

## **Application Guide for Sendai City Municipal Housing**

Please read this guide carefully before applying for the Sendai City Municipal Housing. **Only applications sent in by post will be accepted.** Applications must be postmarked no later than the deadline. (In-person and over-the-phone applications will not be accepted.)

### **-You must meet certain criteria in order to be eligible to apply for the Sendai City Municipal Housing.**

-In the event that the number of applications exceeded that of available housing units, decisions will be made **via lottery.**

-Regularly-scheduled application periods are held four times a year (in March, June, September, and December). There are also application periods specifically for single-parent households, child-rearing households, and households with multiple children.

### **【Contact Information for Inquiries about the Application Procedure】**

Application Section, Sendai City Construction Public Corporation  
3-10-10 Kokubuncho, Aoba-ku, Sendai 980-0803  
(2nd Floor of Sendai City Hall, Kokubuncho Building)  
Tel: (022) 214-3604

### **【Types of Municipal Housing】**

The different types of municipal housing are as described below. You may only apply for one type of housing for which you are eligible. Not all types will be available to be applied for, so be sure to check the Sendai City Municipal Housing Available Housing List.

#### **●General Housing**

Anyone who meets the application criteria can apply for general housing. However, if you wish to apply for single occupancy, you may only apply for “housing which allows single occupancy” as shown on the Sendai City Municipal Housing Available Housing List.

#### **●Large Family Housing**

Families of four or more who meet the application criteria may apply for large family housing.

#### **●Other Housing**

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

### **【Application Criteria】**

You must meet all of the following (1)-(8) criteria in order to be eligible to apply.

\*Applications are processed based on the circumstances at the time of the application deadline.

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

-This must be verifiable by resident 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, exceptions will be made for victims of domestic violence or crimes.

\*Victims of domestic violence include:

-Victims who left the care of a Domestic Violence Consultation and Assistance Center, a women's shelter, or a Mother and Child Life Support Facility less than five years ago

-Victims on whose abusers a court has issued a restraining order or an expulsion order less than five years ago, and has received a Certificate for the Protection of Victims of Spousal Violence issued by a Women's Consulting Office

\*Victims of crimes include:

It became obviously difficult for the victim to live in their current residence due to the crime, and:

- 1) Those whose income declined and are facing financial difficulties as a result of the crime
- 2) Those who are unable to continue living in their current residence as it is located at or near the scene of the crime

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

●The applicant's reason for applying (Reason of Financial Hardship) must be among those listed on the back of the Municipal Housing Application Form.

●If any member of the applicant's household owns a residential property, the applicant is ineligible. (Excluding cases in which the property is officially registered as having been 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.**

Please contact us for information on how to calculate your income.

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

Those who were evicted for not paying rent, improper conduct, etc. are ineligible to apply.

**(5) No member of the applicant's household have unpaid inhabitant taxes, light vehicle taxes, property taxes, or city planning taxes.**

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

\*Unmarried minors may apply with the consent of a guardian.

**(7) The applicant must not currently live in public housing (excluding residents who left their parent's households after marriage, etc.).**

\*Residents of UR Rental Housing (former public corporation), Prefectural Public Corporation Housing, employee housing, or Emergency Temporary Housing may apply.

\*Victims of domestic violence or crime are eligible to apply.

**(8) The applicant must not be a member of an organized crime group (including individuals who are expected to be living together).**

**【Criteria for applying for single occupancy】**

You must meet one of the criteria (1)-(12) in order to be eligible to apply.

\* Applications are processed based on the circumstances at the time of the application deadline.

(1) The applicant is 60 years old or older.

(2) The applicant is a holder of a Physical Disability Certificate (class 1 to 4).

(3) The applicant is a holder of a Mental Disability Certificate (class 1 to 3)

(4) The applicant is a holder of an Intellectual Disability Certificate (degree of disability: A or B)

(5) The applicant suffers from a disease for which particular medical treatment has yet to be established for, or any other rare diseases, and has a Disability Welfare Service Recipient Certificate, or a Rare Disease Medical Treatment Recipient Certificate, or is eligible to obtain those certificates.

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

(7) 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 Act for Medical Measures for the Victims of the Atomic Bomb.

(8) The applicant is a recipient of social welfare or receives the benefit defined in Article 14, Paragraph 1 of the Act on Measures to Expediting of Smooth Return of Remaining Japanese in China 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 Expediting of Smooth Return of Remaining Japanese in China and for Assistance in Self-Support after Permanent Return to Japan).

- (9) The applicant has repatriated within the last five years (certified by the Minister of Health, Labour and Welfare).
- (10) 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.
- (11) The applicant is a victim of domestic violence.
- (12) The applicant is a victim of crime.

