



Applications for Entrance into Higashihiroshima City Municipal Accommodation

# Handbook for Applications

2024-25

Issued by: Housing Division, City Development Department, Higashihiroshima City

〒739-8601 8-29 Saijo Sakae-machi, Higashihiroshima City

☎ 082-420-0946

◎ Scheduled applications are held according to the following schedule.

Application month	Start date for distribution of information for accommodation for which applications are being accepted	Application period	Lottery date	Date of judging	Date from which accommodation is available
May	Tuesday April 30th	<b>Monday May 13<sup>th</sup> – Friday May 17<sup>th</sup></b>	Monday June 10 <sup>th</sup>	<b>Friday June 28<sup>th</sup></b>	Middle of July
August	Monday July 29th	<b>Monday August 5<sup>th</sup> – Friday August 9<sup>th</sup></b>	Monday September 2 <sup>nd</sup>	<b>Friday September 20<sup>th</sup></b>	Middle of October
November	Friday November 1st	<b>Monday November 11<sup>th</sup> – Friday November 15<sup>th</sup></b>	Monday December 2 <sup>nd</sup>	<b>Friday December 20<sup>th</sup></b>	Middle of January
February	Monday January 27th	<b>Monday February 3<sup>rd</sup> – Friday February 7<sup>th</sup></b>	Monday March 3 <sup>rd</sup>	<b>Friday March 21<sup>st</sup></b>	Middle of April

※ Applications can be accepted between 8:30 and 17:15.

※ Applications made by post can be accepted until 17:15 on the final day of the application period.

※ The date of the lottery is subject to change.

## Locations from which Application Documents Are Available

- City Office: Housing Division, City Development Department (8F)
- Branch Offices
- Sub-Branch Offices

※ Applications can only be accepted at the Housing Division. Applications cannot be accepted at Branch Offices or Sub-Branch Offices of the City Office.

Applications can be accepted by post, but please be sure to send them to the Housing Division.

You can also check online details of the accommodation for which applications are being accepted. However this information can only be checked online during the period in which the documents are available.



## Enquiries

Housing Section, Housing Division, City Development Department, Higashihiroshima City Office (Main Building, 8F)

〒739-8601 8-29 Saijo Sakae-machi, Higashihiroshima City

Tel.: 082-420-0946

# Contents

	Page	
1: How to Apply	3	
2: The Accommodation	4	
3: From Application to the Notification of the Lottery Result	5	
4: From the Inspection of Eligibility to Moving in to the Accommodation	6	
5: Eligibility for Application	7	
6: Income Criteria	12	
7: Necessary Documents	20	
8: Calculation of Rent	25	
9: The Selection Process	28	
10: Specific Public Rental Housing	31	
<table border="1"><tr><td>Example Application Form</td></tr></table>	Example Application Form	33
Example Application Form		

# 1: How to Apply

When applying for municipal accommodation, there are eligibility requirements, such as income limits, the number of people in your family living with you, whether you are suffering hardship related to obtaining accommodation, etc. Please read this Handbook for Applications carefully before applying.

For accommodation where there are vacancies, the application paperwork, etc., will be available from one week before the application period.

- From the list of municipal accommodation, choose one accommodation you wish to apply for, fill in the following two documents with the relevant information, and submit them to the Housing Division. Necessary documents: ① Application for Entrance into Municipal Accommodation; ② Questionnaire for Applicants for Municipal Accommodation. One household can only apply for one apartment. If you apply for two or more apartments, all your applications will be cancelled.
- Applications cannot be accepted on Saturdays, Sundays, or national holidays.
- If your application is not received before the deadline for applications, it will not be processed.
- At the stage of making the application, it is not necessary to submit any supporting documents (certificates of income, etc.). However, candidates for accommodation (those chosen in the lottery) will be required to submit supporting documents at the stage of examination of eligibility.
- If it becomes clear from the documents you submit at the examination stage that you have made a dishonest application (for example that you are in arrears with municipal tax (including any late payment charge), etc.), at that point you will forfeit your eligibility. Please check very carefully that you fulfil the conditions for eligibility before making your application.
- There may be changes to some of the conditions for eligibility, etc., as a result of changes to relevant laws, etc.

## 2: The Accommodation

- ① You cannot look inside the accommodation.
- ② Accommodation is repaired before new residents move in, but in places there may be a degree of damage or stains remaining.
- ③ Depending on the accommodation (the residents' association), you may be required to pay a common service fee (fees for maintenance and management of the wastewater treatment tank, electricity and water charges for common areas, etc.) separate to your rent.
- ④ In some accommodation, the installation of a gas water heater, mesh window screens, etc. is paid for by the resident. If such amenities are installed by the resident, then when leaving the accommodation, they must be removed, and the apartment returned to its original state.
- ⑤ There is no air conditioning in the accommodation.
- ⑥ Pets (dogs, cats, etc.) cannot be kept in the accommodation.
- ⑦ The interior of all municipal accommodation is no-smoking.
- ⑧ Depending on the accommodation, there may be no free car-parking spaces.
- ⑨ When moving out of the apartment, irrespective of how long you have lived there, and the state of the apartment, you will be required to pay for the replacement of the tatami mats, the repapering of the sliding 'fusuma' and 'shoji' doors, etc. The cost depends on the number of tatami mats, etc., but is around 30000-130000 yen.
- ⑩ When residents move in to or out of the apartment, information necessary for the management of the accommodation (residents' names and contact details, number of residents, date of moving in or moving out, etc.) are provided to the manager of the accommodation and to the designated administrator.

