

# City of Shizuoka Municipal Housing Application Guide

Applications to municipal housing operated by the City of Shizuoka are accepted six times a year. Unit availability is announced via the vacant unit list.

\*The vacant unit list is distributed from the 15<sup>th</sup> of the month prior to the application month (postponed to the following day if the 15<sup>th</sup> is a Saturday, Sunday, or national holiday).

\*If the move-in deadline is a Saturday, Sunday, or national holiday, the actual deadline is the previous day.

Period	Vacant unit list released	Application period (must be postmarked between 1 <sup>st</sup> and 5 <sup>th</sup> )	Lottery date	Move-in deadline
1			<b>Middle of application month (exact date will be notified to applicant via postcard.)</b>	
2				
3				
4				
5				
6				

\*For certain housing complexes, applications are always being accepted. Contact the offices at bottom for more details.

How to apply

- ① Applicants must get the following documents from City Hall desks:  
City of Shizuoka municipal housing application guide, municipal housing application form, vacant unit list, special envelope for municipal housing application
- ② Please fill in all necessary fields on the application form.
- ③ Affix stamps to both application postcards and the special envelope.
- ④ Enclose necessary documents with the application and send by post.

Important

- Applications must, in principle, be sent by post.
- There are eligibility requirements for municipal housing. Please confirm before applying.
- If the number of applications exceeds availability, a lottery will be held.
- Applications must be postmarked between the 1<sup>st</sup> and 5<sup>th</sup> of even-numbered months. Those not are invalid.

## Inquiries

**Shizuoka Public Housing Corp. Housing Management Division** <http://s-jutaku.com>



Shizuoka Office: 5-1 Ote-machi, Aoi-ku, Shizuoka-shi 420-8602

City Hall Shizuoka Offices 5F Tel: 054-221-1253

Shimizu Office: 6-8 Asahi-cho, Shimizu-ku, Shizuoka-shi 424-8701

City Hall Shimizu Offices 2F Tel: 054-354-2238

Open 9:00 a.m. to 5:00 p.m. except Sat., Sun., national and New Year's holidays

# How to Fill in the Application

< Front >

Form No. 1 (Rel. to Article 2)

Document screening	

## Municipal Housing Application Form

To: Mayor of Shizuoka

Date: YYYY/MM/DD

I apply for municipal housing as follows, with the necessary documents attached.

Furigana	しずおか たろう		Sex:	Date of birth:	Age:	Disability Y/N
Name of Applicant	Shizuoka Taro		F/M	YYYY・MM・DD T (S) H・Western	46	N
Present Address	〒420-8602 5-1 Otemachi, Aoi-ku, Shizuoka-shi		Tel:	Home: 054-000-0000	Mobile: 090-0000-0000	
Employer Name:	〇〇〇Construction Co.	Name:	Work: Tel:	054-000-0000		
*Monthly income	yen	*Discretionary household	yen			
Names of Family/Fiance Moving in	ふりがな	Relation:	Birthdate:	Age	Place of work:	Disability Y/N:
	しずおかはなこ Shizuoka Hanako	Wife	〇〇〇〇 T (S) H・Western	43	〇〇 Shokai Co. Tel: 054-000-0000	N
	しずおかいちろう Shizuoka Ichiro	Child	〇〇〇〇 T・S・H (H)・Western	10	〇〇 Elementary School Tel:	Y Disability B
			T・S・H・Western		Tel:	
			T・S・H・Western		Tel:	
			T・S・H・Western		Tel:	
			T・S・H・Western		Tel:	
			T・S・H・Western		Tel:	
Present Living Situation	Own home ・ Rental home (circled) ・ Apt. ・ Cohabiting ・ Other ( )					
Reason for Applying	1 I lost my house due to natural disaster, and need housing. 2 My home must be demolished in accordance with a land readjustment project, etc. 3 I was demanded to leave housing but have nowhere to go (excludes cases where it was own fault) ④ I am paying rent that is exorbitant compared to my income. 5 I am unable to live with relatives as I do not have a home. 6 I am living somewhere other than my home, and it is unsafe and/or unhygienic. 7 I am living in temporary lodgings. 8 My home is too small (      rooms,      tatami) 9 I am engaged, but as we do not have a home, we cannot marry. Marriage date: YYYY/MM/DD 10 Other (      )					
Name of Complex:	Complex no. 〇〇	〇〇〇 Complex	Layout・Floor no.	<input type="radio"/> DK <input type="radio"/> Floor		

You will be contacted by the Public Housing Corp., so make sure to enter your home and mobile phone numbers.

Please enter employer name and phone number.

Please enter type of disability handbook and disability class.

Please enter the names, relations, birthdates, ages, and workplaces of all are latives with whom you Are planning to cohabitate. If any are a fiancé, please write "fiancé" in the relation box.

For persons currently living in public housing, please write the name of your complex in the "Other" column. However, you cannot apply as a household with the name of the public housing applicant.

Please circle the applicable numbers, and enter numbers and letters in the boxes below them.

Please choose one housing complex from the current vacant unit list, and write its number as well as name, layout, and floor number.

- Note 1: Please also fill in the written pledge on the back.
- Note 2: \*Do not fill in the field for your personal seal.
- Note 3: In the disability Y/N field, please enter the class of your mental disability handbook, the level of your disability handbook and/or the type of intractable illness.
- Note 4: Please circle all relevant answers in the "Reasons for Applying" field.
- Note 5: Please have the name of the applicant signed or affixed as a stamp in the Applicant Name column.

- \*Make sure to confirm that the back page is filled in.
- \*Please use a non-erasable, oil-based pen
- \*Incomplete applications cannot be accepted, so make sure to fill in all fields.
- \*You may not change your requested complex for any reason following submission of your application.
- \*The documents you submit with your application will not be used for any other purpose. Also, the documents submitted will not be returned to you.

### Written Pledge

Please check each box.

- I am not registered as a resident of Shizuoka City, but my place of work is there.
- Applying while engaged. After selection, I can submit a family register confirming marriage by day prior to move-in deadline.
- Applying during divorce. After selection, I can submit a case-pending certificate issued by a family court, and submit a family register confirming divorce by day prior to move-in deadline. \*Please attach written pledge (divorce).
- Applying while selling home. After selection, I can submit a real estate sale pledge and can submit an official copy of entire register confirming transfer of ownership rights by day prior to move-in deadline. \*Please attach written pledge (sale of home).
- I am eligible to apply as a single and am able to live alone.
  - 60 or older     Level 1-4 physically disabled person
  - Welfare recipient     Certified radiation victim
  - Repatriate from overseas within 5 years of repatriation
  - Resident of leprosy treatment center, etc.
- Applying as victim of domestic violence. After selection, I can submit a certificate of temporary shelter or admittance to a women's shelter, or a written decision for an exclusion order or restraining order issued by a family court.
- Household eligible for preferential treatment.
  - Mental/physical disability     Severe illness     Single parent (excludes those in divorce proceedings)
  - 65 or older     Multiple unsuccessful applications     Other
- None of the above apply.

Applicants in the process of getting a divorce must affix the written pledge (divorce) (p.19).

Applicants in the process of selling their home must affix the written pledge (sale of home) (p.20).

One of these conditions must apply for single applicants to be accepted.

Applicants receiving preferential treatment must affix documentation proving so (p.6). If unconfirmable, it will not be provided.

The applicant him or herself must sign here or affix their personal seal.

If the items checked above differ from the truth, I will not object to the move-in decision and permission to use after move-in decision are revoked.

Date: YYYY / MM / DD

Address

静岡市葵区追手町5番1号〇〇アパート〇〇号

To: Mayor of Shizuoka

Name

静岡太郎

Seal

There are 2 lengthwise postcards. Make sure to fill out both.

Make sure to affix a stamp to both postcards.

Do not remove along dotted lines.

郵便はがき

Please affix stamp here

8 6 0 2

Otemachi 5-1, Aoi-ku, Shizuoka-shi

〇〇 Apartment Room 〇〇

Taro Shizuoka

Please write applicant's postcode, address, and name on both postcards. When sending, enclose in envelope without cutting out.

