

英語版

KEN-EI JUTAKU Residents' Guidebook



Aichi-ken Jutaku Kyokyu Kousha

Aichi Prefectural Housing Corporation

Introduction

Prior to move-in to the prefectural housing (KEN-EI JUTAKU), we have explained the rules & regulations of daily life, but for those just came to the country and not yet accustomed to the life here, you may get confused by the differences of language, culture and customs that may lead to misunderstanding between the residents.

The residential housing in which you live is a Prefectural Housing (KEN-EI JUTAKU) built from taxes and with the cooperation of the Japanese government and Aichi Prefecture; it is an asset shared by the residents of Aichi Prefecture.

Therefore, this is different from ordinary rental houses, apartments, and the like. There are certain "promises" and "rules" about daily living between the residents in addition to the various "restrictions" and "obligations".

We asked everyone to fully understand these rules and duties, and use the housing appropriately.

We encourage everyone to make Japanese friends and acquaintances, they would be a big help on understanding the rules on communal housing complex way-of-living, the Japanese customs and they will be able to assist you on anything you are unsure of in everyday life.

We may have to set aside the way of thinking we used to have in our own country. But, instead, observe the rules of communal housing complex living, respect and understand one another to be able to achieve an enjoyable daily life in prefectural housing (KEN-EI JUTAKU).

KEN-EI JUTAKU = PREFECTURAL HOUSING



Table of Contents

	Page
Moving in (<i>NYUKYO</i>).....	03
Rent (<i>YACHIN</i>).....	05
Moving out (<i>TAIKYO</i>).....	06
Rules to adhere to.....	07
Water supply, wash area, toilets.....	08
For an enjoyable living.....	08
Residents' Association (<i>JICHIKAI</i>).....	11
Various Applications and Notifications.....	12
Enquiries.....	13



Moving in (*NYUKYO*)

(1) Designated move-in date

The date on which you may start using residential housing is called the *Nyukyo Shiteibi* (designated move-in date). Please complete the move-in of the members of your family whose names are on the application, within 1 month of the designated move-in date.

(2) Advance deposit (*Security deposit*)

Shikikin is the advance deposit that is also called security deposit, this will be reimbursed to the residents after they move out from their housing unit. This will be automatically transferred to either your designated bank account or your new address, after the necessary deductions if you have unsettled payment of rental, etc. (No interest is paid).

※Payments can only be made in bank branches within Aichi Prefecture.
(Internet banking accounts cannot be used in this transaction).

(3) Handling and storage of the key

Please submit the "key receipt" handed to you during the move-in orientation to your Contact Person (Renrakuin; please check to see if the contact person is home before you visit him/her) and obtain the key (3 pcs.) in exchange.

These are new set of keys, different from the previous tenants used. Nobody possesses another copy aside from you.

Please note that the key is not "given" to you. Rather, it is lent to you along with the housing. Please use it carefully. You have to replace these If you lost or damaged these keys, you are going to shoulder the associated costs and return the complete set when moving out. (There are no spare keys).



(4) Hand-over and confirmation of housing

Please submit any requests for repairs to the Housing Administration Office or Branch Office within 1 month of your designated move-in date. Please note that if you make a request to repair "damages existing prior to move-in" after 1 month from your designated move-in date, you are going to shoulder the expenses on your own.

Please note that some areas may be impossible to repair, etc.

(5) Move-in

On your move-in, please do not park your vehicle on the road near the housing, as this will cause inconvenience to other residents. In addition, please park your vehicle only in the designated space after you have moved in.

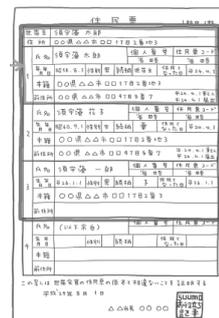


**101 no Smith desu.
Yoroshiku Onegaishimasu!**

(6) Move-out and move-in procedures

(change of address notification – *NYUKYO TODOKE*)

After moving in, please complete moving-out and moving-in procedures at the City Hall. After completing these procedures, please submit your certificate of residence of the new address, change of address notification, written pledge (*JUMINHYO*・*NYUKYO TODOKE*・*SEIYAKUSHO*) to the Housing Administration Office or Branch Office within 20 days after the designated move-in date.



(7) Water, electricity, and gas

Please contact the corresponding companies and complete the procedures to be able to start using water, electricity, and gas, etc.

※ These utilities will not operate without service registration.