# 3: From Application to the Notification of the Lottery Result

## Receipt of Application (provisional judging of eligibility)

Decide the accommodation you will apply for, fill in ① the Application for Entrance into Municipal Accommodation and ② the Questionnaire for Applicants for Municipal Accommodation, and submit it.

Applications should be taken to the Housing Department, or by post.

A provisional judging of your eligibility will be conducted, by checking the requirements relating to place of residence, the family members who will be living with you, etc. If you do not meet the requirements for residence, or if there is missing information in your application, you will become ineligible.

If you are deemed to be a household to be given special consideration in the lottery,

## Notification of Lottery Number

You will be notified of the date, time and location of the lottery, and your

## Enquiries to Related Organizations

Enquiries will be made to the headquarters of the Hiroshima Prefectural Police, to check that you are not a member of a criminal gang.

If you are a member of a criminal gang and you do not meet the requirements for

## Public Lottery

A public lottery will be held.

After the lottery, applicants will be notified of the results.

Also, the successful lottery numbers will be displayed at the counter of the

Attendance at the public lottery is not mandatory. There will be no effect on the result even if you do not attend.

Please refrain from enquiring about the results of the lottery by telephone.

## Notification of Result and Notification to Successful Applicants of Formal Inspection of Eligibility

## 4: From the Inspection of Eligibility to Moving in to the Accommodation

### Formal Inspection of Eligibility

Following the instructions in the explanation, please prepare the documents for the formal inspection of your eligibility for residence. If the documents are not submitted by the specified date, you will lose your eligibility.

For details of the necessary documents, please refer to page 16.

### Permission for Moving In

### Notification of Permission for Moving In

### Formalities for Moving In

Please complete the formalities for moving in, by the specified date.

- ① Submit the acknowledgment and other necessary documents.
- ② Pay the security deposit.

### Moving In

Please come to the Housing Division to collect the key to your accommodation.

When you come to collect the key, there will also be an explanation of points to be aware of after you have moved in to the accommodation, so the applicant must come to collect the key in person.

The moving-in day is the day when the key is handed over to you.

You are required to move in to the accommodation within 14 days of the date from which moving in is possible.

## 5: Eligibility for Application

Before applying, please read the eligibility requirements for residence below, and check that you meet the conditions for application. If as a result of the inspection of eligibility it is found that you do not meet the conditions for application, you will lose your eligibility for residence, even if this is after you have been assigned accommodation to

### (1) Eligibility Requirements for General Households

You must meet all of the conditions (① to ⑥) as shown below.

- ① You must be living in Higashihiroshima City, or your place of work is in Higashihiroshima City.
- ② You must currently have family members living with you, or family members who are planning to live with you.
  - ※ As a rule, the household should be comprised of a married couple (including engaged couples, those living in a common-law relationship (verifiable on their certificate of residence) or a partnership), or parent(s) and children.
- ③ The monthly income of your household must be 158,000 yen or less.
  - ※ 'Income' refers to income included in the definition shown in the ordinance regarding the establishment and management of Higashihiroshima City municipal accommodation and in the regulations governing Higashihiroshima City municipal accommodation. It does not refer to take-home pay (income after tax). For details, please refer to page 10.

### ★Relaxation of eligibility conditions for residents in discretionary households:

For households in the categories shown on page 11, it is acknowledged that there is a special need for a stable situation with regard to housing, and therefore the monthly income level is set to 214,000 yen.

- ④ You must not be in arrears with municipal tax, fixed assets tax, light vehicle tax or National Health Insurance payments, or with rent for accommodation provided by a local public entity. This includes late payment charges for tax or rent, and damages payable for late payments.
- ⑤ You must currently be experiencing problems with regard to your housing (your current rent is high, your accommodation is too small, etc.).
- ⑥ You must not be a member of any criminal gangs.

## (2) Eligibility Requirements for Single People

You must meet both of the conditions (①) and (②) as shown below.

