

## 2019 Fiscal Year

# Guide to Applying for Residency in Prefectural Housing

<b>Available Prefectural Housing Units</b>	Vacant prefectural housing units in Toyama City/Takaoka City/Imizu City.	
<b>Application Reception Locations</b>	Koyo Kousan Co.,Ltd. Prefectural Housing Management Center	〒930-0887 3548-14 Gofuku 8-ku, Toyama city TEL (076) 471-5500
	Takaoka Branch	〒933-0874 619 Kyoden, Takaoka city TEL (0766) 25-1110
<b>Application Period</b>	Regular application period 【First round】 【Second round】	From February 1 (Fri.), 2019 to February 7 (Thu.) 2019 From August 1 (Thu.), 2019 to August 7 (Wed.) 2019 ※Applications sent in the mail are also accepted. (Applications sent in the mail must be postmarked by the last day of the application period.) Once we have received your application, we will contact you about the date, time and location of the lottery. Lotteries will be held for each housing complex and then the move-in order and priority will be determined. (These results will be valid until the month following the first month of the next application period.)
	Applications at other times	We will continue to accept applications throughout the year. However, the placement on the priority list will be after those who have already applied.
<b>Application Reception Hours</b>	Koyo Kousan Co.,Ltd., Prefectural Housing Management Center Takaoka Branch	Open from 8:30 a.m. to 6:00 p.m. (Until 5:00 p.m. on Saturdays, Sundays and holidays) Open from 9:00 a.m. to 6:00 p.m. (Closed on Wednesdays)

## 1. Resident Eligibility

To be considered for residency you must satisfy all of the following conditions (1) through (5) stated below.

### **(1) You must have family/relatives that you currently live with, or have family/relatives that you plan to live with in the near future**

We will consider a non-relative person as a relative if you are effectively in a situation similar to a marriage relationship or if you are engaged (someone that you intend to marry within one month after moving in).

However, if any of the situations listed in the following table applies to you, you may not be required to satisfy the above condition to live in housing where single occupancy is possible (please refer to the prefectural housing list). For more information, please contact the reception desk.

Elderly citizens	A person that is 60 years old or older
Persons with disabilities	Persons with disabilities as defined by the Disabled Persons Fundamental Law in Article 2, Item 1, and the extent of the disorder corresponds to one of the following disabilities. <ul style="list-style-type: none"> <li>Physical disability: Disabilities to an extent that falls under any category of Grades 1 through 4 from Item 5 of the Ordinance for Enforcement of the Act on Welfare of Physically Disabled Persons Appendix</li> <li>Mental disability: Disabilities to an extent that falls under any category of Grades 1 through 3 as described in Article 6, Paragraph 3 of the Order for Enforcement of the Act on Mental Health and Welfare for the Mentally Disabled</li> <li>Intellectual disability: Disabilities to an extent corresponding to the degree of mental disability as stated above</li> </ul>
Wounded and sick retired soldiers	Persons who have suffered from injuries or sickness from war as defined by the Act on Special Aid to the Wounded and Sick Retired Soldiers in Article 2, Paragraph 1, with the extent of their disorder corresponding to what is found in the Public Officers Pension Act Attached Item 1, Chart 2 from special term illnesses to No. 6 term illnesses, or a person with illnesses found in the Public Officers Pension Act Attached Item 1, Chart 3, Article 1
Atomic bomb survivors	Persons who are certified to be atomic bomb survivors by the Minister of Health, Labor and Welfare under the provisions of Article 11, Paragraph 1 of the Act for Atomic Bomb Survivors
Welfare recipient or Japanese who were left behind in China, etc.	A welfare recipient as defined in Article 6, Paragraph 1 of the Public Assistance Act, or a person who has received welfare support benefits. A Japanese person who was left behind in China as defined in Article 14, Paragraph 1 of the Act on Measures on Expediting of Smooth Return of Remaining Japanese in China and for Assistance in Self-Support after Permanent Return to Japan
Hansen's disease sanatorium inmates	A person who was a Hansen's disease sanatorium inmate as defined in Article 2 of the Act on Payment of Compensation to Hansen's Disease Sanatorium Inmates
Victims of domestic violence	A person who falls under either of the following: a victim, as defined by the Act on the Prevention of Spousal Violence and the Protection of Victims (the Spousal Violence Prevention Act) in Article 1, Paragraph 2, or a person who has been a victim of violence committed by their partner in a relationship as stipulated in Article 28, No. 2 of the Spousal Violence Prevention Act where one of the following items apply: <ul style="list-style-type: none"> <li>Those under temporary custody as described by the provisions of Article 3, Paragraph 3, Item 3 of the Spousal Violence Prevention Act (including cases where it is applied <i>mutatis mutandis</i> pursuant to Article 28, No. 2 of Spousal Violence Prevention Act) or those where five years have not yet passed since the last date when they were under protection of the provisions of Article 5 (Also, including cases where it is applied under Article 28 No. 2 of the Spousal Violence Prevention Act.)</li> <li>Those who have petitioned the court for a protection order as described in the provisions of Article 10, Paragraph 1 of Spousal Violence Prevention Act (including the cases where it is applied <i>mutatis mutandis</i> pursuant to Article 28, No. 2 of the Spousal Violence Prevention Act) and where five years have not yet passed since the date from which the order has become effective</li> </ul>