\*Please write using a non-erasable, permanent pen.



公益財団法人 静岡市まちづくり公社 住宅管理課

静岡事務所 〒420-8602 静岡市葵区追手町5番1号  
TEL 054-221-1253

清水事務所 〒424-8701 静岡市清水区旭町6番8号  
TEL 054-354-2238

http://s-jutaku.com

\*You will be called to confirm the details on your application, so make sure to write a phone number at which you can definitely be reached during daytime hours.

\*Those in the process of a divorce (p.19), selling their home (p.20) or in a household eligible for preferential treatment (p.6) must affix the necessary documentation.



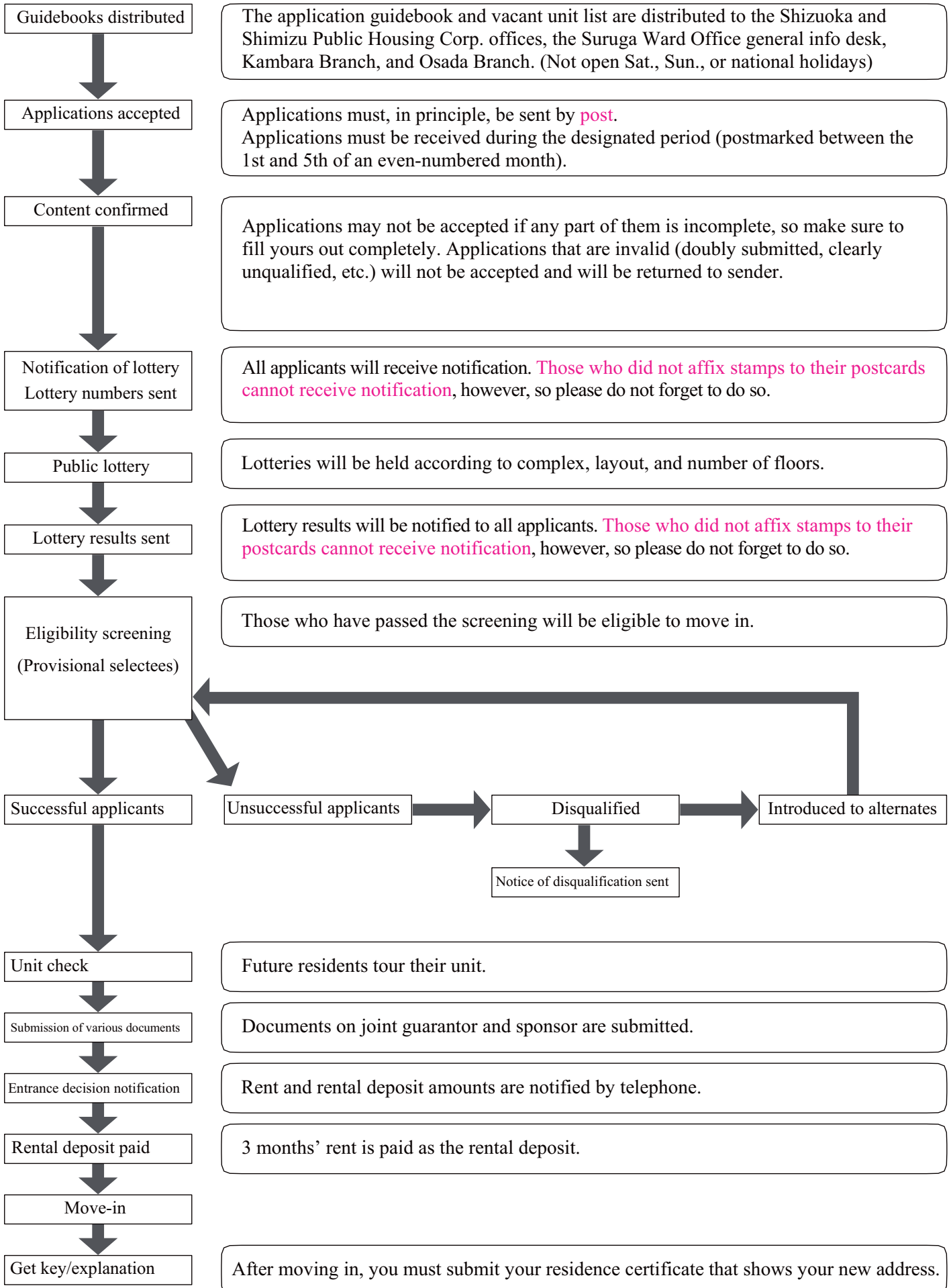
## Introduction

Municipal housing is low-cost rental accommodation built for individuals with low income and trouble finding housing otherwise. It is financed through grants from the national government and funding from the City of Shizuoka.

Various legal and other conditions apply regarding eligibility for municipal housing. This vacant unit application guidebook is to help those applying for municipal housing better understand what is available.

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# 1. From Application to Move-in



## 2. Important Points about Applying

- ① Only applications **postmarked from the 1st-5th of the application month are valid**. All others not accepted.
- ② Applications are for **one unit per one household**.  
If a single household applies for two or more units, all of its applications will be voided.
- ③ Applicants will be disqualified if there is false/fraudulent information on their application/other materials.
- ④ Income standards apply for moving into municipal housing; those with earnings too high may not apply.
- ⑤ Please choose your desired complex from the vacant unit list that was distributed simultaneously, and fill in its **complex number, name, layout/number of floors** on the application form.
- ⑥ For ordinary households (units intended for families), there must be two or more tenants with, in principle, a family structure centered on a husband and wife or parent and child. Applications in which the household is unnaturally divided, or that includes relatives with no particular reason for living together, will not be accepted. If there are unavoidable circumstances, however, please contact us.
- ⑦ After an application has been accepted, the desired complex cannot be changed under any circumstances.
- ⑧ **After moving in, tenants will enroll in the complex's neighborhood association and cooperate with fellow residents on a day-to-day basis. You will be asked to pay communal charges and help fellow residents with work such as grass-cutting, etc.**
- ⑨ Persons whose names are not written on the application may not move in. Please fill in the names of the people who will actually be living in the unit in the applicant and cohabitant columns. Aside from birth or death, there can be no changes to tenants after application.
- ⑩ Those who applied with a plan to marry must submit their family register showing proof of marriage by the day before the move-in deadline date. If the marriage is not confirmed by the deadline date, the applicant will be disqualified.
- ⑪ Except for those in the process of getting a divorce, if there is a spouse in the family register on the date of application, you cannot apply for municipal housing with the intention of living separately from that spouse. Those applicants that are in the process of getting a divorce must submit a copy of their family register showing proof of divorce by the day before the move-in deadline date. If the divorce cannot be confirmed before the deadline, they will be disqualified.
- ⑫ In principle, applications from homeowners (holders and joint holders of registered addresses) will not be accepted. However, for those planning to divest their home by the day prior to the move-in deadline date, or who will not be a holder of a registered address due to seizure or other reason, may apply even as homeowners at the time of application as long as they fulfill other move-in conditions.  
In such cases, documents proving that the home was sold or otherwise divested (a copy of register after the ownership was transferred) must be submitted by the day before the move-in deadline. If it cannot be confirmed that the home was divested by the deadline, the applicant will be disqualified.
- ⑬ Documents submitted at the time of application will not be used for any other purpose. Also, the submitted documents will not be returned.
- ⑭ Please refrain from declining to move in without a valid reason.  
**\*Please put two self-addressed postcards inside the designated envelope, and do not forget to put a stamp on that, either.**

### 3. Application Eligibility

Applicants must fulfill all of conditions (1) through (11) as of the application date.

- (1) You are currently having difficulty finding housing.
- (2) You are registered as a resident of, or working in, Shizuoka City as of the application date.
- (3) Your household's family structure is either A or B below.