(8) Residents' Association (*JICHIKAI*)

Prefectural Housing (*KEN-EI JUTAKU*) has its own Residents' Association (*JICHIKAI*) organized by the residents. The Residents' Association establishes "rules of daily living", and works to create an orderly housing complex that is convenient to live in.

The *JICHIKAI* is engaged in a wide range of activities such as managing common facilities, maintaining and improving the living environment and is a venue for the development of mutual friendships between residents.

You are required to join the Residents' Association (*JICHIKAI*) when moving in to Prefectural Housing (*KEN-EI JUTAKU*) so please cooperate and participate in the Residents' Association (*JICHIKAI*) by actively assuming duties and becoming an officer, and the like (refer to p11).



(9) Using properties left behind by the previous resident

If you wish to use properties for which the previous resident has relinquished ownership and left behind (such as the bath boiler, bathtub, water heater, screen door, and lighting fixtures), please submit a written pledge in relation to gas appliances to your contact person or Housing Administration Office / Branch Office, etc. within 1 month after your designated move-in date (This is not required for equipment installed by the Prefecture).

In addition, please have the installations inspected by professionals from the gas company before using it.

Even if you will not use any of these properties, please contact the Housing Administration Office / Branch Office, or your contact person within 1 month after your designated move-in date.

Rent (*YACHIN*)

The due date for paying rent is on the last day of each month.



How to pay rent

Payment will be auto-debited from your account.

If, for whatever reason, the payment was not confirmed from your bank account, bring the payment notice (rental billing) issued by the housing management and pay the month's rental fee directly at the counter of any bank or counter of convenience store by the end of that month (or by the following business day if the end of the month falls on a Saturday or Sunday).

Make sure to pay your rent by the due date.

Failure to pay rent on time

If you have failed to pay rent even after a certain period of time following the due date, you will be sent a reminder.

Please pay your rent each month.

If you have not paid for three months or more, you will be ordered to vacate the housing.



Declaration of Annual Income (June of every year)

You have to declare your **income by an Income Declaration Form (SHUNYU SHINKOKUSHO) together with the Annual Income Certificate (SHOTOKU SHOMEISHO) issued by the City Hall.** Your rent for the next year will be determined by your declared amount of income, etc.

If you do not declare your income, you will be charged rent which is equivalent to that of other neighboring private apartments.



**Submit the Income Declaration form (SHUNYU SHINKOKUSHO)
together with the Annual Income Certificate (SHOTOKU SHOMEISHO)
every June yearly!!**

Moving-out (*TAIKYO*)

Do not move out without informing the management and do not lend your unit to others.

NOTIFICATION OF MOVING-OUT (at least 1 month before your plan to move out). Contact directly the repair company (*Taikyou Shuuzen Kouji Gyousha*) and inform them regarding your move-out.



Submit by postal mailing *TAIKYO TODOKE Teishutsu (Kousha-you, yuusou)* (at least 10 days before moving out)

- *Taikyo Todoke* ① *Kousha Teishutsu-you* - Notification of moving out (for the management office)
- *Kagonou yachin-tou kanpu seikyuusho* - Invoice for refund of overpayment, etc.



Hikkoshi (transferring or moving out)

Do the procedures of cancellations of any transactions with the bank, post office, *Jichikai*, light, gas, water and internet companies, etc

(Inspection will take place after you have vacated the housing)



TAIKYO KENSA (INSPECTION AFTER MOVE-OUT. Things to prepare)

- *Taikyo Todoke* ② *Gyousha Teishutsu-you*
Notification of moving out (renovation company)
- *Shoyuken houki-sho* - Disclaimer of ownership
- **Keys** (3 pcs)
- **Cash (100,000 ~ 200,000 yen; you will have to pay the repair charge in cash (tatami, fusuma (paper on sliding doors), and other payables to the renovation company)**



REIMBURSEMENT OF *SHIKIKIN*

The security deposit will be returned, either to your designated bank account written in *TAIKYO TODOKE* about 2 months after moving out



**CASH PAYMENT OF REPAIR EXPENSES IS REQUIRED
AT THE TIME OF *TAIKYO KENSA* (Moving out inspection).**

Rules to adhere to

There are various rules and obligations associated with living in Prefectural Housing (KEN-EI JUTAKU). For example, your lease agreement will be cancelled and you will be asked to vacate the housing if you have violated the lease agreement by using the housing inappropriately or there are unsettled payment of rental for three months or more, etc.