- ① You must meet all of the eligibility requirements for general households above, with the exception of ②.
- ② One or more of the following must apply to you.
  - 1 As of the time of application, you are aged 60 or over.
  - 2 You have received a disabled person's handbook (between level 1 and level 4).
  - 3 You have received a mental illness health and welfare handbook (between level 1 and level 3), or you have an intellectual disability recognised as the same level (rehabilitation handbook categories ㊦, A or ㊧).
  - 4 You have received a war injury and sickness handbook (for conditions shown in table 1-2 of the Pension Law (from special illnesses to category 6 illnesses), or in table 1-3 of the same law (illnesses in subsection 1)).
  - 5 You are receiving special allowances for medical treatment or special allowances, under the Law Concerning Assistance for Atomic Bomb Survivors.
  - 6 You are receiving welfare payments under the Public Assistance Law.
  - 7 You have been repatriated from overseas, and less than five years have passed since your repatriation.
  - 8 You have been hospitalized in a facility for the treatment of leprosy patients.
  - 9 You are a victim of domestic violence (a victim as defined in Clause 1 of the Spousal Violence Prevention Law), and one or more of the categories a-c on page 29 apply to you.

However, if you need constant care in your daily life, and if this situation comes to light and it is judged that it is not appropriate for you to move in to municipal accommodation, you may not apply.

※ Even if one or more of the conditions in ② above do not apply to you, you may apply for accommodation 'for a household of one or more persons' in an area with special rules.



## Points to Note:

- ① The applicant must be an adult. In addition, it is not possible to apply for accommodation for a household comprised only of minors (those under the age of 20). (A minor who is already married shall be regarded as an adult.)
- ② As a rule, those who own accommodation may not apply.
  - Those who have owned accommodation in an area of special caution for sediment-related disasters from before the designation was made may in some cases be able to apply for municipal accommodation.
  - If the owner of a house is planning to sell it, the sale must be finalized before the date of judgement of eligibility, and it is necessary to submit documents to prove that the owner has no assets.
- ③ As a rule, the legal resident (the person whose name is on the contract) of public accommodation within Higashihiroshima City (prefectural or municipal housing) or accommodation of a public housing corporation, etc., may not apply. Similarly, the current legal resident of public accommodation may not apply for other public accommodation as a cohabitant.
- ④ If a person who is currently residing (or has resided in the past) in public accommodation (prefectural or municipal housing) or accommodation of a public housing corporation, etc. (including municipal accommodation of towns before amalgamation with Higashihiroshima City), or any cohabitant of that person, has been in arrears with rent or has misused the accommodation (had people living in the accommodation without permission, vacated the accommodation without permission, been absent from the accommodation for long periods of time, caused a nuisance, etc.), then as a rule it is not possible to apply (reside, cohabit).
- ⑤ Members of one household cannot apply for two or more apartments. If members of a household apply for two apartments separately, then all of the applications shall be rendered invalid.
- ⑥ If an applicant currently has family members living with him/her, as a rule it is not possible to live apart from those family members in an unnatural way, and to apply as a single person. (This does not apply to victims of domestic violence.)
  - If the case of planned divorce, etc., the divorce must be finalized by the date of judgement of eligibility, and it will be necessary to submit documents to prove this.
- ⑦ You must have a family member living together with you, or planning to live with you.
  - As a rule, applications based on an unnatural split of a household, a husband and wife living separately, or the consolidation of households, will not be accepted.

- The household must consist primarily of a married couple (including engaged couples or those living in a common-law relationship (verifiable on their certificate of residence) or partnership), or parent(s) and children.

For engaged couples, promptly after getting married please submit a copy of a document that proves that you are married. If the engagement is cancelled, all of the residents of the apartment will lose their eligibility for residence. If both members of the engaged couple cannot live together in the accommodation within three months of the apartment becoming available to move in to, the permission for residence shall be cancelled, and it will be necessary to leave the accommodation. In the case of an engagement between minors, the agreement of the person with parental authority shall be necessary.

- In the case of planned marriage, the marriage must be finalized by the date of judgement of eligibility, and it will be necessary to submit documents to prove this.
- If family members living abroad are due to come to Japan at a later date, it will be necessary to submit documents to prove that they are in Japan by the date of judgement of eligibility.

- ⑧ It is not possible to change any part of the details of application between the submission of the application and the date when you move in to the accommodation.
- All members of the household listed at the time of application must reside in the accommodation. Changes to the family members living together in the accommodation are not allowed. However, this does not apply in the case of birth or death.
  - If there is a member of the household who does not reside in the accommodation, or if a person not listed on the application form resides in the accommodation, the permission for residence shall be cancelled, and it will be necessary to leave the accommodation, even if this is after permission to move in has been granted, and the key handed over.
- ⑨ If there is dishonest information, etc., on the application form, the application shall be rendered invalid.
- ⑩ If you are unsure about your eligibility, or if you think that another special circumstance may apply to you, please ask a member of staff of the Housing Division.
- ⑪ Members of staff of the Housing Division will not calculate your monthly income at the time of your application.
- ⑫ There are increasing cases where applicants withdraw after applying or after having been chosen in the lottery. **When applying, please consider the details of the accommodation, etc., before making your application. If you are selected in the lottery, and you cancel your plan to move in without completing the formalities for residence, you will not be able to apply for one year.**
- ⑬ There are some differences in the eligibility requirements for evacuees eligible for support under the Children and Disaster Victims Support Law, so please enquire for details.