A. Your family is, in principle, centered on a husband/wife (incl. engaged couples) or parent/child

\*You may not apply as an unnaturally-separated family or with relatives with whom there is no particular reason for cohabitating. (See ⑥ on p.3)

\*Couples planning and able to marry by the day prior to the move-in deadline. (See ⑩ on p.3)

\*Except for those in process of divorce, married couples may not apply separately. (See ⑪ on p.3)

B. Any of A-E below apply, and you are able to go through daily life independently.

#### Single Application Eligibility Criteria

- A) Age 60 or older
- B) Level 1-4 physical disability (wounded/sick retired soldiers are special illness – no. 6 illness/no. 1 title illness)
- C) Victim of domestic violence (women who have finished temporary protection at a women's consultation center or protection at a women's shelter within the past five years. Persons who applied for an expulsion or restraining order from the court and for whom five years have not elapsed since the day it went into effect.)
- D) Persons receiving welfare, certified as an atomic bomb survivor, or have been repatriated from overseas within the past five years.
- E) Persons admitted to a nursing home for leprosy patients
  - ① \*Persons requiring constant nursing care are asked to consult beforehand. However, in certain cases applications cannot be submitted for persons requiring constant nursing care due to severe physical or mental disabilities and who are not able to receive care in their current dwelling, or who have been verified as having difficulty receiving care.
  - ② \*Applications are only possible to certain housing complexes (types).

- (4) Neither applicants nor cohabitants can be homeowners (including joint ownership). (See ⑫ on p.3)
- (5) In principle, persons listed as residents or cohabitants in public housing cannot apply.
- (6) You are fully paying your resident tax.
- (7) You have not misused public housing (i.e. failed to pay rent, caused disturbances, etc.)
- (8) You have verifiable guarantors/sponsors (see no. 4 in 8. Important Points about Move-in on p.8).
- (9) You pay three months' rent as a rental deposit when signing the contract to move in.
- (10) Neither applicants nor cohabitating family are involved in organized crime (organized crime refers to crime groups designated in Article 2, Section 6 of the Act for the Prevention of Wrongful Acts by Members of Organized Crime Groups).

\*Based on City of Shizuoka municipal housing regulations, such applicants will be referred to the police.
- (11) The amount calculated from the income for the past year of those planning to move in must be equivalent to the following standards (see p.13-15 for the calculation methods).
  - ① Regular households: Government-ordained monthly income: less than 158,000yen per month
  - ② Discretionary households: Government-ordained monthly income: less than 214,000yen per month (modified housing: less than 158,000yen)

\*Discretionary households are households of the applicant or cohabitant to which any of A) through I) on the following page apply.



**Discretionary Households**

- A) Households having member with disability of category 1-4, shown in their physical disability handbook
- B) Households having member with disability of A or B, shown in their mental disability handbook
- C) Households having member with disability of category 1 or 2, shown in their mental illness health and welfare handbook
- D) Households having member with sick veteran handbook (special to chapter 6 illness, or level 1 illness)
- E) Households having member with radiation victim health handbook
- F) Households having member repatriated from overseas in the past five years
- G) Households in which head is 60 or older, and all other cohabitants are 60 or older or under age 18
- H) Households having a member admitted to a leprosy treatment center
- I) Households with children not yet enrolled in JHS

\*In regard to persons stipulated in Article 21 of the Act on Special Measures concerning Reconstruction of Urban Districts Damaged by Disaster (Law No. 14, 1995), as well as persons living in areas designated by City of Shizuoka public housing regulations as regions such as those requiring support as stipulated in Article 8, Section 1 of the Law Concerning Promotion of Measures Regarding the Support for the Lives of Children and Others Affected by the TEPCO Accident on March 11, 2011 and those with housing limitations in Article 29, Section 1 of the Fukushima Recovery & Revitalization Special Measures (Law No. 25, 2012), please call the Management Section of the City of Shizuoka Housing Policy Division at 054-221-1132.

#### 4. Application Method & Necessary Documents

Carefully reference the example and correctly fill in all necessary fields of the **municipal housing application form**.  
\*If any fields are left blank, the application will not be accepted.



Choose the complex you wish to move in to from the **vacant unit list** and fill it in.

**\*Do not forget to write the complex number, name, layout, and floor number.**

\*For single applicants, please verify that the housing complex (type) of your choosing accepts single tenants.  
For applications to childcare support, silver, and wheelchair-accessible units, please check that your household is eligible.



**Affix stamps to the two self-addressed postcards**, and fill in your postcode, address, and name.



Please prepare the **necessary documents**.

- ① For applicants to whom preferential treatment (\*see p.6) applies, please prepare the necessary documents.
- ② For applicants in the process of getting a divorce, please fill in the **written pledge (divorce)** on p.19.
- ③ For applicants in the process of selling home, please fill in the **written pledge (sale of home)** on p.20.
- ④ For applicants to wheelchair-accessible units, please fill in the **written pledge (wheelchair users)** on p.21.



Please put the **municipal housing application form** and any necessary documents (if applicable) in the designated envelope, **affix a stamp and send by post**.

## 5. Households Receiving Preferential Treatment

Households to which any of the below apply receive two lottery numbers as preferential treatment. Those eligible for preferential treatment need to submit the documents below in addition to their municipal housing application form. Your application must have enclosed the documents shown below. **Preferential treatment will not be provided if confirmation is not possible via these documents.** Applicants will be disqualified if it is revealed that there are any falsities or fraudulent claims in the documents they submit. Furthermore, preferential treatment does not apply to applications for new buildings, housing with limited childcare support terms, silver housing or wheelchair-accessible housing.

Household	Household conditions	Document to attach
Member who is physically disabled (The items in the column at right apply to one or more person)	Households having member with disability of category 1-4, shown in their physical disability handbook	Copy of physical disability handbook
	Households having member with disability of category 1 or 2, shown in their mental illness health and welfare handbook	Copy of mental illness health and welfare handbook
	Households having member with disability of A or B, shown in their mental disability handbook	Copy of mental disability handbook
Member with intractable disease	Persons with intractable diseases, etc. as stipulated in the Law for General Support of Persons with Disabilities	Copy of specified disease treatment recipient certificate or doctor's certificate (must be within past year)
Single parent households (excludes persons in process of getting a divorce)	Applicants without a spouse who are caring for a child under the age of 20 (limited to single mother or single father households)	Certificate of residence (original only) ① No omitted details ② Issued within past 3 months <b>*Original that does not show My Number</b>
Households 65 and older	Households in which members are elderly 65 or older at time of application	Certificate of residence (original only) ① No omitted details ② Issued within past 3 months <b>*Original that does not show My Number</b>
Households rejected numerous times	Households not chosen in 1 or more lotteries in both of the <b>previous fiscal years</b> *For those who pulled out after being selected or were disqualified, the next application counts as their first, so preferential treatment does not apply.	Copies of two rejection postcards (Copies of <b>backside</b> ) <b>*Make sure to send copies</b>
Other	Persons stipulated in Article 21 of the Act on Special Measures concerning Reconstruction of Urban Districts Damaged by Disaster (Law No. 14, 1995), as well as persons living in areas designated by City of Shizuoka public housing regulations as regions such as those eligible for support as stipulated in Article 8, Section 1 of the Law Concerning Promotion of Measures Regarding Support for the Lives of Children and Others Affected by the TEPCO Accident on March 11, 2011 and those with housing limitations in Article 29, Section 1 of the Fukushima Recovery & Revitalization Special Measures (Law No. 25, 2012)	Please call for more details (Contact information) Management Section, City of Shizuoka Housing Policy Division 054-221-1132

**\*If your My Number is included, black it out with a magic marker, etc. and submit a copy. For your residence certificate, please submit an original that does not include your My Number.**

**\*If the number of applicants is equal to or less than the number of available units, all applicants will become provisional selectees and preferential treatment will not apply.**

**\*The documents to attach for preferential treatment are required for every application.**

## 6. How Lottery Winners Are Decided

Provisional selectees for municipal housing are decided by a public lottery. Provisional selectees go through further eligibility screening before moving in. Those who pass the screening are officially decided as municipal housing tenants.

Please be aware that winning the lottery does not necessarily mean that you are guaranteed to move in.

The lottery is publicly held in order to demonstrate fairness. Those who wish to know the results as soon as possible are encouraged to come and watch it.

Absence from the lottery in no way affects the results.

