

Application Guide for Sendai City Municipal Housing

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

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

- 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]

Application Section, Housing Department,
Sendai City Construction Public Corporation
3-10-10 Kokubuncho, Aoba-ku, Sendai 980-0803
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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 are eligible. Not all types are available, so please 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 ” on the Sendai City Municipal Housing Available Housing List.

- **Large Family Housing**

Families of four or more and 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 apply.

*We process applications based on the 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 or crimes.

*Victims of domestic violence include:

- Victims who left the care of a women's shelter or the Domestic Violence Consultation and Assistance Center 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

*Victims of crimes include:

It becomes obviously difficult for the victim to live in their home due to the crime, and:

- 1) those whose income declined and have financial difficulties due to the crime
- 2) those who are unable to continue living in the same home 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 for 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.

Please contact us for information on how to calculate your income

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

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

(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 public 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 or crime are able to apply.

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

【Criteria for application for singles】

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

*Criteria are based on your circumstances at the time of the application deadline.

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

(2) The applicant has a Physical Disability Certificate (class one to four).

(3) The applicant has a Mental Disability Certificate (class one to three)

(4) The applicant has a Medical Rehabilitation Handbook (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 other rare diseases, and has a Disability Welfare Service Recipient Certificate or 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 Law Concerning Governmental Compensation for Atomic Bomb Victims.

(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 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).

- (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 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 the following conditions. For these households, the income limit is relaxed.

● The applicant or a member of the applicant's household:

- ①Has a physical disability certificate (class one to four).
- ②Has a mental disability certificate (class one to two).
- ③Has a Medical Rehabilitation Handbook (Degree of disability: A or B).
- ④Suffers from a disease for which particular medical treatment has yet to be established for or other rare diseases and has a Disability Welfare Service Recipient Certificate or 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 Law Concerning Governmental Compensation for Atomic Bomb Victims.

- ⑦ Has repatriated within the last five years (certified by the Minister of Health, Labour and Welfare).
- ⑧ 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.
- ⑨ Has not yet reached elementary school age.

● The applicant:

- ⑨ Is single and 60 years of age or over.
- ⑩ Is 60 years of age or over and all members of the applicant's household were 60 years of age or over, or under 18 years of age.

【Notice when applying】

☆ Only applications sent **by post** 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 or crime are able to apply.

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

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- (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:

- 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 residence 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 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) If even one 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 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(e) and . . .

① 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.

② It 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 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

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 house.

☆Each house is equipped with a bathtub. Please clean the bathtub, bath heater and cover 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 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 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 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 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 5m long and 2m 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 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.) Except at housing which allows residents to have pets.

*Working 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 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 on 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.)

(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.