① Residents are obliged to keep their housing and the common facilities in a normal state; please treat them with care. If you damage any of the housing or common facilities, you will have to get it repaired to their original state or pay compensation for the damages.

② **In principle, you may only reside in Prefectural Housing (KEN-EI JUTAKU) together with persons recognized as family members when moving in.** You are not allowed to lend your housing to others or allow others to inherit your rights as a resident.



③ You may only live with family members approved by the Housing Administrative Office. You must submit an application or notification to your *Renrakuin* (contact person) in the following cases: (refer to p12)

- a) When there has been a change in your family composition as a result of birth, death, or moving out.
- b) When change occurs regarding the contract holder as a result of death of the person who signed the lease agreement, etc.
- c) When change occurs regarding details of the emergency contact person
- d) **Please submit *FUZAI TODOKE* (Absence notification) when your whole family will leave the housing unit for a certain period of time (to temporarily return to your home country, etc.)**

(※Please submit an "Absence notification " if the contract holder will be away for half a month or more or if your whole family will be away for 1 month or more. You will be asked to vacate the housing if your whole family will be away for 2 months or more.)



④ You shall not use Prefectural Housing for purposes other than housing (such as an office, store, or nursery, etc.).

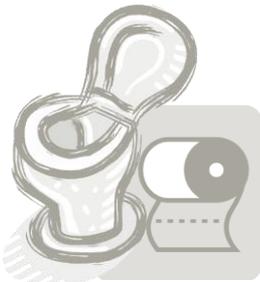
⑤ You shall not remodel the housing or build extensions.

Water supply and toilets

Water outage

Turn off your taps during a water outage as a result of malfunction or power outage. Do not connect a rubber hose to the taps and place the other end in the bathtub, a bucket, or the washing machine; doing so may cause this dirty water to flow back into the pipes, or, if you are residing in a medium and high-rise residential complex, this may cause water leakage in the residence on the floor below. Please look out for other residents.

Be aware that accidents may occur if the water supply is interrupted while you are away, and always close the water shut-off valve (supply valve) if you will be away for an extended period.



Use toilet paper

Never flush newspapers, old rags, rubber products, and diapers, etc. down the toilet, as they will clog the drainage piping. If your drainage piping becomes clogged, it will be repaired at your own expense.

Waterproofing

The floor of the toilet, entrance and other places of the housing are not waterproof; so please do not spill water on these areas. You will be responsible for compensating any water damage to the residence on the floor below.



For enjoyable living

The basics of communal living = consideration and cooperation

Housing complex living is communal living

Observe the rules for communal living

Protecting your daily life, is also protecting others lives.



Don't keep any pets (dogs, cats, birds, etc.)

Keeping pets such as dogs, cats, and birds in housing complexes such as Prefectural Housing (KEN-EI JUTAKU) worsens the living environment, causes nuisance to other residents, and can cause trouble amongst residents.

- Their cries are noisy (particularly at night and in the early morning.)
- They cause a bad smell (the smell of the animal and its waste, etc.)
- They spread loose hairs that goes to other units and verandas of other residents.
- They may bite and injure children.



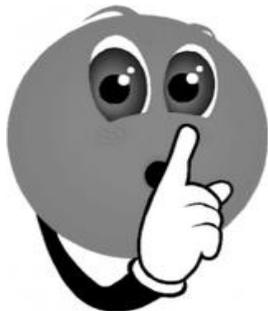
If you are currently keeping a pet, we realize that's hard to cut off your affection for it, however we ask that you take consideration of how it will cause inconvenience to other residents and take measures as soon as possible, such as allowing someone else you know to care for your pet or consulting the nearest health center, in order to respect the other residents and adhere to the rules of communal living.

Noise

Even unavoidable sounds in your daily life and sounds that you may find pleasant may be considered unpleasant "noise" by your neighbors.

For example, the stereo you enjoy listening to is just

"noise" to your neighbor, and the piano you are diligently practicing may be something that other residents just cannot stand. There are also so-called "living noises" such as the sound of the air conditioner, the opening and closing of doors, and idling vehicles.



The noise emitted from factories, etc. is regulated by laws and ordinances, however the consideration of each individual is necessary to prevent these "living noises" emitted from home living.

So, please be considerate to others, be aware of the noise you make, and try to create a quiet, comfortable environment.

Even speaking in a loud voice can be a "noise".

Are you aware of these noises?

