



Daily Life Plaza



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UTOJIRA Land

2024 (Reiwa 6) February



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 Municipally-Owned Housing 2024 Housing Fee Decision Notices by the End of February

The housing fee notice we are sending will inform you about your new housing fees (rent) starting in April 2024. 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) For Households Whose Fee Reduction Will Expire in February or March 2024, and Have Not Completed the Renewal Procedure

If your fee reduction will expire in February, please be sure to complete the procedure by February 29 (Thu.), or by March 29 (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 19, 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 19.

* In addition, 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 (Housing Fee Reduction Application) documents for your 収入報告 (Income Report) documents, so be sure to complete the procedures before the deadline.

(2) For Households Who Have Not Submitted 収入報告書 (Income Reports) or Have Insufficient Documents

Be sure to submit the necessary documents for reporting your income by March 29 (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 for direct debits) to pay for February housing fees, etc., is Thursday, February 29.

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



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 2024 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 都民住宅 (Subsidized Housing) (地域特別賃貸住宅 (Designated Public Rental Housing) / 特定公共賃貸住宅 (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.

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, moving out, death, birth, etc.), you must file the change with the municipality, and also **complete the following procedures at a JKK Tokyo Consultation Center**.

* Those in partnership relationships are also included under the category of "spouse."

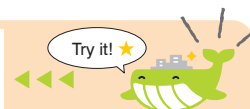
The approval conditions required by ordinances and necessary documents differ for each procedure. Please contact us for more details.



Inquiries Regarding Various Procedures for Municipally-Owned Housing, etc.

Customer Support Center, JKK Tokyo (phone number ❶ on page 6)

Online OK This mark means that you can use the "Tokyo Metropolitan Government Public Service Cloud Application" to make a notification.



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 the Tokyo Metropolitan Government. 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 ordinances. Cohabitation will be approved for the lessee's spouse and relatives within one degree of kinship with the lessee (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 ordinances. 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 都民住宅 (Subsidized Housing) (地域特別賃貸住宅 (Designated Public Rental Housing) / 特定公共賃貸住宅 (Special Local Rental Housing)), spouses and relatives within three degrees of kinship with the lessee will be officially 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., he/she 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),” to the Consultation Center and receive permission from the Tokyo Metropolitan Government.

As a general rule, **only spouses of the lessee who received official cohabitation approval and have been continuously residing in the property can take over the lease**, and only if they meet the standards specified in ordinances, such as income and the reason for application.

For the elderly, disabled, and others who require special consideration for residential stability, relatives within three degrees of kinship with the lessee may be approved. (Specific requirements are posted on the JKK website.)

Note: For those in 都民住宅 (Subsidized Housing) (地域特別賃貸住宅 (Designated Public Rental Housing) / 特定公共賃貸住宅 (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/she is **not entitled to tenancy turnover** in the following cases:

- **The total income of the household that is seeking approval exceeds the limit for resident income** at the time of turnover.
- The spouse has been living with the lessee without receiving cohabitation approval.

Please notify us as soon as possible if a lessee passes away or something else happens to him or her

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 the 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, etc., of the lessee).**

From the month after the end of the grace period for moving out to the vacation 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 turnover occurred), you must pay the rent for similar apartments in the neighborhood, in the same manner as above.

Household Member Change (Moving Out, Death, Birth, etc.)

In the event that a lessee or household member who has been approved for tenancy in municipally-owned housing, etc., moves out or passes away, or in the event of the birth of a child, 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 an 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 to 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

Online OK



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).

Moving Out (Vacation 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 moving-out date (the day you return the residence) 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 that you received when moving 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.

When moving out you are asked, in principle, to return the residence to the state it was in when you moved in. Also, dispose of any 粗大ゴミ (oversized garbage) 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.)

Online OK (Partially)



In general, laws and ordinances prohibit an individual from installing objects or remodeling the interior in municipally-owned 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 (phone number ① 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 front door lock, warm-water bidet 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.

Find Utojira!

UTOJIRA 
(The JKK mascot)

How many times can you find UTOJIRA
in this February issue of Daily Life Plaza (pages 1–6)?



File Your Tax Return by March 15 (Fri.)!

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 (Fri.) 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).



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 fulfillment 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

<https://www.shigotozaidan.or.jp/>



These Kinds of Sounds Travel to Other Residents

Loud noises from everyday life can travel through walls and windows. Please take extra care at night and in the early morning.



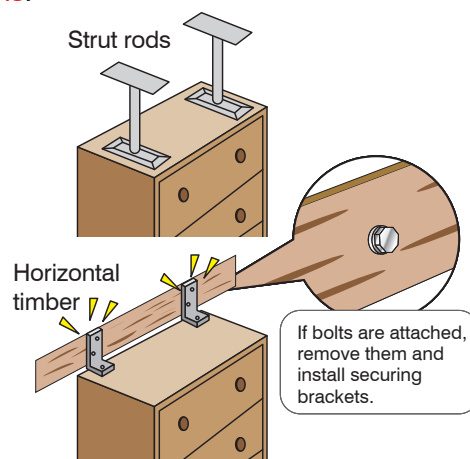
Some people may find other noises unpleasant, such as the sound of beating a futon on the balcony. We ask that you all be considerate of one another so that everyone can live comfortably in their residences.



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 the year-end/New Year's holiday)

We have published a page on the JKK Tokyo website listing times when it may be difficult to contact us by phone.



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

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



Call the Navigation Dial at

☎0570-03-0071

For those who are unable to 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 are unable to 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 after a holiday.

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 website

Housing Policy Headquarters, Tokyo Metropolitan Government



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

Municipally-Owned Housing Residents

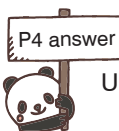


Foreign-language versions of Daily Life Plaza are available on the JKK Tokyo website.
Foreign-language versions



Daily Life Plaza is made with recycled paper.

SAVE THE GREEN EARTH!



UTOJIRA appeared 7 times in total