## **(2) Income Eligibility**

Those who earn ¥158,000 or less per month are eligible to move in. (\* see next page)

However, if your household is described in the following table (discretionary brackets), you can move in even if your monthly income is more than ¥158,000 as long as it does not exceed ¥214,000 per month.

Elderly households	Elderly households where the main tenant is 60 years old or older, and also whose housemates are either 60 years old or older or under the age of 18.
Households with a person with disabilities	Households that have a person with one of the following disabilities as defined in Article 2, No. 1 of the Basic Act for Persons with Disabilities. <ul style="list-style-type: none"><li>• Physical disability: Disabilities to an extent that falls under Grade 1 through 4 from Item 5 of the Ordinance for Enforcement of the Act on Welfare of Physically Disabled Persons Appendix</li><li>• Mental disability: Disabilities to an extent that falls under Grade 1 through 3 as described in Article 6, Paragraph 3 of the Order for Enforcement of the Act on Mental Health and Welfare for the Mentally Disabled</li><li>• Intellectual disability: Disabilities to an extent corresponding to the degree of mental disability as stated above.</li></ul>
Households with wounded and sick retired soldiers	Households that have a person who has suffered from injuries or sicknesses from the war by the Act on Special Aid to the Wounded and Sick Retired Soldiers in Article 2, Paragraph 1, with the extent of their disorder corresponding to the Public Officers Pension Act Attached Item 1, Chart 2 from special term illnesses to No. 6 term illnesses, or a person with illnesses found in the Public Officers Pension Act Attached Item 1, Chart 3, Article 1.
Households with atomic bomb survivors	Households that have a person who is certified to be an atomic bomb survivor by the Minister of Health, Labor and Welfare under the provisions of Article 11, Paragraph 1 of the Act for Atomic Bomb Survivors.
Households with repatriates (a return to Japan following the end of WW2)	Households that have a person who has not yet lived in Japan for five years since the date that they were repatriated.
Households with Hansen's disease sanatorium inmates	Households that have a person who was a Hansen's disease sanatorium inmate as defined in Article 2 of the Act on Payment of Compensation to Hansen's Disease Sanatorium Inmates.
Households with young children	Households with children who have not yet been 18 years of age on the first 31 <sup>st</sup> of March after they have turned 18.

## **(3) You are currently struggling to find housing**

As a general rule, those who own a house cannot apply to become a tenant in prefectural housing.

## **(4) You are not delinquent on your prefectural tax payments**

## **(5) You are not a member of an organized crime group**

We will confirm with the police to ensure that the tenant and housemates are not members of an organized crime group.

※ **How to calculate monthly income**

$$\text{Monthly income} = \frac{[\text{Total adjusted annual income amount of all housemates and the tenant in the household (A)}] - [\text{Total deductions from (B)}]}{12 \text{ months}}$$

However, this formula is not applicable if you have not had steady employment for a period of one year. In that case your monthly income will be examined differently. Please contact the reception desk for more information.

○How to determine the amount of adjusted annual income (A)

- (1) Wage income earner... The amount stated on your withholding exemption certificate after employment income exemption (for applications from January to May) or the income amount stated on your income certificate (for applications from June to December),
- (2) Business income earner... The income amount stated on the income-tax return copy (for applications from January to May) or the income amount stated on your income certificate (for applications in June from December)
- (3) Pension income earner... The amount calculated by the following table

Age	Total annual income	Adjusted annual income	Age	Total annual income	Adjusted annual income
65 years old or older	Up to ¥1,200,000	0	Under the age of 65	Up to ¥700,000	0
	From ¥1,200,001 to ¥3,299,999	Total annual income - ¥1,200,000		From ¥ 700,001 to ¥1,299,999	Total annual income - ¥700,000
	From ¥3,300,000 to ¥4,099,999	Total annual income × 0.75 - ¥375,000		From ¥1,300,000 to ¥4,099,999	Total annual income × 0.75 - ¥375,000
	From ¥4,100,000 to ¥7,699,999	Total annual income × 0.85 - ¥785,000		From ¥4,100,000 to ¥7,699,999	Total annual income × 0.85 - ¥785,000

