/climate/tokyo_coolhome_coolbiz/index.html)



#### ■ Inquiries about electricity and energy saving

Tokyo Bureau of Environment, Home Energy Consumption Section

☎03-5388-3533

#### ■ Contact information for Tokyo Zero Emi Points

Tokyo Zero Emi Points Call Center

☎0570-005-083 (Navi Dial)

Hours: 9:00 a.m. to 5:00 p.m. (excluding the year-end / New Year's holiday) ☎03-6634-1337



## Please Help Save Electricity during the Summer

The power supply for the Tokyo area this summer is still projected to be challenging.

Please keep up every possible effort to save electricity.



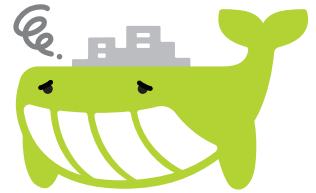
# Subleasing and Nonresidential Use Are Prohibited in Municipally-Owned Housing, etc.

Municipally-owned housing and Tokyo Metropolitan Government subsidized housing cannot be rented out as accommodations.

The permission for use presented when residents move in also prohibits subleasing the municipally-owned housing, etc. (e.g., minpaku) as well as using the housing for purposes other than residential use\*. If you are found to be violating these conditions, your permission for use may be revoked and you may be asked to surrender your residence.

Residents are requested to use their residences properly.

\* A section of the residence may be used for massage, acupuncture, moxibustion or other work related to the welfare of building residents with permission from the Tokyo Metropolitan Government.



**The following sticker is placed in elevators to notify residents and visitors.**

法令により、都営住宅を有料で旅行者に転貸することは禁止されています。

**Attention!**

**注意!**

**주의!**

**It is illegal to use these housing facilities as lodging for tourists.**

**将本住宅设施作为住宿设施向旅行者提供是违法的。**

**본 시설을 여행자를 위한 숙박 시설로 사용하는 것은 위법입니다.**

東京都住宅政策本部

☆ **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 the year-end / New Year's holiday)

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

Certain applications can be now accepted online! Scan this code for more detail.



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, suspension 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).

When using a cellphone, toll-free minutes, or discount services of your phone company do not apply.

• **The lines may be congested from 9:00 a.m. to 10:00 a.m. on Mondays and the next morning of holidays.**

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).”

Housing Policy Headquarters, Tokyo Metropolitan Government webpage

Housing Policy Headquarters, Tokyo Metropolitan Government



JKK Tokyo webpage “For residents of municipally-owned housing, etc.”

Residents of municipally-owned housing



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



Daily Life Plaza is made with recycled paper.

SAVE THE GREEN EARTH!