

# FY 2013

## Application Guide for Sendai City Municipal Housing

Please read this guide carefully before applying for Sendai City Municipal Housing.

- **You must qualify in order to apply.**

- If the number of applicants exceeds the number of houses available, applicants will be chosen **by lottery.**
- Regularly-scheduled application periods are held four times a year (in March, June, September and December). At some times we may only accept applications from single-parent families or families with children.

### 【Contact information for inquiries about the application process】

Sendai City Construction Public Corporation  
Housing Department, Application Section  
3-10-10 Kokubuncho, Aoba-ku, Sendai 980-0803  
Tel: (022) 214-3604

### 【Types of municipal housing】

The different types of municipal housing are described below. You may only apply for one type of housing for which you qualify.

- General Housing

Anyone who is qualified to apply for municipal housing may apply for General Housing. However, if you wish to apply for single-occupancy housing, you may only apply for housing listed as single-occupancy in the Sendai City Municipal Housing Regular Application List.

- Large Family Housing

Families of four or more may apply for Large Family Housing.

- Other Housing

Housing for families with elderly members or members with mild physical disabilities is also available.

- Applications for each type of municipal housing are only accepted at certain times.
- For details on units for which applications are currently being accepted and qualifications to apply for each type of housing, please refer to the Sendai City Municipal Housing Regular Application List.

### 【Qualifications for application】

You must meet all of qualifications (1)-(8) in order to apply.

Qualification is based on your circumstances at the time of the application deadline.

**(1) The applicant must reside in or be employed in Sendai City.**

- This must be verifiable by a residence record or a certificate of employment valid for the date of the application deadline.
- In principle, married couples may not apply to live separately. However, an exception is made for victims of domestic violence.

Victims of domestic violence include . . .

- Victims who left the care of a women's shelter less than five years ago
- Victims on whose abusers a court has placed a restraining order or an expulsion order less than five years ago

**(2) The applicant must be in need of a place to live.**

- The applicant's reason for applying (Reason in Need of Housing) must be among those listed on the back of the Municipal Housing Application Form.
- If any member of the applicant's household owns a house, the applicant is ineligible. (Excluding cases in which the house is officially registered as sold or otherwise disposed of by the date of admission into municipal housing.)

**(3) The applicant's monthly household income must be within the required range.**

**(4) The applicant must not be guilty of previous abuse of municipal housing.**

This includes tenants who were evicted for not paying rent, improper conduct, etc.

**(5) No member of the applicant's household must owe resident taxes, light vehicle taxes, property taxes, or city planning taxes.**

**(6) The applicant must be a legal adult (minors are considered legal adults if married).**

Unmarried minors may apply with parental consent.

**(7) The applicant must not be currently living in municipal housing (excluding residents who leave a parent's household after marriage, etc.).**

Residents of UR Rental Housing (former public corporation), Prefectural Public Corporation Housing, and Employee Housing may apply.

Victims of domestic violence may apply.

**(8) The applicant must not be a member of an organized crime group (includes all household members).**

### **【Qualifications for application for singles】**

You must meet one of qualifications (1)-(8) in order to apply.

Qualification is based on your circumstances at the time of the application deadline.

(1) The applicant was born before April 1<sup>st</sup>, 1956.

(2) The applicant has a physical disability certificate (grade one to four).

(3) The applicant has a war injury/sickness certificate for conditions listed in Public Officers Pension Act Appended Table 1.2 Special Paragraph - Paragraph 6 or Appended Table 1.3 Subsection 1.

(4) The applicant is identified as an atomic bomb victim by the Minister of Health, Labour and Welfare according to the provisions of Article 11, Paragraph 1 of the Law Concerning Governmental Compensation for Atomic Bomb Victims.

(5) The applicant is a recipient of Public Livelihood Aid or receives the benefit defined in Article 14, Paragraph 1 of the Act on Measures to Expedite the Smooth Return of Japanese War Orphans and for Assistance in Self-Support after Permanent Return to Japan (including applicants who receive the benefit defined in Article 4, Paragraph 1 of the Supplementary Provisions which partially amend the Act on Measures to Expedite the Smooth Return of Japanese War Orphans and for Assistance in Self-Support after Permanent Return to Japan).

(6) The applicant has repatriated within the last five years (certified by the Minister of Health, Labour and Welfare).

