

## **Eligibility for Municipal Housings**

### **■ Outline**

- Municipal housing refers to public housing constructed by the city with subsidies from the federal government to supply individuals who are struggling to pay rent. Inhabitants of municipal housing receive rent subsidies taken from taxes and are able to rent for a cheap rate.  
Rent computations and admission qualifications are stipulated in public housing regulations, city ordinances, etc.; upon submitting the required documents, and if certain conditions are met, units will be introduced regularly based on availability.
- Applicants must meet the followings for moving in
  1. Individuals that do not own a house and cannot find a rental unit (regular housing) due to financial and environmental reasons.
  2. Individuals that are 18 years and above (including those under 18 years old who are married) Note: Housing for single persons are also available.
  3. Japanese citizens, mid / long-term residents, or special permanent residents.
  4. There should no unpaid taxes (public housing is constructed with taxes).
  5. Households that fall under the income limit stipulated in the city ordinance.
  6. Individuals with continued employment who have proof of income for one month's work or longer.
  7. Applicants and co-applicants cannot be involved or affiliated with any gangs or organized crime.
  8. Individuals who can submit a notification that is noted an emergency contact (relatives principally).
  9. Individuals who can pay the security deposit (equivalent to three months' worth of rent) by the due date.
  10. Individuals who can co-exist and follow the rules and manners of living in an apartment complex.

### **■ Required procedure**

- The required documents for submission differ based on each household. For parent-child households, individuals wishing to apply independently must provide a certificate from their mother country.
  - ※ Certificate of Independence (*Dokushin Shoumeisho*), Birth Certificate, Divorce Certificate, and a Death Certificate.  
(All the documents must be translated into Japanese.)

## ■ Cautionary points

Cautionary points on qualifications required for moving in.

- In principle, city and prefectural housing tenants are not eligible to apply. (Moving In Qualification 1)
- You may not move in if your husband / wife is left in your home country. In a parent-child household, you cannot apply if your spouse has not been established as divorced or dead. (Moving In Qualification 2)
- Single applicants must be unmarried (with exception of DV victims) (Moving In Qualification 2)
- Applications will not be accepted for individuals that make municipal tax payments in separate installments “*Bunkatsu Noufu.*” (Moving In Qualification 4)
- No loud disturbances late at night (parties, etc.) (Moving In Qualification 10)
- No barbecues are allowed within the residence area. (Moving In Qualification 10)
- Follow the rules of garbage sorting, and never throw away trash other than the designated day on the calendar. (Moving In Qualification 10)
- Make sure to park in your assigned parking stall, but not in empty spaces. (Moving In Qualification 10)
- Pets are absolutely not allowed in the unit. (Moving In Qualification 10)
- Participate in the activities of the housing, such as cleaning.
- There are other rules and manners not listed above that are expected to be followed by the residents (Moving In Qualification 10).

## Procedures for Moving in/out of Municipal Housing

### ■ Outline

In order to live in municipal housing, there are specific procedures based on the Ota Municipal Housing Ordinance that must be followed.

### ■ Required Procedures

Procedures are required in the case the number of family members change.

**Notification of Change:** a notification is required in cases such as a family death, birth of a child, and moving out.

**Application Approval for Living Together:** a pre-application is required if a relative living in another location is coming to live together with the applicant (there are cases when the application is rejected)

**Application Approval for Succession:** in the case the room / unit is succeeded due to the holder (name the unit is under) dies or divorces, proper steps must be taken (there are cases when the room / unit cannot be succeeded).

### ■ Cautionary points

- Since the rent for municipal housing is based on the income of each member of the household, there are situations when the rent amount will change due to certain procedures.
- If the proper and required procedures are not followed, there are cases when all members of the household will have to exit the unit due to illegal residence.
- In the case proper notifications and applications are not submitted, the applicant will be responsible for paying the highest rent amount, due to the inability to accurately calculate the rent amount for the inhabitant.
- If you apply and do not meet the housing qualifications, you will not be allowed to move in.
- Please always make sure to receive approval for moving in before changing addresses.
- For relatives entering Japan from their mother country, please contact us before using the municipal housing address for documents and procedures for entry into Japan.
- Since required documents differ depending on the procedure, please visit Ota City Hall's Municipal Housing Counter on the 9<sup>th</sup> floor for any questions.

## **Declaration of Income Report for Municipal Housing**

### **■ Outline**

The rent for municipal housing is determined using a set calculation method, and will mainly vary depending on the applicant's income. Also, in between the months of June and July every year, we require a submission of one's income report. As a result, your rent amount will change every year.

### **■ Required procedures**

For your income declaration, please attach the document "Declarations Relating to Income" to the Proof of Income Certificate (Income Tax Payment Certificate issued city hall) (or fill in Individual Number) and fill out the address name, etc. and submit by the deadline.

### **■ Cautionary points**

In the case "Declarations Relating to Income" is not submitted or there are family members that have not filed their income tax declaration, the rent amount will be equal to the average rental house.

※ The rent for the average rental house is generally two to four times more than the municipal housing.

## **Procedures for returning municipal housing**

### **■ Outline**

- When exiting municipal housing, the inhabitant must go through a walk-through inspection to make sure the unit is clean and all damages are repaired.

### **■ Required procedures**

- A submission of the “municipal housing return notification” is required at least 15 days prior to your moving day. Please bring your bank account’s seal (*inkan*) and a photocopy of your financial institution’s bankbook to the counter.

### **■ Cautionary points**

- Please call and hire a professional to exchange (all of the) old *tatami*, sliding doors, and *shouji* with new replacements with your own expense before moving. It is also the inhabitant’s responsibility to repair other items damaged.
- In the case you have lost the key originally handed to you at the time of move in, the key hole cylinder must be changed and a new key must be provided.
- Please follow the rules of garbage disposal and dispose of trash correctly. Please make sure you do not cause trouble for the other residents.
- Since we cannot stop administering rent until the walk-through inspection is completed, please make sure to clean and repair all damages before scheduling the inspection. In the case you fail the inspection, you will be responsible for continuing to pay rent and communal service fee until everything is cleaned / repaired.
- In the case you are departing the country after exiting, please make sure to start the procedures required for moving out in case of any problems.

## **Contact Information:**

Gunma Housing Supply Company  
“*Gunmaken Juutakukyoukyuukousha*,”  
Ota Branch “*Ota Shisho*”  
(Ota City Hall 9F, Counter 92)  
Tel: 0276-30-2011