### (1) Notification of lottery numbers

- ① For valid applications, postcards on which the lottery number is written will be sent out after the application period closes.
- ② The date, time, and location of the lottery are written on the postcard.  
\*If you do not put a stamp on the postcard when you submit your application, you will not receive notification.

### (2) Public lottery

- ① Separate lottery wheels are used according to complex, layout, and floor number.
- ② Balls bearing the lottery numbers of each applicant are placed in the lottery wheel and mixed up, and the applicants whose numbers are on the balls that come out become the provisional selectees.

### (3) Request for cooperation at lottery

On the day of the lottery, a representative will be chosen from among attendees to make a brief inspection (checking the balls that will go inside the lottery wheel, making sure the wheel is empty).

### (4) Notification of lottery results

After the public lottery, all applicants involved will be notified of the result.

In order to receive preferential treatment, multiple rejectees need to show their rejection notification postcards, so please make sure to keep them in a safe place.

\*We will not be able to notify you of the result if you do not affix a postage stamp to your postcard.

### (5) Handling of alternates

To prepare for the possibility that there will be dropouts and/or rejects from among the provisional selectees, alternates are determined in advance. In the event that there are no dropouts or rejects from among the provisional selectees, however, you will lose your qualification as an alternate until the day prior to the day that the next vacant unit application period opens, and will be handled as a rejected applicant.

## 7. Move-in Eligibility Screening (Provisional Selectees)

### (1) Move-in eligibility screenings for provisional selectees

After the lottery, move-in eligibility screenings will be carried out on provisional selectees. The schedule and other details will be notified separately, so please adhere to the submission deadlines and bring the relevant material to the Public Housing Corp. (see p.10 for the documents necessary for the screening).

(2) Move-in eligibility screening for alternates

When provisional selectees drop out or are disqualified, alternates are moved up to become provisional selectees, and they are screened again for eligibility.

(3) Disqualification due to screening

Please be aware that instances such as those below during the move-in eligibility screening will result in disqualification.

- ① If the application is made by someone to whom the application criteria does not apply.
- ② If the application is made with unfactual information written on the application form.
- ③ If documents necessary for the move-in eligibility screening are not submitted by the deadline.

## 8. Important Points about Move-in

(1) Rental deposit

A rental deposit equivalent to three months' rent must be paid prior to move-in.

(2) Rent

Rent will be paid by bank transfer.

(3) Unit tours

When all screening documentation is collected and the unit is ready, it will be available to see.

(4) Guarantors & sponsors

Future tenants must secure one guarantor and one sponsor before moving in.

- **Guarantors** must fulfill criteria ① through ③ below.

- ① In principle, they must be living in Japan
- ② In principle, they must be someone able to guarantee applicant (e.g. is taxed resident and property tax, and has paid in full)

\*However, if they are living in public housing, they must not be behind on paying rent.

\*They must present tax payment/seal registration certificates when submitting documents.

- ③ They must be a Japanese citizen, permanent resident or special permanent resident

\*Foreign residents must submit special permanent resident certificate, a copy of their residence card showing "permanent resident" or original residence certificate (with resident status listed)

- **Sponsors** must be a relative of the tenant, or someone living and/or working in Shizuoka City.

(5) Keeping of pets prohibited

Tenants are forbidden from keeping pets such as dogs, cats, etc. in municipal housing (includes entire complex). This includes temporary care. If you keep a pet, you must vacate municipal housing.

(6) Bathtubs & bath heaters

For units without a bathtub and/or bath heater, future tenants must provide them at their own expense. After being approved for move-in, please prepare and install the bathtub and/or bath heater before moving in.

(7) About the unit

Empty units that have been vacated by the previous tenant are partially renovated. Please understand that renovations vary according to the level of damage. Most renovations apply to ① to ④ below.

- ① Areas that are replaced:
  - (A) Tatami surfaces
  - (B) Sliding doors (repapering)
  - (C) Front door lock (only tenants have the key; the city government does not keep spares)

- ② Areas that are partially repaired

- (A) Areas on floors, walls, ceilings, etc. that have been significantly stained or damaged.
- (B) If the stains or damage are light, then only cleaning/mending is performed.

Ex) If there are four wallclothed walls, but only one has significant damage, only that wallcloth will be replaced.

- (C) Facilities & checks

- Bath heaters, bathtubs (in units where they have been installed by the City), sinks, stovetops, kitchen fans, toilets, and any other facilities in the unit are cleaned and checked prior to use.
- Electricity, water supply/drainage and gas facilities are checked and door fittings adjusted to easily open and close.

- ③ Cleaning

- (A) Complexes are not brand-new and therefore have scratches, stains, etc.
- (B) Tenants are advised to clean their unit after moving in.

- ④ Other information

As a rule, you may not install lighting, ventilation, or window screens in any rooms.

- (8) Move-in after having falsehoods or fallacies on application

If it is revealed after move-in that it was made possible by false or fraudulent information, the move-in decision will be retracted and tenants evicted.

- (9) Eviction of special purpose units

Tenants must vacate their unit in the following cases.

- ① If after moving into silver housing, the tenant loses their eligibility for it
- ② If after moving into wheelchair-accessible housing, the tenant loses their eligibility for it

- (10) Cooperation with neighborhood association activities

In order to make life at housing complexes go smoothly, tenants must cooperate with each other on a number of things. Tenants are asked to join their complex's neighborhood association, taking on any accompanying responsibilities and joining various activities. Specifically:

- ① Paying neighborhood association fees
- ② Paying communal charges (including fees for upkeep and management)
 

Examples: Stairway lights, gathering places, the electricity bill for the water pump, maintenance fees for the sewage processing facilities, public water faucet fees, elevator maintenance, cable television broadcasting equipment usage fees, cleaning of shared waste pipes, trimming trees
- ③ Participation in/cooperation with other neighborhood associations

(11) Declaration of income for determining rent

- ① Every year, tenants make a declaration of income which determines rent for the following fiscal year.
- ② Without a declaration of income, rent will in principle become “rent similar to that of the vicinity.”  
\*“Rent similar to that of the vicinity” is rent that is the same as nearby private rental units.

(12) Vacating the unit

- ① Tenants are responsible for paying the costs of replacing tatami surfaces and repapering sliding doors. Other costs will be decided during an inspection when vacating.  
\*If total cost exceeds the rental deposit paid at move-in, tenants must pay the outstanding amount.
- ② Tenants must remove anything they have installed themselves, leaving the unit the same as it was at move-in.
- ③ Please dispose of all garbage, including oversize trash. Costs of cleaning and tidying up are paid by vacating tenants.

(13) Other

- ① Notifications or applications are required in the case of family changes (births, move-outs, deaths, etc.). (\*Rent may change depending on the circumstances.) Also, if household income is expected to drop significantly due to an illness or injury requiring long-term care, and payment of rent becomes difficult, please consult the Public Housing Corp.
- ② If the applicant or a potential cohabitant is involved in organized crime, they will not be able to move in. Also, if it is revealed after move-in that they either are involved in organized crime or have been in the past, they will be subject to eviction.
- ③ Municipal housing is communal, and those living in the buildings have different living habits and lifestyles. A certain level of noise from neighbors cannot be avoided. Please be mindful of other residents to prevent trouble regarding noise, particularly in the early morning and late at night.
- ④ In principle, the Public Housing Corp. does not get involved in interpersonal trouble between tenants.

## **9. Documents Necessary for Eligibility Screening (documents must be from past three months in order to be valid)**

A move-in eligibility screening on all household members will be carried out on provisional selectees. Please read the items below, and bring the applicable documents for every household member at the time of the move-in eligibility screening.

\*Please read below and the explanation of certification documents on p.12, and collect all documents.

\*If your My Number is written on any documents, black it out with a magic marker, and submit a copy.

\*For documents which the original is required, make sure to submit it without your My Number entered.

●Necessary for all households

- ①Residence certificate: Place of registry/relationships of all household members, issued within past 3mos.

\*If applying with relatives who are engaged or living separately, you must submit residence certificates for both households.