In the inspection of eligibility conducted by means of the documents submitted as part of the residence formalities, if it is discovered that there are discrepancies between the documents and the details of your application, your eligibility will be cancelled. Please check that your application is truthful, and that there are no mistakes.

**Even after moving into the accommodation, you may be required to vacate it in the following cases:**

- If you gained the accommodation by falsifying your eligibility illegally;
- If the rent is unpaid for 3 months or more;
- If there is intentional damage to the accommodation or common facilities;
- If the accommodation is not used for more than 15 days without justifiable reasons;
- If you refuse an on-site inspection of the accommodation without a justifiable reason;
- If you do not follow the instructions or orders of the city;
- When the rental period for public housing, etc. expires.

**After moving in, follow the rules for each accommodation and each area, and live with consideration for each other.** (In particular, pay attention to noise, keeping pets, garbage disposal rules, leaving personal items in common areas, parking positions for cars, bicycles, paying common service fees, participating in community cleanups, etc.)

# 6: Income Criteria

In order to apply for municipal accommodation, your monthly income must be within a certain level.

Please check whether your household's income is within this level, using the following method of calculation.

## (1) How to Calculate Your Monthly Income

- ① The calculation takes into account the total annual income of all the members of the applicant's household. Total annual income refers to the income for one year of all members of the household with an income.
- ② From the income amount of those with income from employment or miscellaneous income related to pension income, deduct up to 100,000 yen in addition to the basic deduction for tax purposes. If the income amount is less than 100,000 yen, the amount deducted shall be the income amount.
- ③ Calculate the total of the appropriate deductions shown on page 15.
- ④ Subtract ② and ③ from ①, and divide the result by 12. This is your monthly income.

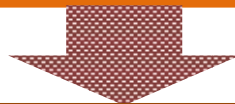
### 《Calculation》

- (A) Total household income \_\_\_\_\_ Yen
- (B) Deduction amount for replacement for basic deduction (②) \_\_\_\_\_ Yen
- (C) Total of applicable deductions from list of deductions \_\_\_\_\_ Yen

### Monthly Income =

$$\{\text{Total yearly income} - (\text{Basic deduction} + \text{General deductions} + \text{Special deductions})\} \div 12$$

(Fractions are rounded down)



Monthly Income	Eligibility to Apply
Over 214,000 yen	None
214,000 yen or less	Eligible to apply (discretionary level)
158,000 yen or less	Eligible to apply (general household)

## (2) Discretionary Level Households

If you meet one or more of the following conditions, you are classed as a Discretionary Level Household, and the monthly income level is made less strict.

Households of people over 60 and children	Households where the applicant is 60 years old or older and all of the cohabitants are either 60 years old or older or 18 years old or under. Single persons 60 years old or older are also eligible.
Households with pre-school age children	Households where one or more of the residents living in the accommodation is younger than elementary school age.
Households with disabled members	Households with one or more members who have been issued with a disabled person's handbook (between level 1 and level 4).
Households with members with mental illness Households with members with an intellectual disability	Households with one or more members who have been issued with a mental illness health and welfare handbook (between level 1 and level 2), or who have an intellectual disability recognized as the same level (most severe to medium).
Households with members injured in war	Households with one or more members who have been issued with a War Injury and Sickness Handbook (for conditions shown in the Pension Law (from special illnesses to category 6 illnesses or illnesses in subsection 1).
Households with atomic bomb survivors	Households with one or more members receiving special medical allowances or special allowances for atomic bomb survivors.
Households with members who have been repatriated	Households with one or more members who have been repatriated from overseas, where less than five years have passed since the repatriation.
Households with members with leprosy	Households with one or more members to whom Clause 2 of the Law Regarding Payment of Compensation for Hansen's Disease Sanatorium Residents, etc. applies.

### (3) Types of Income

Income counted for the calculation of income	Income not counted for the calculation of income
<p>Income earned by the applicant and family members living together (including a fiancé(e)) that fall into the following categories.</p> <ul style="list-style-type: none"> <li>○ National pension, welfare pension, etc. (Pension received as a bereaved family and disability pension are not counted)</li> <li>○ Salary, bonuses, overtime and other allowances (including income from part-time jobs, etc.)</li> <li>○ Business income (including remuneration for life-insurance salesmen, etc.)</li> <li>○ Income from day labor, etc.</li> <li>○ Other items of continuous income that are subject to taxation such as interest and dividends</li> </ul>	<ul style="list-style-type: none"> <li>○ Assistance from welfare payments</li> <li>○ Allowances for atomic bomb survivors</li> <li>○ Unemployment insurance benefits</li> <li>○ Workers' accident compensation insurance benefits</li> <li>○ Compensation for leave from work</li> <li>○ Pension received as a bereaved family</li> <li>○ Disability pension, disability welfare pension</li> <li>○ Old-age welfare pension</li> <li>○ Commuting allowance (up to a certain amount) for those with income from employment</li> <li>○ Remittances</li> <li>○ Tax-exempt income such as scholarships provided to cover tuition fees and expenses paid to researchers</li> <li>○ Temporary income such as retirement allowance and capital gains</li> </ul>

### (4) Points to Note

- In the household applying for accommodation, if there are two or more people with income, the total annual income for all members with an income is calculated separately, and then totalled.
- If a single person has two or more types of income (for example, pension and salary, or salary and business income), the total annual income is calculated for each individual source of income, and then totalled.
- If a single person has the same type of income from multiple sources (for example, salary from two places, or two types of pension), the total amount for each source is calculated, and then the total annual income is calculated from this.