(7) The applicant was placed in a sanatorium for sufferers of Hansen's disease as prescribed in Article 2 of the Act on Payment of Compensation to Persons Placed in Hansen's Disease Sanatoria.

(8) The applicant is a victim of domestic violence.

Persons with serious physical or mental disabilities requiring continuous care who are

unable to obtain continuous care may not apply.

### 【General Households and Special Requirement Households】

- General Households (households with a monthly income under 158,000 yen) include all households that do not meet the conditions for Special Requirement Households below.
- Special Requirement Households (households with a monthly income under 214,000 yen) include households that meet any one of conditions - below. For these households, the income limit is relaxed.
  - The applicant or a member of the applicant's household:
    - Has a physical disability certificate (grade one to four).
    - Has a mental disability certificate (grade one to two).
    - Has a developmental disability certificate (class A or class B).
    - Has a war injury/sickness certificate for conditions listed in Public Officers Pension Act Appended Table 1.2 Special Paragraph - Paragraph 6 or Appended Table 1.3 Subsection 1.
    - Is identified as an atomic bomb victim by the Minister of Health, Labour and Welfare according to the provisions of Article 11, Paragraph 1 of the Law Concerning Governmental Compensation for Atomic Bomb Victims.
    - Has repatriated within the last five years (certified by the Minister of Health, Labour and Welfare).
    - Was placed in a sanatorium for sufferers of Hansen's disease as prescribed in Article 2 of the Act on Payment of Compensation to Persons Placed in Hansen's Disease Sanatoria.
    - Has not yet reached elementary school age.
  - The applicant:
    - Is single and was born before April 1, 1956.
    - Was born before April 1, 1956, and all members of the applicant's household were either born before April 1, 1956 or are under 18 years of age.

### 【Notice when applying】

Only applications sent **by mail** and postmarked by the deadline will be accepted. (Applications are not accepted in person or over the phone.)

The applicant must bear the expense of obtaining and mailing all documents from the initial

application to the moving-in paperwork.

< The following types of application will not be accepted. >

- (1) Duplicate applications (only one application per household is accepted)
- (2) Applications received outside of the application period
- (3) Applications containing false or unclear statements
- (4) Applications that do not use the designated application form

< The following circumstances will result in disqualification at the first screening. >

- (1) Requirements to apply are not met.
- (2) A single applicant has applied for housing other than single-occupancy housing.
- (3) The applicant has applied for housing other than General Housing but does not meet the requirements for that type of housing.
- (4) The applicant currently lives in municipal housing (excluding residents who leave a parent's household after marriage, etc.).  
Residents of UR Rental Housing (former public corporation), Prefectural Public Corporation Housing, and Employee Housing may apply.  
Victims of domestic violence may apply.

< The following circumstances will result in disqualification at the second screening. >

- (1) A family applies to live separately or multiple families apply to live together in an unusual way.  
On the application deadline, a separated couple . . .  
Cannot confirm their divorce on the family register  
Cannot prove that they are undergoing divorce counseling with a case pending certificate  
Cannot confirm with a residence record that they have lived separately for more than one year, or cannot confirm that they have no intention of reconciling.  
Conditions - do not apply to victims of domestic violence.
- (2) The applicant cannot prove that (s)he meets the qualifications for application (including requirements of the first screening)  
\* Example: If the date of residence registration on the residence record is after the application deadline, the applicant will be disqualified.
- (3) The application contains false statements.
- (4) The applicant fails to submit proof of income, a residence record, or other necessary documents for review.
- (5) Anyone in the applicant's household owes resident taxes, light vehicle taxes, property taxes, or city planning taxes.

When selected applicants are disqualified or withdraw their applications, a replacement will be selected by reviewing applications from the waiting list in order.

< The following circumstances will result in revocation of admission to municipal housing. >

- (1) Even one qualification for application or for the type of housing applied for is not met before moving in.
- (2) The applicant fails to pay the security deposit by the deadline or to complete the necessary procedures to move in.
- (3) All household members entered on the application form cannot be confirmed to have moved in within the designated period on the residence record.
- (4) The applicant applied with a fiancé and . . .  
The marriage cannot be confirmed on a copy of the family register within six months of the application deadline or within three months of the day that moving in is permitted.  
It is confirmed on a copy of the family register that the applicant married someone other than the fiancé entered on the application.
- (5) It cannot be confirmed by registration certificate that any houses owned were sold or otherwise disposed of by the day that moving in is permitted.
- (6) The applicant attempted to move in to municipal housing through any other misconduct.