- ②Written pledge (p.22)



●Have salary income

Explanation of certification	(1) on page at right	(2) on page at right	(3) on page at right	(6) on page at right	(8) on page at right	(10) on page at right
required certificates content	Tax payment certificate (Deed holder only)	Taxation certificate (All adults)	Income tax withholding slip	Income certificate	Retirement certificate	Health insurance card
Those working continuously from before Jan. 1 of prev. year	○	○	○	×	×	○
Those working at present company after Jan. 2 of prev. year	○	○	×	○	○	○

●Have business income

Explanation of certification	(1) on page at right	(2) on page at right	(4) on page at right	(7) on page at right	(8) on page at right	(10) on page at right
required certificates content	Tax payment certificate (Deed holder only)	Taxation certificate (All adults)	Final yearly tax return	Income certificate	Retirement certificate	Health insurance card
Those with business income (started business before Jan. 1 of prev. year)	○	○	○	×	×	○
Those with business income (started business after Jan. 2 of prev. year)	○	○	×	○	○	○

●Have yearly pension

Explanation of certification	(1) on page at right	(2) on page at right	(5) on page at right		(10) on page at right
required certificates content	Tax payment certificate (Deed holder only)	Taxation certificate (All adults)	National (old age) pension/Employees' (old age) pension recipients' income tax withholding slip	Pension fund/mutual pension recipients' income tax withholding slip	Health insurance card
National (old age) pension/Employees' (old age) pension recipients	○	○	○	×	○
Recipients of pension fund/mutual pension other than those above	○	○	○	○	○

\*Those who quit their company after Jan. 2 of the previous year need (8) on the page at right.

●Unemployed/no income

Explanation of certification	(1) on page at right	(2) on page at right	(8) on page at right	(9) on page at right	(10) on page at right
required certificates content	Tax payment certificate (Deed holder only)	Taxation certificate (All adults)	Retirement certificate	Welfare recipient certificate	Health insurance card
Those receiving survivor's pension, disability pension/allowance, mother-infant pension, etc.	○	○	×	×	○
Those on welfare	×	×	×	○	×
If applicant, cohabitant, or fiancé is unemployed/unwaged	○	○	Only necessary for those who quit company in or after January of previous year		○

●Documents necessary according to circumstances \*For originals, make sure My Number is not shown.

Circumstances of applicant, etc.	Necessary documentation
Single-parent household, single, and family-living-separately applicants. Also, the family register may be requested to be submitted due to family circumstances, even if the application is as a family.	① Proof for those currently living alone, documents to confirm circumstances of separation/bereavement, parent-child relations, custody of child(ren), etc. Family Register ② If a widow(er), family register confirming such circumstances If the items in ① and ② above cannot be confirmed through current family register, you will need to submit a revised current family register.
Persons with disabilities	Disability handbook
Persons living in public housing	Public housing residence certificate
Persons planning to be married	Engagement certificate
Persons who will live by themselves	Application for single residence
Persons in process of getting a divorce	Case-pending certificate issued by family court
Persons who sold the house they owned	Real estate sale pledge
Victims of domestic violence	Certificate of temporary protective care/admittance to women's shelter, or a written decision of expulsion/restraining order from a family court
Persons with foreign citizenship	Passport

\*Other documents for confirming move-in eligibility will be necessary.

**\*Please make copies of documents on your own.** The Public Housing Corp. cannot make copies for you.

●Explanation of certification documents:

- (1) Tax payment certificate (issued by municipality; proves you are not in arrears for resident tax, etc.) \*Original, without My Number
  - For the City of Shizuoka, this is the resident tax taxation certificate (issued at tax certification center on 2F of all ward offices)
  - **Only necessary for deed holders.**
  - For applications from April through June of current year: tax payment certificate for fiscal year two years prior.  
(Persons registered as residents of another municipality as of Jan. 1 that year must get the certificate from said municipality.)
  - For applications from July of current year through March of following year: tax payment certificate for previous fiscal year  
(Persons registered as residents of another municipality as of Jan. 1 last year must get the certificate from said municipality.)
- (2) Taxation certificate (income certificate issued by municipalities) \*Original, without My Number
  - For the City of Shizuoka, this is the resident tax taxation certificate (issued at tax certification center on 2F of all ward offices)
  - **Necessary for all adults.** (Necessary for minors, too, if they are earning income.)
  - For applications from April through June of current year: taxation certificate for the year two years prior.  
(Persons registered as residents of another municipality as of Jan. 1 last year must get the certificate from said municipality.)
  - For applications from July of current year through March of following year: taxation certificate for current fiscal year  
(income from last year)  
(Persons registered as residents of another municipality as of Jan. 1 this year must get the certificate from said municipality.)
- (3) Income tax withholding slip (copy)
  - Issued by employer; must have seal of company or representative.
  - For applications from April through December: income tax withholding slip for previous year
  - For applications from Jan. through March: income tax withholding slip for current year
- (4) Final yearly tax return (copy)
  - For applications from April through December: final yearly tax return for previous year
  - For applications from Jan. through March: final yearly tax return for current year
- (5) Pension income tax withholding slip (copy)
  - For applications from April through December: pension income tax withholding slip for previous year
  - For applications from Jan. through March: pension income tax withholding slip for current year
- (6) Income certificate
  - Get from employer as shown on the income certificate template on p. 23.
- (7) Income certificate (business income earner)
  - Please fill out the designated income certificate (business income earner) on p.24.
- (8) Retirement certificate
  - Necessary for anyone who has changed jobs, retired, or went out of business since Jan. 2 of previous year.
  - Please submit an unemployment insurance recipient eligibility certificate (copy), separation notice (copy), notice of cessation of business (copy) or a document issued by the company you retired from using the retirement certificate on p.25.
- (9) Welfare recipient certificate
  - A certificate of receiving welfare issued by the division in charge of welfare  
(All documents must have name of recipient(s) clearly listed.)
- (10) Health insurance card (copy)
  - Required for all members of household.



## 10. Income Standards & How They Are Calculated

(A simplified chart of income standards is written on p.16.)

### (1) Eligible income in case of salary income earners

For company workers, etc., the total amount of salary, bonuses, overtime pay, etc. comprising gross annual income before taxes, social insurance premiums, etc. are deducted is eligible for base calculation.

Conditions of work, etc.	Eligible periods and amount calculation methods
<ul style="list-style-type: none"> <li>Those who have been working continuously at present employer since at least Jan. 1 of the previous year</li> </ul>	Amount of gross annual income for Jan. 1 to Dec. 31 of previous year (payment amount on previous year's withholding slip)
<ul style="list-style-type: none"> <li>Those who changed to their current job on or after Jan. 2 of the previous year, and who have worked at it for over a year as of this application</li> </ul>	Gross income amount for past one year from month of application
<ul style="list-style-type: none"> <li>Those who have not worked at their current employer for a year or more as of the application date</li> </ul>	$\frac{\text{Income (from month hired to month applying)}}{\text{Months employed (from month hired to month applying)} + \text{bonus}} \times 12$ <p>The final gross annual income amount is fixed by calculating with formula above</p>

Income derived as above will be calculated as follows.

Pre-tax salary income amount (yen)		Post-tax salary income amount (yen)
Up to 651,000		0
Over 651,000 ~ Under 1,619,000		Salary income amount — 650,000
Over 1,619,000 ~ Under 1,620,000		969,000
Over 1,620,000 ~ Under 1,622,000		970,000
Over 1,622,000 ~ Under 1,624,000		972,000
Over 1,624,000 ~ Under 1,628,000		974,000
Over 1,628,000 Under 1,800,000	Salary income amount ÷ 4 =A (Amounts under 1000 yen rounded off)	A × 2.4
Over 1,800,000 Under 3,600,000		(A × 2.8) — 180,000
Over 3,600,000 Under 6,600,000		(A × 3.2) — 540,000

## (2) Eligible income in case of business income earners

For self-employed persons, etc. who file (pay) taxes themselves, the gross annual income amount of business income, interest income, dividends income, etc. after the exemption of necessary expenses from the gross income amount is eligible.