- Even if you have had income in the past or you have income at present, if you have retired by the time you submit the documents as part of the formalities for residence, your income will be calculated as 0.
- It is necessary to submit a certificate of tax withheld for 2023, or/and a certificate of municipal and prefectural tax (non-taxation) for the 2024 financial year (the period from January 1<sup>st</sup> 2023 to December 31<sup>st</sup> 2023), but if at the time when you submit the necessary documents as part of the formalities for residence you have left the job you were doing during that period and have started other employment, etc., the income from your current place of work will be used for calculation.

## (5) Summary Chart for Income Levels

< In the case of only one person with income from employment, and no special deductions >

Monthly Income	Total annual income which allows you to apply (Amount shown in the 'Amount Paid' section of your certificate of tax withheld)				
	Single person	2-person family	3-person family	4-person family	5-person family
Basic Level (158,000 yen or less)	2,967,999 yen or less	3,511,999 yen or less	3,995,999 yen or less	4,471,999 yen or less	4,947,999 yen or less
Discretionary Level (214,000 yen or less)	3,887,999 yen or less	4,363,999 yen or less	4,835,999 yen or less	5,311,999 yen or less	5,787,999 yen or less

※Refer to the figure for the amount paid to you, as shown on your certificate of tax withheld.

However, if you have been employed for less than one year, or if there have been periods during which your employment has been closed or you have been given leave of absence, use the following formula to calculate your total annual income.

$$\text{Estimated total annual income} = \frac{\text{※Total income} - \text{Bonus}}{\text{Months worked}} \times 12 \text{ months} + \text{Bonus}$$

※Total income is the total income for the months when you received income for employment

However, if the day on which you were employed was on or after the 2<sup>nd</sup> day of the month, that month is excluded.



(6) Deductions Subtracted From Total Annual Income

Types of Deduction		Eligibility for Deduction	Amount of Deduction
Basic Deduction	Deduction for those with income from employment or Deduction for those with income from a public pension	The applicant or those family members due to reside with the applicant, with income from employment or miscellaneous income related to a public pension, etc. ※For those with income from employment (salary, etc) after deductions for income from employment, or for those with miscellaneous income related to a public pension, etc., if the amount of salary, etc. after relevant deductions for income from employment, or the amount of miscellaneous income related to the relevant public pension, is under 100,000 yen, the deduction is that amount.	A maximum of 100,000 yen from each applicable person's income
General Deductions	Deduction for family members living together	Family members other than the applicant who are due to reside with the applicant.	380,000 yen per person
	Deduction for spouse or dependent family members living separately	Those eligible to be counted for deductions for dependents under the Income Tax Law, who are not residing with the applicant.	380,000 yen per person
Special Deductions	Deduction for special dependent family members (not spouse)	Dependent family members (as defined in the Income Tax Law) who, as of the date of application, are aged 16 or over, but less than 23.	250,000 yen per person
	Deduction for spouse living with the same household income (aged 70 or over)	A spouse (as defined in the Income Tax Law) living with the same household income as the applicant who, as of the date of application, is aged 70 or over.	100,000 yen per person
	Deduction for dependent elderly family members (not spouse)	Dependent family members (as defined in the Income Tax Law) who, as of the date of application, are aged 70 or over.	
	Deduction for severely handicapped people	The applicant or those eligible for general deductions, who fall into one or more of the following categories: ① Those who have been issued with a mental illness health and welfare handbook (level 1) ② Those who have been issued with a disabled person's handbook (level 1 or level 2). ③ Those who have been issued with a war injury and sickness handbook (until the third subsection).	400,000 yen per person