## 【Rent and management fees and rules for municipal housing】

### (1) Security deposit

A security deposit equal to three months' rent is due upon moving in.

The deposit will be returned when the resident leaves the house; however, any rent owed will be deducted from the amount. Repair fees upon moving out could also be deducted from the deposit. In the event that repair fees exceed the amount of the deposit, the difference will be charged separately.

### (2) Expenses after moving in

#### Rent

- Rent for municipal housing is determined each year based on household income, conditions of the location, and the size and age of the building. Please be aware that changes in household income may result in changes in the amount of the rent.
- Unlike private apartments, rent for municipal housing does not include expenses such as maintenance and repair fees, so residents may be charged for repairs. Maintenance and repairs include refacing tatami, changing keys, restoring stained walls, changing broken glass, structurally unimportant repairs to fixtures and fittings, etc.

Rent, management fees and parking fees can be paid conveniently by account transfer.

#### Management Fees

- Management fees are used to maintain municipal housing facilities including outside lights, lights in stairways and elevators.
- Please be aware that management fees may change from year to year.

#### (3) Condition of housing upon moving in

Except for newly-built housing, municipal housing has been restored to a livable condition after the previous resident has left. Please be aware that it is not in the same condition as a newly-built house.

Each house is equipped with a bathtub. Please clean the bathtub, bath heater and cover yourself and take good care of them. (The bath at Tsurugaya No. 1 does not have a cover.)

Please be aware that we ask residents to pay for minimal necessary repairs upon moving out (refacing tatami, repapering sliding screens, etc.).

#### (4) Obligation to report income

Residents of municipal housing must submit a report of household income (Income Report Form) every year. The form is to be submitted in June and will be used to determine the next year's rent. The form must be submitted in the prescribed way by the deadline. Failure to submit the form will result in an increase in rent.

#### (5) Non-payment of rent and tax

Failure to pay rent for more than three months will result in eviction.

In order to be fair to residents who pay their rent, the City of Sendai will take legal action against residents who fail to pay their rent.

Residents who fail to pay rent or taxes are not permitted to have additional relatives move in, leave their home to their inheritors, or use the parking lot.

#### (6) Reduction of rent

There is an application-based system for rent reduction. (However, management fees, parking fees and security deposits cannot be reduced.) Please consult us if circumstances make it unusually difficult for you to pay your rent.

#### (7) Parking

Most municipal housing has a paid parking lot. However, please be aware that there may be a waiting list for parking spots. In cases where there is no parking lot, residents

who own cars should contract with privately owned parking lots in the area. We will issue a Certificate of Consent to Use Parking Space only to residents who have contracted to park in the municipal housing lot.

Permissible car size is under 5.0m long and 2.0m wide.

Residents who fail to pay parking fees for three months will have their parking privileges revoked. Residents who fail to pay their rent, management fees, or parking fees for even one month will not be issued the Certificate of Consent to Use Parking Space necessary to obtain a Certificate of Parking Space.

As a rule, each household may only rent one parking space in the paid parking lot. Households with two or more cars must contract individually with privately owned parking lots in the area.

#### (8) Rules for Municipal Housing

Do not engage in any action that disturbs the peaceful community life of the neighborhood.

Pets are not allowed, including dogs, cats, chickens, birds, rabbits and goldfish. (This includes feeding animals on the premises.)

\* Working dogs for the physically disabled (seeing eye dogs, hearing assistance dogs, and service dogs) are permitted.

There are many matters in which residents' cooperation is necessary for a good and cheerful community life. Residents must use restraint and consider each other's standpoints. (Neighborhood Associations and Residents' Associations are organized by residents.)

There are designated garbage collection days, times, and areas. (Residents must obey Sendai City's rules regarding garbage collection.)

Parking in the street is not permitted. This can cause accidents and obstruct emergency vehicles. (Please rent a parking space and park your car there.)

Use of any part of municipal housing for other than residential purposes is not permitted. (Persons with physical disabilities may run acupuncture, moxibustion, or massage businesses with permission.)

\* Any deviations from these guidelines or unlawful activities may result in eviction.

#### (9) Caution Regarding Membership in Organized Crime Groups

If it is discovered that a member of an organized crime group has moved in, the resident will be evicted from municipal housing regardless of circumstances.