If you do any of the following, then you should take particular care:

- (a) Watching the TV or listening to music at a loud volume.
- (b) Making loud footsteps in your residence, on the stairs, or in the corridor.
- (c) Forcefully opening and closing doors and windows.
- (d) Draining water of your bath tub before bed.
- (e) The motor noise of the washing machine is loud.
- (f) Leaving the air condition up to late night hours.
- (g) Idling your vehicle for an extended period late at night or early in the morning.
- (h) Doing karaoke up to late night hours.
- (i) Having a barbecue on the veranda.



Common facilities

Facilities such as fire hydrants, fire alarms, and fire doors are equipped in the corridors, staircases, and elevator halls, etc. Please do not leave your personal items such as bicycles and motorbikes in these areas. Not only does it interfere with the normal passage, but it can also be an obstacle to emergency evacuation, firefighting, and rescue activities.

Items stored in these areas may also be thrown downstairs or become a target of arson, and the like.

Veranda

- (a) The veranda drainage pipe is for the drainage of rainwater. Please clean the perforated plate every now and then.
- (b) The partitioning plate that separates your veranda from your neighbor's can be broken down in the event of an emergency such as fire, earthquakes, etc., allowing you to escape to your neighbor's veranda. Please do not place any objects near this partitioning plate. In addition, please do not place objects such as laundry poles and the outdoor A/C unit under the evacuation ladder.
- (c) **DO NOT** place objects such as wooden boxes which can be used as a footstool by children on the veranda is extremely dangerous (mothers should be particularly aware of this).
- (d) **DO NOT** place pots, plants and laundry placed on the veranda may get blown away by strong winds; please be aware of this danger.



Garbage

Please segregate your garbage according to kinds and take it out to the designated location on the designated collection day.

Please ask your municipal office about the designated garbage types, location and collection day.



Bicycle storage

In housing with bicycle storage, please always park your bicycle neatly aligned with other bicycles in consideration of other residents.

In addition, please dispose bicycles that you no longer use.

Residents' Association (JICHIKAI)

JICHIKAI = RESIDENTS' ASSOCIATION

We ask that all residents participate in the Residents' Association activities!

The Residents' Association collects the following common service expenses (KYOUEKI-HI) from residents for the ff. purposes.

1. Maintenance costs and electricity costs for common outdoor lighting (security lights) and common indoor lighting (staircase lights, etc.)
2. Maintenance costs and water charges for common taps.
3. Expenses related to the processing of waste, etc.
4. Expenses required for the use of common auxiliary facilities.
5. Expenses required for the use of common facilities.

In addition to room rent, common service expenses (KYOUEKI-HI) must be paid separately every month.



※ You have agreed and signed a Written Pledge for it.

※ There is also a part of common services expenses, which prefecture will collect as an Auxiliary Facilities Usage Expenses.

Requests concerning Residents' Association (JICHIKAI) activities

- 1) When you move in, please ask your contact person or neighbors about the directors of the Residents' Association (JICHIKAI) and complete admission procedures as soon as possible.
- 2) All residents are asked to cooperate with Residents' Association (JICHIKAI) activities rather than imposing all the responsibility on the chairman and directors.
- 3) When you are late in paying common service expenses (Residents' Association expenses – KYOUEKI-HI), you are interfering with the operations of the Residents' Association (JICHIKAI) and causing a nuisance to its directors.



Please always pay the KYOUEKI-HI (common service expenses) by the due date.

- ▣ Participation in cleaning of common area is mandatory.
- ▣ Common Service Expenses = KYOUEKI-HI

Various Applications and Notifications

Your Contact Person (*Renrakuin*) has the various application and notification forms.