○How to determine deductions (B) (check which situations apply)

Deduction Types		Deduction
Housemate deduction	If you have housemates	¥ 380,000 per person
Deduction for a dependent who you do not live with	If you have a claimable spouse who you do not live with as defined in Article 2, Paragraph 1, Item 33 of the Income Tax Act or a dependent relative as defined in the same Paragraph, item 34.	¥ 380,000 per person
Deduction for a claimable elderly spouse	If you have a claimable spouse who is 70 years of age or older	¥ 100,000 per person
Elderly dependent deduction	If you have a dependent who is 70 years of age or older	¥ 100,000 per person
Specified dependent deduction	If you have a dependent who is 16 years of age and younger than 23 years of age.	¥ 250,000 per person
Disability deduction	If there is a person with disabilities (except special disabilities) as stipulated in Article 2, Paragraph 1, Item 28 of the Income Tax Act, who is a tenant, claimable spouse, dependent relative, or housemate.	¥ 270,000 per person
Special disability deduction	If there is a person with special disabilities as stipulated in Article 2, Paragraph 1 Item 29 of the Income Tax Act, who is a resident, claimable spouse, dependent relative, or housemate.	¥ 400,000 per person
Widow/widower deduction	If there is a tenant or a housemate who is widowed, as stipulated in Article 2, Paragraph 1, Item 30 or Item 31 of the Income Tax Act.	¥ 270,000 per person (The income amount if the income amount is less than ¥270,000)

※ Spouses are not considered dependents.

(Reference: Income standard chart)

Classification	Income standard	Guideline for the amount after employment income exemption of a wage income earner who meets the income criteria, by household size (the total annual income is included in ( )).				
		1 person	2 people	3 people	4 people	5 people
General bracket	Monthly income of ¥158,000 or less	¥1,896,000 (¥2,967,999) or less	¥2,276,000 (¥3,511,999) or less	¥2,656,000 (¥3,995,999) or less	¥3,036,000 (¥4,471,999) or less	¥3,416,000 (¥4,947,999) or less
Discretionary bracket	Monthly income of ¥214,000 or less	¥2,568,000 (¥3,887,999) or less	¥2,948,000 (¥4,363,999) or less	¥3,328,000 (¥4,835,999) or less	¥3,708,000 (¥5,311,999) or less	¥4,088,000 (¥5,787,999) or less

Note 1: This chart is not applicable for those with special deductions other than the "housemate deduction" and "deduction for a dependent who you do not live with" or households with two or more income earners.

Note 2: We will include dependents that you do not live with as household members.

## 2. How to Apply

Please submit the following documents to the reception desk. (Applications sent by mail are also accepted.) In addition, when applying, please choose one prefectural housing complex you wish to move into.

- ※ Please choose the district of the housing complex from the following.
- Taikoyama housing complex: "Kita and Naka district", "Kita district", "Minami district"
  - Nakagawa housing complex and Higashinakagawa housing complex: "Nakagawa district"
  - Rengeji housing complex and Rengejikita housing complex: "Rengeji district"

### ◎ Documents that must be submitted

Documents to be submitted / Notes	Where the document can be obtained
• Prefectural housing residency application form Current address To be described in detail Place of work If you are unemployed, declare yourself as "unemployed". Reason Please state precisely why you are in need of housing	Prefectural Housing Management Center or Prefectural Construction & Housing Division website
• Residency certificate for all the household members • If the residency certificate does not show your relationships, you must also present a transcript of the family register. • Foreign nationals must submit a residency certificate that clearly states their nationality.	Municipal department in charge of residency certificates
• Income certificate for all tenants and housemates • For all prospective tenants 16 years of age or older (except for ones in high school without income) • In the case of no income, a tax exemption certificate or certificate of income stating "income ¥ 0". <u>※※ In the case that you cannot have an income certificate issued for the previous year (January-June), you will need one of the following documents that can confirm your most recent income</u> A. Wage income earner: A copy of the withholding exemption certificate issued from the workplace B. Self-employed person: A copy of an income tax return C. Pension earner: The latest pension payment notice document	Municipal department in charge of taxes
• A tax payment certificate proving that the prospective tenant has paid prefectural taxes (excluding individual prefectural tax)	Prefectural tax office
• A tax payment certificate issued by the mayor showing that the prospective tenant has paid individual prefectural tax.	Municipal department in charge of taxes