Special Deductions	Deduction for severely handicapped people	<p>④ Those who have been issued with a rehabilitation handbook (categories A or A)</p> <p>⑤ Atomic bomb survivors as recognized by the Minister of Health, Labour and Welfare (those receiving special allowances for medical treatment, or special allowances)</p> <p>⑥ Those with mental disabilities who are eligible for deductions for severely handicapped people under the Income Tax Law</p>	400,000 yen per person
	Deduction for handicapped people	<p>The applicant or those eligible for general deductions, who fall into one or more of the following categories:</p> <p>① Those who have been issued with a mental illness health and welfare handbook (level 2 or level 3)</p> <p>② Those who have been issued with a disabled person's handbook (level 3 to level 6).</p> <p>③ Those who have been issued with a war injury and sickness handbook (the fourth subsection or less).</p> <p>④ Those who have been issued with a rehabilitation handbook (categories B or B)</p> <p>⑤ Those with mental disabilities who are eligible for deductions for handicapped people under the Income Tax Law</p>	270,000 yen per person
	Deduction for single-parent households	<p>Irrespective of marriage history or sex, those with an annual overall income of 5,000,000 yen or less who have a child living with them (whose annual overall income is 480,000 yen or less).</p> <p>※Those whose relationship on their Certificate of Residence is 'husband (not officially registered)' or 'wife (not officially registered)' are ineligible.</p>	A maximum of 350,000 yen from each applicable person's income
	Deduction for widows	<p>Those whose annual overall income is 5,000,000 yen or less, and who fall into one or more of the following categories:</p> <p>① Those who are divorced from their husbands and have not married again, who have dependent relatives</p> <p>② Those whose husband has died who have not married again, and whose for whom it is unclear whether their husband is living or dead</p> <p>※Those whose relationship on their Certificate of Residence is 'husband (not officially registered)' or 'wife (not officially registered)' are ineligible.</p>	A maximum of 270,000 yen from each applicable person's income

## Calculate Your Income

Please calculate your income following the steps shown below.

First, check which of the categories below (1-7) applies to your income, and then fill in the figures following the arrows →

### Steps

- ① Check which of the categories below (1-7) applies to your income → ② Gather together the necessary documents to prove your income → ③ Calculate your annual income or your estimated annual income →

#### I You have income from a pension

1 You have pensions not subject to tax by law, such as pensions for surviving families, disability pensions, etc.

This is not subject to tax, so it does not need to be included in the calculation of income.

0 yen

2 You have public pensions, such as national pension scheme pensions, welfare pensions, and public employee mutual aid pensions.

The amount paid as shown on your Certificate of Tax Withheld for 2023, or the pension amount shown on your Notice of Revision

yen

#### II You have income from employment

3 You started work at your current employment on or **before January 1st, 2023**, and you have continued to work there since then.

The amount paid as shown on your Certificate of Tax Withheld for 2023

yen

4 You started work at your current employment on or **after January 2nd, 2023**.

Proof of salary and bonuses, etc. (including tax) from your place of employment for the year until the month before the day on which the application was received  
**If you have been employed for less than one year, the amount including the projected salary amount for one year, based on your conditions of employment**

yen

5 You have not yet received one month's pay after starting work at your current employment, or you have just started work.

Proof of the amount including the projected salary amount for one year (salary, bonuses, etc. (including tax)), based on the conditions of employment from your place of employment

yen

#### III You have income from business

6 You have been engaged in the same business continuously from **before January 1st, 2023** to the present.

The income amount calculated from your final tax return (your copy) for 2023

yen

7 You started your business on or **after January 2nd, 2023**

If you started your business at least one year ago, the income and expenses for the year until the month before the day on which the application was received; if you started your business less than one year ago, the income and expenses for the period until the month before the day on which the application was received

Documents relating to sales (income) and expenses, etc., for the period in question will be needed.

- ④ Calculate your income amount from your annual income, using the formula in the table→
- ⑤ Check the amount of deductions for which you are eligible→
- ⑥ Subtract the amount of your deductions from your income amount, and divide the result by 12 (months) to obtain the monthly income for your household.(This figure will determine whether or not you are eligible to apply.)

### For those with income from a pension:

(Ages with regard to eligibility for application are calculated as of the date of application, and with regard to calculation of rent, they are calculated based on the date on which permission to move in is granted.)

Age	Overall annual income	Calculation of income
65 or over	0 yen ~ 1,100,000 yen	0 yen
	1,100,001 yen ~ 3,299,999 yen	Overall pension amount - 1,100,000 yen
	3,300,000 yen ~ 4,099,999 yen	Overall pension amount × 0.75 - 275,000 yen
	4,100,000 yen ~ 7,699,999 yen	Overall pension amount × 0.85 - 685,000 yen
	7,700,000 yen ~ 9,999,999 yen	Overall pension amount × 0.95 - 1,455,000 yen
	10,000,000 yen ~	Overall pension amount - 1,955,000 yen
Under 65	0 yen ~ 600,000 yen	0 yen
	600,001 yen ~ 1,299,999 yen	Overall pension amount - 600,000 yen
	1,300,000 yen ~ 4,099,999 yen	Overall pension amount × 0.75 - 275,000 yen
	4,100,000 yen ~ 7,699,999 yen	Overall pension amount × 0.85 - 685,000 yen
	7,700,000 yen ~ 9,999,999 yen	Overall pension amount × 0.95 - 1,455,000 yen
	10,000,000 yen ~	Overall pension amount - 1,955,000 yen