Work situation	Calculation method for eligible period and amount
<ul style="list-style-type: none"> <li>Doing the same business since before Jan. 1 of the previous year until the date of application</li> </ul>	Gross annual income amount for the year between Jan. 1 and Dec. 31 of previous year (final income tax return for previous year or income amount on income certificate)
<ul style="list-style-type: none"> <li>Started current business on or after Jan. 2 of previous year, and have been doing it for over 1 year</li> </ul>	Gross income earned for the year leading up to application month
<ul style="list-style-type: none"> <li>One year has not elapsed between starting current business and date of application</li> </ul>	$\frac{\text{Income (month started business until application month)} - \text{necessary expenses}}{\text{No. of business months (month started to application month)}} \times 12$ <p>Estimated gross annual income amount calculated from formula above</p>

## (3) Eligible income in case of pension income earners

Persons taxed income tax from national (old age) pension, employees' (old age) pension, a pension fund, a mutual pension, etc. are eligible.

The above pension incomes are calculated as income as follows.

Age	Pre-tax pension income amount (in yen)	Post-tax pension income amount (in yen)
Under age 65	Up to 700,000	0
	Over 700,001 ~ Under 1,300,000	Pension income amount - 700,000
	Over 1,300,000 ~ Under 4,100,000	Pension income amount × 0.75 - 375,000
	Over 4,100,000 ~ Under 7,700,000	Pension income amount × 0.85 - 785,000
	Over 7,700,000	Pension income amount × 0.95 - 1,555,000
Over age 65	Under 1,200,000	0
	Over 1,200,001 ~ Under 3,300,000	Pension income amount - 1,200,000
	Over 3,300,000 ~ Under 4,100,000	Pension income amount × 0.75 - 375,000
	Over 4,100,000 ~ Under 7,700,000	Pension income amount × 0.85 - 785,000
	Over 7,700,000	Pension income amount × 0.95 - 1,555,000

## (4) Not included in income on municipal housing application

- Disability pension
- Workers' accident compensation benefits
- Welfare benefits
- Temporary disability compensation
- Unemployment insurance benefits
- Bereaved family pension
- Allowance
- Retirement pay
- Temporary income (maturity repayment from life insurance contract, etc.)
- Others

## (5) If 2 or more people in family application earn income

If 2 or more family members who are planning to move in earn income, please calculate their gross annual income amount according to the calculation methods (1) through (3) listed above, and total them up.

## (6) Exemptions & exemption amounts

This chart is required when calculating government-decreed monthly income for income standards.

Exemption	Exemption Contents	Exemption Amount	
1 Cohabitation exemption	Family applying to move in and dependent family living separately (does not include applicant themselves)	380,000yen/person	
Persons eligible for special exemptions	2 Specific dependent relatives	Dependent relatives aged 16-22 (Previous year's income under 380,000yen)	
	3 Elderly dependent relatives	Relatives aged 70 or over who are a dependent of a person with income (previous year's income under 380,000yen)	
	4 Elderly spouses	Spouses age 70 or over eligible for exemption (Previous year's income under 380,000yen) *Cannot overlap with exemptions for elderly dependents.	
	5 Disabled persons	① Persons with special disabilities (with handbook): A, B, or C below must apply to the applicant or their spouse/dependent relative A) Level 1 mental illness B) Level 1 or 2 physical disability C) Has Level A mental disability handbook	400,000yen/person  Cannot overlap with exemption in ②.
		② Persons with ordinary disabilities (have handbook): Applicant, spouse or dependent relative to whom ① above does not apply	270,000yen/person  Cannot overlap with exemption in ①.
	6 Widows	Applicant or dependent relative to whom any of ① through ③ below apply: ① Did not remarry and have dependent family after husband's death, divorce, or estrangement ② Even without dependent family, did not remarry after death or estrangement of husband, and had income under 5 million yen the previous year ③ Unmarried single mother with dependent child(ren)	270,000yen  Eligible income amount when income amount is under 270,000yen
	7 Widowers	① Did not remarry and have dependent family after wife's death, divorce, or estrangement, have a dependent child with whom you share your earnings, and had income under 5 million yen the previous year ② Unmarried single father with dependent child(ren)	

## (7) Method for calculating government-ordained monthly income

Please deduct the exemption amount from the total gross annual income amount calculated on pgs. 13-14 and divide it by 12 to work out your government-ordained monthly income.

$$\left[ \text{Total gross annual income amount} - \text{Exemption total} \right] \div 12 = \text{Government-ordained monthly income}$$

\*In regard to persons living in areas designated by City of Shizuoka public housing regulations as regions including those eligible for support as stipulated in Article 8, Section 1 of the Law Concerning Promotion of Measures Regarding Support for the Lives of Children and Others Affected by the TEPCO Accident on March 11, 2011, please call the Management Section of the City of Shizuoka Housing Policy Division at 054-221-1132.

(8) Simplified chart of income standards (if there is no one to whom special exemptions apply)

① Simplified chart showing salary income amounts (does not include public pension)

If only one person is receiving income, it is the payment amount on the withholding slip.

(Unit: yen)

Gross annual income amount (before deductions)	Cohabitants & dependent family (includes applicant)	Single	2 people	3 people	4 people	5 people	6 people
	General household	0 } 2,967,999	0 } 3,511,999	0 } 3,995,999	0 } 4,471,999	0 } 4,947,999	0 } 5,423,999
	Discretionary household	0 } 3,887,999 (2,967,999)	0 } 4,363,999 (3,511,999)	0 } 4,835,999 (3,995,999)	0 } 5,311,999 (4,471,999)	0 } 5,787,999 (4,947,999)	0 } 6,263,999 (5,423,999)

\*Amounts in parentheses apply to renovated housing complexes.

② Simplified chart showing income amounts

The income amount on the income certificate or the withholding slip is the amount after salary income exemptions. The chart below is the total amount for all cohabitants.

(Unit: yen)

Gross annual income amount (after deductions)	Cohabitants and dependent family (includes applicant)	Single	2 people	3 people	4 people	5 people	6 people
	General household	0 } 1,896,000	0 } 2,276,000	0 } 2,656,000	0 } 3,036,000	0 } 3,416,000	0 } 3,796,000
	Discretionary household	0 } 2,568,000 (1,896,000)	0 } 2,948,000 (2,276,000)	0 } 3,328,000 (2,656,000)	0 } 3,708,000 (3,036,000)	0 } 4,088,000 (3,416,000)	0 } 4,468,000 (3,796,000)

\*Amounts in parentheses apply to renovated housing complexes.

## 11. Silver Housing

In order for seniors 60 and older to live safe, comfortable lives independently, the municipal housing provided to them is barrier-free, has emergency call systems installed and has life support advisers (LSA) on hand to assist.

### (1) Eligible households

1DK: 60 or older living alone, 2DK: 60 or older two-person household

\*Must be healthy enough to have no obstructions to daily life (walking, cooking, bathing, etc.)

### (2) Eligible housing complexes

Please confirm on the list of silver housing units in the Japanese version of this guide.

### (3) Eviction

Eviction from special-purpose units (p.9, (9)①)

## 12. Units for Wheelchair Users

Municipal housing designed for wheelchair users to go through their daily lives trouble-free.

### (1) Eligible households

① Applicants or cohabitants with disability handbook showing orthopedic impairment of level 2 or above (level 3 or above in case of functional impairment of lower limbs or trunk)

② Persons with a disability handbook according to ① who regularly use a wheelchair both indoors and outdoors.

### (2) Eligible housing complexes

Please confirm on the list of units for wheelchair users in the Japanese version of this guide.

### (3) Eviction

Eviction from special-purpose units (p.9, (9)②)

## 13. Priority Move-in for Households with Children

The City of Shizuoka, in order to provide stable housing for households with children, sets a portion of its housing units as “childcare support types” and accepts applications on the basis of priority entrance for households with small children.

### (1) Aim

To support the stable securement of housing for households with children and to promote the creation of environments in which it is easy to raise children.

### (2) Eligible households

Households in which all members are 40 or under at the time of application, composed of a husband, wife, and child(ren) in 6th grade or under.

\*Single-parent households are not eligible to apply.

