

# Daily Life Plaza



Entrance to  
Utoji-land

## 2025 (Reiwa 7) July

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

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

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

The “収入報告書 (Income Report)” we sent to you on June 13 (Fri.) is an important document that will determine **your housing fees (rent) for the next fiscal year** (April 2026 – March 2027). **Please submit** your “収入報告書 (Income Report),” along with all required documents, **by July 7 (Mon.)**, 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 16 (Mon.) – July 7 (Mon.) 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. ➡

### Index

● Make Sure to Submit Your “収入報告書 (Income Report)”!	12
● Relaxation of Income Declaration Requirements for Residents with Dementia, etc. ....	2
● Follow Lifestyle Rules .....	3
● Use the Elevator Correctly and Safely .....	4
● Preparing for Heavy Rain and Typhoons .....	4
● Tokyo Bureau of Environment Announcement .....	5
● Subleasing and Nonresidential Use Are Prohibited in Municipally-Owned Housing, etc. ....	5
● Waiving Basic Water Charges as a Way to Help You Combat the Heat and Rising Prices ....	6
● Eight Actions to Protect You from Hyperthermia (Heat Illness) .....	6

**The deadline (date of direct debit) to pay for July’s housing fees, etc., is Thursday, 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, 2025**.
- ◇ **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 2025, 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7年度住民税課税(非課税) 証明書 [2025 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 Monday, 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)

## Learn SDGs with Professor Panda: The Seventeen Goals



Q: What do you think happens when biodiversity is lost?

Answer on page 4.

2



### 15. Life on Land

Mountains, rivers, oceans and forests support our way of life. So do the many creatures that live there. Global warming, deforestation and other factors are threatening the habitats of these creatures, however. We must protect nature and biodiversity to sustain the richness of the land.

# Follow Lifestyle Rules

Municipally-owned housing, etc., has rules and regulations regarding daily life. Following these rules will help ensure a comfortable life for everyone living in the complex.

◎ **Keeping dogs, cats, birds and other pets is strictly prohibited**

As stated in the “Living in Public Housing” handbook you received when you moved in, you cannot keep dogs, cats, birds or other animals as pets, or feed stray animals within the building grounds.

These all constitute a potential nuisance to other residents. There have been many cases in which animal noise, fur and droppings have caused problems with neighbors or adversely affected the property’s environment and/or sanitation.

If you are keeping an animal as a pet, please remember that it is against the rules. You must act accordingly, such as searching for a new owner for your pet.



◎ **Vegetable gardens and flowerbeds are prohibited**

In addition to being your place of residence, municipally-owned housing is a shared property belonging to the city of Tokyo. For this reason, individuals and resident associations may not use the shared public spaces and yards of the apartments without permission.

If you have planted a vegetable garden or flowerbed, stop working on it immediately and return the space to its original state.

◎ **Please put out your garbage in the specified place on the predetermined day**

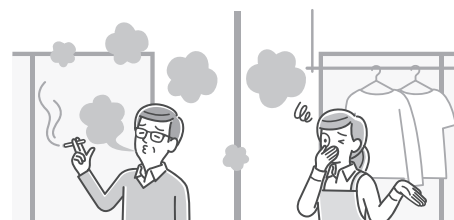
Please put out your garbage in the garbage area or other specified place on the predetermined day. Be sure not to put out garbage on days that are not collection days. For more information about collection days, collection methods, etc., please follow instructions from your jurisdiction’s garbage collection office.

◎ **When smoking in shared hallways, staircases, or balconies, be considerate to those around you and handle fire with care**

The Tokyo Metropolitan Ordinance on the Prevention of Secondhand Smoking stipulates that Tokyo residents must strive to prevent others from being exposed to secondhand smoking.

Smoking in shared hallways, staircases, and balconies produces odors and secondhand smoke, which may annoy neighbors, so please be considerate.

Careless handling of cigarettes is also the cause of many fires. If a lit cigarette ignites laundry, bedding or the like, it can quickly cause a dangerous situation, so please handle and dispose of your cigarette butts carefully.



Detailed rules for everyday life are listed in the “Living in Public Housing” pamphlet that you received when you moved in. This pamphlet is also available on the JKK website.

JKK Tokyo website > Residents of Municipally-Owned Housing, etc. > 「住まいのしおり」 *Living in Public Housing*



## **\* All residents must pay the common fees \***

In addition to the common fees that the city of Tokyo collects along with housing fees for elevator maintenance and other work, resident associations collect common fees for common expenses such as electricity fees for hallway lights and elevators.

All residents are required to pay common fees collected by resident associations, so please make sure you do so as well. You must pay even if you are not enrolled in a resident association, and even if you receive financial assistance for everyday living.

Note: In apartment complexes where the Tokyo Metropolitan Government manages some of the common areas upon a formal request from residents’ associations or other groups, it will collect the cost of management services as a common service fee together with the housing fees.

# 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>



Decreased food and resources, ecosystem disruptions, etc.