### ◎ Necessary documents if the situation is applicable

	Documents to be submitted	Where the document can be obtained
Fiancé/fiancée	Engagement certificate	Prefectural Housing Management Center
Persons currently in divorce mediation	Pending case certificate	Courthouse
Persons currently negotiating a divorce	Divorce petition	Prefectural Housing Management Center
Persons with a dependent they do not live with	Copy of a withholding exemption certificate, a copy of an income tax return	
Widowed persons	Family register of those who are widowed	Municipal department in charge of family registers
Physically disabled persons	Copy of disability certificate (physical, mental, rehabilitation) <u>If the application is for single occupancy, a declaration form certifying them to be fit for it must be submitted</u>	
Victims of domestic violence	Temporary protection certificate or	Prefecture Women's Center
	Protection order decision	Courthouse
Foreign nationals	A copy of your residence card or special permanent residence certificate	
Single elderly resident	A declaration form certifying the applicant to be fit for single occupancy	
Persons with other single occupancy certifications	Any document certifying that the applicant is qualified for single occupancy	
Other discretionary bracket households	Any document that proves that you should be placed in a special discretionary bracket	
A person whose income has changed due to a new job, etc. from the previous year	Retirement: employment separation certificate	
	Job change: wage certificate etc.	

※There are cases when you may be asked to submit additional documents if deemed necessary by the governor.

### 3. The Lottery

After the regular application period ends, a lottery will be held to determine the tenants and their position in line. (Once your application is accepted, we will inform you of the date and location of the lottery.) A separate lottery will be held for each housing complex specified on the application form.

Depending on the housing complex, some applicants may be able to receive special priority status such as for elderly households, child-rearing households, and single-female-parent households. The results determined by the lottery are valid until the month following the first month of the next application period. If you do not move in during the period of validity, you will forfeit your position and your application will be placed at the end of the priority list.

### 4. Acknowledgement/Guarantor

#### 1 Acknowledgement

If you are eligible to move in, the designated prefectural housing administrator will send you an information packet. Please submit the prefectural housing residency acknowledgement confirmation before the designated deadline. The acknowledgement confirmation requires a seal registration certificate from both the applicant and the guarantor as well as an income certificate from the guarantor.

#### 2 Guarantor

The guarantor must fulfill each of the following 2 conditions:

- 1: In principle, a guarantor should be a relative that lives in the prefecture and a Japanese citizen.
- 2: The guarantor should be independent with respect to and have an income equal to or higher than that of the applicant.

### 5. Rent/Deposit

#### 1 Rent

Please contact the reception desk for any inquiries about the rent. The rent takes into account the tenants' income as well as the scale, location, age, etc. of the housing complex. Furthermore, rent payments will need to be done using monetary transfers from financial institutions.

#### 2 Deposit

When you move into prefectural housing, you will need to pay three months' rent immediately as a security deposit. When you vacate the home, this deposit will be refunded. However, if there is delinquent rent, that amount will be deducted from the deposit.

### **3 Income Declaration and Rent**

After moving in, you will be required to submit a declaration of income every year. Rent for the following year will be set according to the income that is stated in your declaration. If you do not report your income, the rent will be equivalent to housing rent for similar housing in the vicinity.

In the case that you begin to earn excess income, you have lived for three or more consecutive years in the prefectural housing, and you have received notification that you have been recognized as a person whose income exceeds the upper limit of the income criteria for resident eligibility as determined by your income declaration, you will need to vacate the prefectural housing.

### **4 Repairs when Vacating**

When vacating the home, tatami refacing and repairing the paper on sliding doors and screens will be done at the tenant's expense. The costs for the removal of equipment installed by the tenant as well as the costs incurred by repairs done due to abusive use of the unit or careless destruction of the facilities will also be borne by the tenant.

## **6. Other Important Information**

### **1 Pets**

Caring for pets, including but not limited to dogs, cats, doves, etc. (including feeding wild animals) is forbidden in prefectural housing.

### **2 Grass/Snow Removal**

Snow and grass removal on prefectural housing premises is left to the tenants.

### **3 Neighborhood Council**

Prefectural housing is shared housing. Please follow the neighborhood council rules, cooperate with them, and participate in their activities.

### **4 Other**

The terms and conditions for the use of prefectural housing by the tenants and the prefectural government are established based on the Toyama Prefectural Housing Ordinance (Toyama Prefectural Ordinance 14 of 1960).