Name	When to submit	Submission deadline	Where to submit	Accompanying documents
Report of Emergency Contact Persons <i>Kinkyuu renrakusaki todoke</i>	When connecting the prefectural housing lease contract.	When creating a contract	Housing management Office / Branch Office, etc.)	Certificate of residence of emergency contact (<i>Juminhyo</i>)
Report of Change of Emergency Contact Persons. <i>Kinkyuu renraku saki henkou todoke</i>	1. When the emergency contact person (1) Has died. (2) The location is unknown. (3) When the emergency contact change his /her name or address 2. If you wish to change your emergency contact person	Immediately.	Housing management Office / Branch Office, etc.)	Certificate of residence of new emergency contact (<i>Juminhyo</i>)
Succession Approval Application <i>Shoukei Shounin Shinseisho</i>	When the contract holder has died, leaving family members living in the same housing behind, or when the contract holder has left the housing due to divorce or other unavoidable reasons and the remaining family members living in the same housing wish to continue to live in that housing.	Within 1 month after the resident has died or moved out	Housing management Office / Branch Office, etc.)	1.Document certifying the reason for the succession (<i>Kosekitouhon</i> , etc.) 2. Detailed Certificate of residence with all household members name on it (which include the relationship with the head of the family)
Application for approval of living-together <i>Doukyo shounin shinseisho</i>	When you want to allow other family members not currently living in the household to move in (when you get married or adopt a child, for instance)	In advance	Housing management Office / Branch Office, etc.)	1. Document certifying the relationship between the resident and the person they want to allow to move in (<i>Kosekitouhon</i> , etc.) 2. Document certifying the income of the person the resident wants to allow to move in (<i>Shotoku Shoumeishou</i> , etc.)
Report of Transfer of a family member living together <i>Doukyo shinzoku no ido todoke</i>	When there have been changes to the family members living with you as a result of birth, moving out, or death.	Within 20 days after the change has occurred	Housing management Office / Branch Office, etc.)	Certificate of residence with all household members name on it following the changes (including those of the person(s) who have moved out or died (deleted residence record).
Change of name of the residents <i>Nyuukyosha shimei henkou todoke</i>	When a resident has changed his/her name	Within 20 days after the change has occurred	Housing management Office / Branch Office, etc.)	Certificate of residence with all household members name on it following the change of name.

※ Please submit the Certificate of Residence which include the relationship with the head of the family.

Enquiries

FOREIGNER SUPPORT DESK ☎ 052-684-5007

9:00AM ~ 12:00PM - 1:00PM ~ 5:00PM (MON ~ FRI)

Name	Address • Phone
名古屋・尾張地区の県営住宅 <i>Nagoya Owari Area</i> Nagoya Owari Jutaku Kanri Jimusho	〒460-8566 Nagoya-shi Naka-ku Marunouchi 3-19-30 Aichi-ken Jutaku Kyokyu Kousha 5F ☎ 052-973-1791
海部地区の県営住宅 <i>Ama Area</i> Nagoya Owari Jutaku Kanri Jimusho <i>Ama Chuzai</i>	〒496-8531 Tsushima-shi, NishiYanagihara-cho 1-14 Ken Ama Sougo Chousha 5F ☎ 0567-24-7330
一宮地区の県営住宅 <i>Ichinomiya Area</i> Nagoya Owari Jutaku Kanri Jimusho <i>Ichinomiya Shisho</i>	〒491-0053 Ichinomiya-shi Imaise-cho Hon-kanbeTatekiri 1-4 Ken Ichinomiya Kensetsu Jimusho 1F ☎ 0586-28-5411
知多地区の県営住宅 <i>Chita Area</i> Nagoya Owari Jutaku Kanri Jimusho <i>Chita Shisho</i>	〒475-0925 Handa-shi Miyamoto-cho 3-217-21 Central Bldg. 5F ☎ 0569-23-2716
西三河地区県営住宅 <i>Nishi Mikawa Area</i> Mikawa Jutaku Kanri Jimusho	〒444-8551 Okazaki-shi Myoudaiji Hon-machi 1-4 Ken Nishi Mikawa Sougo Chousha 5F ☎ 0564-23-1863
知立地区の県営住宅 <i>Chiryu Area</i> Mikawa Jutaku Kanri Jimusho <u><i>Chiryu Shisho</i></u>	〒472-0026 Chiryu-shi Kamishigehara-cho Zoufukuji 124 Ken Chiryu Kensetsu Jimusho Minami Kan 1F ☎ 0566-84-5677
豊田加茂地区の県営住宅 <i>Toyota Kamo Area</i> Mikawa Jutaku Kanri Jimusho <i>Toyota Kamo Shisho</i>	〒471-0027 Toyota-shi Kita-machi 6-3-4 Toyota Kouei Jutaku Center ☎ 0565-34-2001
東三河地区の県営住宅 <i>Higashi Mikawa Area</i> Mikawa Jutaku Kanri Jimusho <i>Higashi Mikawa Shisho</i>	〒440-0801 Toyohashi-shi Imahashi-cho 6 Ken Higashi Mikawa Kensetsu Jimusho 1F ☎ 0532-53-5616

《Office hours》 8:45 A.M ~ 17:30 P.M.

(Closed on Saturdays, Sundays, public holidays, and new year's holiday)

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