# Tokyo Bureau of Environment Announcement

## Join the HTTP(reduce), T(create) and T(store) Initiative!

The Tokyo Metropolitan Government is promoting initiatives designed to achieve a decarbonized society and ensure a stable supply of energy, under the motto “HTTP (へらす [Herasu; reduce], つくる [Tsukuru; create] and ためる [Tameru; store])”.

Especially in the summer, when electricity consumption tends to increase due to air-conditioning use, cutting power consumption (H) 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!



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

#### (1) Cleaning air conditioner filters frequently **Save ¥1,100**

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

#### (2) Adjust the brightness of your TV **Save ¥600**

Set your TV to energy-saving mode and lower the screen brightness. Cleaning the screen before adjusting the brightness should also help.

#### (3) 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 air conditioner, refrigerator or other eligible appliances with ones that offer high energy-saving performance, you'll receive Tokyo Zero Emi Points. You can use these points on the spot for a discount on your purchase.



The numbers within **Save ¥1,100** and **Save ¥600** are approximate annual savings for an average household.

Other HTTP (Hへらす (reduce), Tつくる (create) and Tためる (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

Home Energy Consumption Section, Tokyo Bureau of Environment ☎03-5388-3533

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

Tokyo Zero Emi Points Call Center ☎0120-083-255 (toll free)

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

☎03-6834-2621



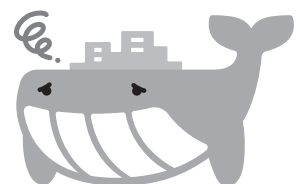
## Subleasing and Nonresidential Use Are Prohibited in Municipally-Owned Housing, etc.

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.

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



The prohibition against *minpaku* and other rules/manners you must follow are listed in the Living in Public Housing publication you received when you moved in. The publication is also available on the JKK Tokyo website.

JKK Tokyo website > Residents of Municipally-Owned Housing, etc. > 「住まいのしおり」 Living in Public Housing





## Waiving Basic Water Charges as a Way to Help You Combat the Heat and Rising Prices

- For four months during summer (charges for June to July and August to September, or July to August and September to October)

- This does not apply to usage-based charges and sewerage charges.

- For customers with small-diameter (13-, 20- or 25-millimeter) water supply contracts with the Bureau of Waterworks, Tokyo Metropolitan Government

- A total of between 3,784 and 6,424 yen (including tax) will be waived during the four-month period. No application needed.

Inquiries: Bureau of Waterworks Customer Center  0570-091-100

If you are unable to use Navi Dial, please call one of the following numbers:

☎03-5326-1101 (residents of Tokyo's 23 special wards) or ☎042-548-5110 (26 municipalities in the Tama area)

For more information:



## Eight Actions to Protect You from Hyperthermia (Heat Illness)

今年の夏も  
沸とう京

### 1 Stay hydrated

Make sure to drink water—about half a cup every hour—and do so before you feel thirsty.

### 2 Use air conditioners freely

On days when the temperature and humidity are high, use your air conditioner freely instead of worrying about saving energy.

### 3 Choose cool clothing

Choose well-ventilated, quick-drying clothing, and use neck coolers or the like.

### 4 Use hats and parasols

Direct sunlight can raise the temperature of your head by 5 to 10°C, so wear a hat or use a parasol.

### 5 Use cooling shelters

When you go outside, take frequent breaks in cool places such as cooling shelters.

### 6 Spread awareness

Talk to your family, friends and coworkers to spread awareness of hyperthermia prevention measures.

### 7 Checking the Wet Bulb Globe Temperature (WBGT)

The WBGT is a heat index that factors in temperature, humidity and sunlight. Staying aware of this index is an effective way to avoid hyperthermia.

### 8 Maintain a regular lifestyle

Eat three balanced meals a day and get plenty of sleep to make your body more resistant to hyperthermia.

## JKK Tokyo Customer Support Center

The phone lines are often very busy on Mondays and the day after a holiday.

If you are not in a rush, please call on a different day.

**Hours** 9 a.m. to 6 p.m. (excluding Saturdays, Sundays, national holidays and during the year-end/New Year's holidays)

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

Click here for the list of online applications for municipally-owned housing, etc.



0570-03-0071

☎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.



0570-03-0072

☎03-6279-2653



- **Navi-Dial is not covered by the free calls or fixed-rate calling plans that mobile phone carriers offer.**

In addition, call charges vary depending on your connection and device.

For the actual process, please listen to the rate guidance at the beginning of the phone call or visit the Navi-Dial website.

Note: There are no charges for the rate guidance that plays at the beginning of the phone call.

- **Please have your “名義人番号” (lessee number) ready to ensure that we can handle your request faster.**

Please click here for the FAQ regarding procedures, etc.



Housing Policy Headquarters, Tokyo Metropolitan Government website

東京都住宅政策本部

Search



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

都営住宅 お住まいの皆さま

Search



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!