### (3) Move-in restrictions

Maximum 10 years, moving out when period expires.

\*Please check eligible complexes on the vacant unit list.

Not all units in a complex are necessarily for households with children.

## 14. Municipal Housing Parking Lots

### (1) City-operated parking lots

The housing complexes below have parking lots operated by the City of Shizuoka.

Ward	Complex Name	Fee (yen/month)
Suruga	Nakajima	5,142
Shimizu	Shimizu Orido	4,100
Shimizu	Shimizu Hagoromo	4,100
Shimizu	Shimizu Takahashi	5,100
Shimizu	Shimizu Shimono-Minami	5,100
Shimizu	Shimizu Hachigaya	5,100
Shimizu	Shimizu Asahigaoka	5,100
Shimizu	Shimizu Nojima	4,100
Shimizu	Shimizu Nojima-Nishi	4,100
Shimizu	Shimizu Yokosuna	5,100
Shimizu	Shimizu Okitsu Azumacho-Nishi	5,100

Ward	Complex Name	Fee (yen/month)
Shimizu	Shimizu Shimono-Higashi	5,100
Shimizu	Shimizu Sankocho	5,100
Shimizu	Shimizu Funakoshi	5,100
Shimizu	Shimizu Kita-Yabe	5,100
Shimizu	Shimizu Midorigaoka	4,100
Shimizu	Shimizu Nishikubo	5,100
Shimizu	Shimizu Oiwake	5,100
Shimizu	Yui-Minami	3,000
Shimizu	Aso	3,000
Shimizu	Murono	3,000

(As of April 1, 2016)

\*Complexes in red have one space per unit.

\*There are no City-operated parking lots in Aoi Ward.

### (2) Complex union parking lots

Certain housing complexes have parking lots operated by the complex's neighborhood association which use borrowed private property. Please inquire to the managing union of your housing complex after moving in.

### (3) Important notes about using City-operated parking lots:

- ① When applying to use a parking lot, please attach a copy of your car inspection certificate.
- ② Those able to apply are municipal housing residents who own a car for personal use (if the name on the car inspection certificate is different from the applicant or cohabitating family members, a designated certificate for use will be required).
- ③ To be eligible to park, cars must be 1.8m wide or less, 5.5m long or less, and weighing 2 tons or less.
- ④ Each household can apply for one parking space.
- ⑤ If there are no open spots, applicants are put on a waiting list. This means you may not be able to use a space right away.

## Written Pledge (Divorce)

I, the undersigned, by applying in MM/YYYY to enter a vacant municipal housing unit, am applying as a single mother / single father / single person household due to the fact that I am getting a divorce with my spouse.

I pledge my understanding that, if the divorce is not finalized by the day prior to the deadline for move-in, I will not be able to enter municipal housing.

Date: YYYY/MM/DD

Addressed to: Mayor of Shizuoka

Applicant's Address \_\_\_\_\_

Applicant's Name \_\_\_\_\_ seal \_\_\_\_\_

\*For the applicant's name, please have the applicant themselves sign or affix their personal seal on the line.

## Written Pledge (Sale of Home)

I, the undersigned, am applying in MM/YYYY to enter a vacant municipal housing unit. I pledge my understanding that, if the property rights of the home I currently own (share) are not transferred by the day prior to the deadline for move-in, I will not be able to enter municipal housing.

Date: YYYY/MM/DD

Addressed to: Mayor of Shizuoka

Applicant's Address \_\_\_\_\_

Applicant's Name \_\_\_\_\_ seal \_\_\_\_\_

\*For the applicant's name, please have the applicant themselves sign or affix their personal seal on the line.



## Written Pledge (Wheelchair User)

I pledge that, in applying to move in to a unit for wheelchair users, there are no discrepancies to the information below.

- 1 The applicant or a cohabitant uses a wheelchair at all times, whether outdoors or indoors.
- 2 They have received a disability handbook as follows.

Name ( ) . . . Level ( )

If it is revealed that, after move-in is decided or completed, the actual situation is different from that stated above, use of the unit will be terminated with no room for objection.

Also, if after move-in the applicant or cohabitant no longer fulfills the criteria for entering a unit for wheelchair users, they must notify the Public Housing Corp. immediately and return the unit in question.

Date: YYYY/MM/DD

Addressed to: Mayor of Shizuoka

Applicant's Address \_\_\_\_\_

Applicant's Name \_\_\_\_\_ seal \_\_\_\_\_

\*For the applicant's name, please have the applicant themselves sign or affix their personal seal on the line.

## Written Pledge

- The information entered on the municipal housing application does not differ from the truth.
- I will absolutely not care for any pets, such as cats or dogs.
- Neither I nor cohabitating family (including cohabitating family after move-in is decided) are involved in organized crime as designated in Article 2, Section 6 of the Act for the Prevention of Wrongful Acts by Members of Organized Crime Groups.

Also, if it is revealed that, after move-in is decided or completed, the actual situation is different from that stated above, use of the unit will be terminated with no room for objection.

Upon move-in being decided, I pledge to uphold the conditions for move-in as set forth by the City of Shizuoka.

Date: YYYY/MM/DD

Addressed to: Mayor of Shizuoka

Applicant's Address \_\_\_\_\_

Applicant's Name \_\_\_\_\_ seal \_\_\_\_\_

\*For the applicant's name, please have the applicant themselves sign or affix their personal seal on the line.



# Income Certificate (self-employed)

Name		Line of work	
Date started	Year:	Month:	Day:

To show expenditures and earnings, please write from the month you started business (also, submit documentation).

			Sales	Req. expenses	Income	Remarks
①	YY	MM				
②	YY	MM				
③	YY	MM				
④	YY	MM				
⑤	YY	MM				
⑥	YY	MM				
⑦	YY	MM				
⑧	YY	MM				
⑨	YY	MM				
⑩	YY	MM				
⑪	YY	MM				
⑫	YY	MM				
<b>Total</b>						

\* Total \_\_\_\_\_ yen × 12 = \_\_\_\_\_ yen  
 Months worked \_\_\_\_\_ mos.

\*Estimated yearly gross income amount: \_\_\_\_\_ yen

Dependent family	Name	Relation	Name	Relation	Name	Relation	

I hereby certify that there are no discrepancies with the information above.

Date: YYYY    MM    DD

Address (location)  
 Business operator name (person or company):                      seal  
 Representative name:

(Note): \*Do not fill in the boxes with an asterisk (\*). The Public Housing Corp. will fill them in.

# Retirement Certificate

Re: Mr./Ms.

This certifies that the person above left employment effective YYYY/MM/DD.

Date: YYYY/MM/DD

Address or location:

Name (person or organization):

seal

## Appended form 2

## Application for Single Residence

Name:

Birthdate: YYYY / MM / DD ( ) y.o.

M · F

Current address:

1 In addition to going through daily life on your own, are you also in need of some form of nursing care?

(Please circle the relevant answer.)

①Yes, I need it      ②No, I do not need it

◎If you circled 1 above, please reply to the following questions.

(Please circle the relevant answers, or fill in the columns.)

2 Please answer the following questions about your current living circumstances.

(1) You are currently living in a:

①Private residence      ②Facility/hospital      ③Other (please specify: )

(2) If you are living in a private residence:

• The unit where you live is on the:

①1<sup>st</sup> floor      ②2<sup>nd</sup> Floor (elevator Y/N)      ③3<sup>rd</sup> Floor or higher (elevator Y/N)

• Do you live with cohabitants?

①Yes      ②No

(3) If you are currently living in a facility or hospital:

• Name of facility or hospital: ( )

• Type of facility/hospital: ①Special nursing home for the aged      ②Special home for the physically disabled      ③Hospital/clinic      ④Other ( )

• Please write your reason for wanting to move from your current facility/hospital to public housing:

--

3 Please provide details about your current mental and emotional state.

(1) Certified by municipality according to Long-Term Care Insurance Act: ①Yes      ②No

If certified by municipality, to what level? (Requires support [Requires nursing care 1, 2, 3, 4, 5] )

(2) Do you use any welfare equipment in your daily life?

①Yes Type of equipment ( )      ②No

(3) If applicable, please write any illnesses you are currently suffering from.