★Persons with severe physical or mental disabilities requiring constant care who are unable to obtain constant 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 requirements for Special Requirement Households as stated below.
- Special Requirement Households (households with a monthly income under 214,000 yen) include households that meet any one of the following requirements. For these households, the income limit is relaxed.
  - The applicant or a member of the applicant's household:
    - ①Has a Physical Disability Certificate (class 1 to 4).
    - ②Has a Mental Disability Certificate (class 1 to 2).
    - ③Has an Intellectual Disability Certificate (Degree of disability: A or B).
    - ④Suffers from a disease for which particular medical treatment has yet to be established for, or any other rare diseases, and has a Disability Welfare Service Recipient Certificate, or a Rare Disease Medical Treatment Recipient Certificate, or is eligible to obtain those certificates.
    - ⑤Has a war injury/sickness certificate for conditions listed in the Public Officers Pension Act Appended Table 1.2 Special Paragraph to Paragraph 6, or Appended Table 1.3 Subsection 1.
    - ⑥Is 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 Act for Medical Measures for the Victims of the Atomic Bomb.
    - ⑦Has repatriated within the last five years (certified by the Minister of Health, Labour and Welfare).
    - ⑧Was 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.
    - ⑨Has not yet reach elementary school age.
  - The applicant:

⑩ Is single and 60 years old or older.

⑪ Is 60 years old or older and all members of the applicant's household are 60 years or older, or younger than 18 years old.

**【Notice when applying】**

☆ Only applications sent in **by post** and postmarked by the deadline will be accepted. (In-person or over-the-phone applications will not be accepted.)

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 did not use the designated application form

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

- (1) Application requirements are not met.
- (2) A single applicant has applied for housing other than housing which allows single occupancy.
- (3) The applicant had applied for housing other than General Housing, but does not meet the requirements for that type of housing.
- (4) The applicant must not currently live in public housing (excluding residents who left their parent's households after marriage, etc.).

\*Residents of UR Rental Housing (former public corporation), Prefectural Public Corporation Housing, employee housing, or Emergency Temporary Housing may apply.

\*Victims of domestic violence or crime are eligible to apply.

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

- (1) Members of a household applying to live separately or multiple households applying to live together in an unusual way.

★ On the application deadline, a separated couple:

- ① Cannot confirm their divorce on the family register
- ② Cannot prove that they are undergoing divorce counseling with a case pending certificate
- ③ Cannot confirm with a resident record that they have lived separately for more than one year, or cannot confirm that they have no intention of reconciling.

\*Conditions ①-③ do not apply to victims of domestic violence or crime.

(2) The applicant cannot prove that (s)he meets the criteria for application (including requirements of the first screening)

\* Example: If the date of residence registration on the resident 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 resident record, or other necessary documents for review.

(5) Anyone in the applicant's household has unpaid inhabitant taxes, light vehicle taxes, property taxes, or city planning taxes.

\*When selected applicants are disqualified or withdrew their applications, a replacement will be selected by reviewing applications from the wait list in order.

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

(1) If any criterion 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 procedures necessary for moving in.

(3) All household members listed on the application form cannot be confirmed to have moved in within the designated period on the resident record.

(4) The applicant applied with a fiancé(e) and . . .

①The 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 on which moving in is permitted.

②It is confirmed on a copy of the family register that the applicant married someone other than the fiancé(e) 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 on which moving in is permitted.

(6) The applicant attempted to move into municipal housing through any other misconduct.

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

(1) Security deposit

☆A security deposit equal to three months' worth of 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

### ① 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.

### ② 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 residence.

☆Each housing unit is equipped with a bathtub. Please clean the bathtub, bath heater and cover by yourself and take good care of them.

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

☆BS or CS antennas are unable to be equipped in some houses.

☆Most of the municipal houses are not equipped with screen doors.

### (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 predetermined 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 failed to pay their rent.

☆Residents who failed 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 or exemption 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 wait 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 Spaces only to residents who have contracted to park in the municipal housing parking lot. However, the Certificate may not be issued depending on delinquency in payment of parking fees.

☆ Permissible car size is under 5 m long and 2 m wide.

☆ Residents who fail to pay parking fees for three months will have their parking privileges revoked.

☆ 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

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

☆ Do not engage in any activities that will disturb 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). Except at housing which allows residents to have pets.

\* Assistance dogs for the physically disabled (guide 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 have self-restraint and be considerate of each other's points of views. (Neighborhood associations and residents' associations are organized by residents).

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

☆ Parking on the street is not permitted as it 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.)



(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.