### For those with income from employment

Overall annual income	Calculation of income
0 yen ~ 550,999 yen	0円
551,000 yen ~ 1,618,999 yen	Overall annual income - 550,000yen
1,619,000 yen ~ 1,619,999 yen	1,069,000yen
1,620,000 yen ~ 1,621,999 yen	1,070,000yen
1,622,000 yen ~ 1,623,999 yen	1,072,000yen
1,624,000 yen ~ 1,627,999 yen	1,074,000yen
1,628,000 yen ~ 1,799,999 yen	Overall pension amount ÷ 4000(Fractions are rounded down) × 4000 × 0.6 + 100,000yen
1,800,000 yen ~ 3,599,999 yen	Overall pension amount ÷ 4000(Fractions are rounded down) × 4000 × 0.7 - 80,000yen
3,600,000 yen ~ 6,599,999 yen	Overall pension amount ÷ 4000(Fractions are rounded down) × 4000 × 0.8 - 440,000yen
6,600,000 yen ~ 8,499,999 yen	Overall pension amount × 0.9 - 1,100,000yen
8,500,000 yen ~	Overall pension amount - 1,950,000yen

Overall annual income (A) - Total deductions (B) / 12 = Monthly income

yen -  yen =  yen

●For municipal accommodation, if the monthly income of the household is 158,000 yen or less, you are eligible to apply. If the monthly income of the household is over 158,000 yen, you are not eligible to apply.

However, in the case of Discretionary Level Households (see page 11), even if the monthly income is over 158,000 yen, if it is 214,000 yen or less, then you are eligible to apply.

●Specific Public Rental Housing:

If the monthly income of the household is over 158,000 yen and under 487,000 yen, you are eligible to apply.

### Overall annual income (A)

Applicant All family members who will be living with the applicant

Type of deduction	Deduction amount	Numbers	Deduction total
Basic deduction (salary/pension deduction)	Max. 100,000yen	※	
General deductions (those living together/dependents)	380,000yen		
Special deductions	Deduction for special dependent family members	250,000yen	
	Deduction for spouse living with the same income (aged 70 or over)	100,000yen	
	Deduction for dependent elderly family members (not spouse)	100,000yen	
	Deduction for severely handicapped people	400,000yen	
	Deduction for handicapped people	270,000yen	
	Deduction for single-parent households	350,000yen	
Deduction for widows/widowers	270,000yen		
Total deductions			

※For those with income from employment and a pension, the maximum is 200,000 yen

# 7: Necessary Documents

Please submit originals of the following certificates, etc. Copies are not acceptable. Handbooks, cards, etc. will be copied by us, and returned to you.

Copies made in advance of driving licenses and residence cards are acceptable (for the members of the household who do not make the application).

Please be aware that depending on the progress of the examination of eligibility, you may be required to submit further documents.

## 1. Necessary Documents to Be Submitted by Those Who Have Been Successful in the Lottery

Necessary Documents	Points to Note	
① Notification of your personal number ('My Number')	As a means of confirming your personal (My Number) number, you will need to show or submit a copy of one of the following: ① Your My Number Card ② Your Individual Number Notification Card or another form of personal identification (a driving license, etc.)	
② Certificate of Payment of Taxes	A document issued <b>on or after the date of application</b> (proof that you have no unpaid tax, including for the previous financial years) A document is necessary for all members of the household of high school age or higher who are subject to tax. This can be issued from the Tax Collection Division (5F, City Office main building) or from Branch Offices or Sub-Branch Offices	
③ Personal identification	Identification showing a photograph of the face of the bearer (driving license, My Number card, passport, student identification, Residence Card, etc.) ※Personal identification is needed for all members of the household aged 20 and over. ※If you do not have any of the above, please submit a photograph of your face.	
④ Health Insurance Certificate	These are needed for all members of the household.	
⑤ Documents relating to the accommodation in which you are currently residing	Apartment, etc.	Rental contract, etc. ※If the person whose name is on the contract is not the applicant, see below.
	Accommodation regardless of rental contract	Certificate of Lack of Assets (Fixed Assets Tax Evaluation Certificate), certified copy of register, etc.

With regards to ②, if you moved into Higashihiroshima City on or after January 2<sup>nd</sup>, 2024, you will need a certificate issued by the municipality in which the address on your Certificate of Residence was located as of January 1st, 2024. Please ask the municipal office for your previous address to issue this.