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4 If you are currently in a state of requiring nursing care in order to complete basic movements in your daily life, the following is a questionnaire about the nursing care you are currently receiving and what kind of nursing care you plan to receive at the public housing unit you are applying to. Please draw circles in the applicable columns in the graph below. Please also provide details on the nursing care you are currently receiving and what kind of nursing care you plan to receive at the public housing unit which you are applying to enter.

Movement	State of basic movements in your daily life at present			Details of current nursing care for movements you answered require nursing care		Details of nursing care you plan to receive at the public housing unit which you are applying to enter	
	Can do all movements myself	Some nursing care is required	Full nursing care is required	Home help service through nursing care insurance	Nursing care not through nursing care insurance (see Note)	Home help service through nursing care insurance	Nursing care not through nursing care insurance (see Note)
① Walking							
② Eating							
③ Bathing							
④ Excretion							
⑤ Changing							
⑥ Cooking, laundry, tidying up, etc.							

Note: "Nursing care not through nursing care insurance" is nursing care provided by municipalities, volunteer organizations, and family members that is not related to nursing care insurance

○Please provide details on what kind of nursing care you currently receive, as well as frequency, name of organization, etc.

○Please provide details on what kind of nursing care (as well as the frequency, name of organization, etc.) you plan to receive at the public housing unit to which you are applying.

The written application above is factual and truthful.

Also, when the public housing's operating body authorizes eligibility for single move-in, it may be necessary to seek the opinion of the municipality (departments and bureaus with primary responsibility for welfare, etc.). I consent to the operating body of public housing providing details learned from this application and the screenings including the interview with the municipality (departments and bureaus with primary responsibility for welfare).

Date: YYYY/MM/DD

To: Mayor of Shizuoka

Name

seal

When public housing's operating body authorizes eligibility for single move-in and it is determined to be necessary, the opinion of the municipality (departments and bureaus with primary responsibility for welfare, etc.) will be sought. In that case, the operating body of public housing may provide details learned from this application and screenings including the interview with the municipality (departments and bureaus with primary responsibility for welfare).

# Engagement Certificate

Date: YYYY / MM / DD

To: Mayor of Shizuoka

Associated with Applicant  
 Witness Address: \_\_\_\_\_ Tel: \_\_\_\_\_  
 Name: \_\_\_\_\_ seal

Associated with Fiance  
 Witness Address: \_\_\_\_\_ Tel: \_\_\_\_\_  
 Name: \_\_\_\_\_ seal

This certifies that the two people below will have their marriage registered by YYYY / MM / DD.

Applicant Address: \_\_\_\_\_ Tel: \_\_\_\_\_  
 Name: \_\_\_\_\_ seal

Fiance Address: \_\_\_\_\_ Tel: \_\_\_\_\_  
 Name: \_\_\_\_\_ seal

# Written Pledge

Date: YYYY / MM / DD

To: Mayor of Shizuoka

Name of Applicant seal  
 Name of Fiance seal

In the event that we are unable to submit a copy of our family register by the day prior to the deadline for move-in that proves our marriage, we understand that our move-in eligibility will be revoked, and pledge that we will not enter municipal housing.

- \*Applicant must sign his/her name or affix his/her seal to the Name of Applicant line.
- \*Witnesses should, in principle, be a parent or matchmaker to the couple (the same person cannot serve as both witnesses).
- \*Even if the applicant and witness are parent and child, the same personal seal cannot be used for both.





**Names of Necessary Documentation for Municipal Housing Applications (Alphabetical Order)**

**静岡市営住宅空家募集案内書 必要な書類一覧表**

No	Name in English (英語名)	Name in Japanese (日本語名)	Name in Romaji (ローマ字名)
1	application for single residence approval	単身入居の入居資格認定のための申立書	tanshin nyūkyo no nyūkyo shikaku nintei no tame no mōshitatesho
2	application guidebook	募集案内書	boshū annaisho
3	car inspection certificate	車検証	shakenshō
4	case-pending certificate issued by family court	家庭裁判所発行の事件係属証明書	katei saibansho hakkō no jiken keizoku shōmeisho
5	certificate for use	使用証明	shiyō shōmei
6	certificate of temporary protective care/admittance to women's shelter	一時保護・婦人保護施設の証明書	ichiji hogo / fujin hogo shisetsu no shōmeisho
7	declaration of income	収入申告	shūnyū shinkoku
8	doctor's certificate	診断書	shindansho
9	engagement certificate	婚約証明書	konyaku shōmeisho
10	family register	戸籍謄本	koseki tōhon
11	final yearly tax return	確定申告書	kakutei shinkoku
12	health insurance card	健康保険証	kenkō hokenshō
13	income certificate	収入証明書	shūnyū shōmeisho
14	income certificate (business income earner)	収入証明書(事業所得者)	shūnyū shōmeisho (jigyō shotokusha)
15	income tax withholding slip	給与源泉徴収票	kyūyo gensen chōshū-hyō
16	mental disability handbook	療育手帳	ryōiku techō
17	mental illness health and welfare handbook	精神障害者保健福祉手帳	seishin shōgaisha hoken fukushi techō
18	municipal housing application form	市営住宅入居申込書	shiei jūtaku nyūkyo mōshikomisho
19	national (old age) pension/employees' (old age) pension recipients' income tax withholding slip	国民(老齢)年金・厚生(老齢)年金等源泉徴収票	kokumin (rōrei) nenkin / kōsei (rōrei) nenkin tō gensen chōshū-hyō
20	notice of cessation of business	廃業届等	haigyō todoke-tō
21	official copy of entire register	登記簿謄本	tōkibo tōhon
22	pension fund/mutual pension recipients' income tax withholding slip	年金基金・各種共済年金等源泉徴収票	nenkin kikin / kakushu kyōsai nenkin tō gensen chōshū-hyō
23	pension income tax withholding slip	年金等源泉徴収票	nenkintō gensen chōshū-hyō
24	physical disability handbook	身体障害者手帳	shintai shōgaisha techō
25	radiation victim health handbook	被爆者健康手帳	hibakusha kenkō techō
26	real estate sale pledge	不動産売買誓約書	fudōsan baibai seiyakusho
27	rejection postcard	落選ハガキ	rakusen hagaki
28	residence card	在留カード	zairyū kado
29	residence certificate	住民票	jūminhyō
30	resident tax taxation certificate	市民税・県民税課税証明書	shiminzei/kenminzei kazei shōmeisho
31	retirement certificate	退職証明書	taishoku shōmeisho
32	seal registration certificate	印鑑登録証明書	inkan tōroku shōmeisho
33	separation notice	離職票	rishokuhyō
34	sick veteran handbook	戦傷病手帳	senshōbyō techō
35	special permanent resident	特別永住者証明書	tokubetsu eijūsha shōmeisho
36	specified disease treatment recipient certificate	特定疾患医療受給者証	tokutei shikkan iryō jukyūsha-shō
37	tax payment certificate	納税証明書	nōzei shōmeisho
38	taxation certificate	課税証明書	kazei shōmeisho
39	unemployment insurance recipient eligibility certificate	雇用保険受給資格者証	koyō hoken jukyū shikakusha-shō
40	vacant unit list	空家募集住宅一覧表	akiya boshū jūtaku ichiranhyō
41	welfare recipient certificate	生活保護受給証明書	seikatsu hogo jukyū shōmeisho
42	withholding slip	源泉徴収票	gensen chōshū-hyō
43	written agreement	契約書	keiyakusho
44	written decision of expulsion order or restraining order issued by court	裁判所の退去命令・接近禁止命令の決定書	saibansho no taikyo meirei / sekkin kinshi meirei no ketteisho
45	written pledge	誓約書	seiyakusho
46	written pledge (divorce)	誓約書(離婚調停中)	seiyakusho (rikon chōtei-chū)
47	written pledge (sale of home)	誓約書(自家売却中)	seiyakusho (jika baikyaku-chū)
48	written pledge (wheelchair users)	誓約書(車椅子使用者向け)	seiyakusho (kurumaisu shiyōsha muke)