## 2. Necessary Documents for Those Who Fall Into the Following Categories

Category	Necessary Documents
<p><b>Single person</b> When applying for an apartment for two or more people (single people allowed)</p>	<p>① Petition for Acknowledgement of Qualification for Single-Person Residency (City form)            ② A copy of a document to prove that you are single            ③ If you are under 60 as of the date of application, please bring the appropriate document(s) with you:</p> <ul style="list-style-type: none"> <li>• Disabled Person's Handbook, Rehabilitation Handbook, Mental Illness Health and Welfare Handbook</li> <li>• War Injury and Sickness Handbook、Certificate of Receipt of Special Medical Allowances for Atomic Bomb Survivors or Certificate of Receipt of Special Allowances for Atomic Bomb Survivors</li> <li>• A certificate of receipt of welfare support payments</li> <li>• A certificate to prove that you have been repatriated from abroad less than five years ago (Certificate of Permanent Residence Returnee, issued by the Ministry of Health, Labour and Welfare, etc.)</li> <li>• A document to prove that you have/had leprosy</li> <li>• A certificate of admission to facilities for the protection of victims of domestic violence (City form), or the decision regarding a protection order</li> </ul>
<p><b>Single-parent households</b> (Mother-and-child(ren) household/Father-and-child(ren) household)</p>	<p>A copy of a document to prove that you are a single-parent family, for example Certificate of Child-Raising Allowance, Certificate of Receipt of Medical Expenses for Single-Parent Families (for those with foreign nationality, Certificate of Acceptance of Notification of Divorce).</p>
<p><b>Households with physically and mentally handicapped members</b></p>	<p>One of the following: War Injury and Sickness Handbook, Disabled Person's Handbook, Rehabilitation Handbook, Mental Illness Health and Welfare Handbook</p>
<p><b>Those who do not have an address in Higashihiroshima City</b></p>	<p>① Certificate of Residence ※ Needed for all members of the household (showing relationship, registered domicile and head of household, previous address, etc.)            ② Certificate of Items Recorded in the Tax Records for Municipal and Prefectural Tax            ③ Certificate of Employment (a company certificate to prove your place of work, etc.)</p>
<p><b>Those who are engaged</b> Those who will submit a notice of marriage within three months</p>	<p>Proof of marriage (City form)            Copies of documents for the applicant and the person to which he/she is engaged to prove that you are not married.            ※If the person to which the applicant is engaged is planning to leave his/her job, a Certificate of Planned Leaving of Employment is needed (City form)</p>

Category	Necessary Documents
Those who are in a partnership	Partnership certificate, etc. (Certificate of receipt, receipt card, etc., issued under the partnership oath system) *Limited to those issued or approved by Higashihiroshima City.
Those who moved in to Higashihiroshima City on or after January 2 <sup>nd</sup> , 2024	① Certificate of Items Recorded in the Tax Records for Municipal and Prefectural Tax The most recent certificate available, showing amounts. These are needed for all members of the household of high school age and above, irrespective of income. A certificate issued by the municipality in which the address on your Certificate of Residence was located as of January 1st, 2024 is needed. ② Certificate of Income (Certificate of Tax Withheld, Final Tax Return, etc.)
Those who started a job on or after January 2 <sup>nd</sup> , 2023	Certificate of Income (Certificate of Payment of Salary, Balance Statement etc.)
Those who left their job on or before January 1 <sup>st</sup> , 2023	Certificate of Income (Certificate of Tax Withheld dated with the date of leaving the job, Certificate of Leaving Employment, etc.)



### 3. Documents to Prove Income

#### Those with income from employment

Work Status	Period for Which Proof Is Needed	Necessary Documents
Those who have worked continuously at their current company from before January 1 <sup>st</sup> , 2023	January to December 2023	Certificate of Tax Withheld for 2023
Those who started working at their current company on or after January 2 <sup>nd</sup> , 2023	The year-long period until the month before the application is accepted (for those who have been employed for less than one month, the period of one year from the month in which employment commenced, including projected salary)	Certificate of Payment of Salary (Monthly proof is required from your place of work.)

#### Those with income from business

Work Status	Period for Which Proof Is Needed	Necessary Documents
Those who began their business on or before January 1 <sup>st</sup> , 2023	January to December 2023	Items related to income declared in a final tax return: <ul style="list-style-type: none"> <li>• Copy of final tax return (with an official stamp to acknowledge receipt)</li> <li>• For declarations made online, copy of content of declaration (dated, and showing receipt number)</li> </ul>
Those who began their current business on or after January 2 <sup>nd</sup> , 2023	For those who began the business one year or more ago: the year until the month before the application is accepted. For those who began the business less than one year ago: the period until the month before the application is accepted.	Items related to income not declared in a final tax return: <ul style="list-style-type: none"> <li>• Statement of balance</li> <li>• Record books and documents that form the basis of income and expenditure calculation</li> </ul>

## Those who are unemployed or have no income

Category	Necessary Documents
Those who are unemployed Those who left their job on or after January 1 <sup>st</sup> , 2023	A Certificate of Tax Withheld which shows the date on which your employment ended, a certificate of eligibility for receipt of employment insurance, a notice of job termination, etc.
Those who are receiving welfare support	A certificate of receipt of welfare support payments

## 4: Other necessary documents

Category	Necessary Documents
Those whose family circumstances cannot be confirmed by means of a Certificate of Residence	A copy of a document to prove your family circumstances
Those with intractable diseases	A disability welfare service beneficiary certificate based on the Comprehensive Support Law for Persons with Disabilities, etc.
Foreign exchange students	A student ID A certificate of receipt of scholarship
Those injured in war	<b>A war injury and sickness handbook</b>
Those receiving welfare support	A certificate of receipt of welfare support payments
Atomic bomb survivors	<b>A certificate of special allowances for medical treatment, or a certificate of special allowances</b>
Those from repatriated households	A repatriation certificate, or a notice of decision of payment (the repatriation of Japanese remaining in China, etc.)
Those who have been residents of sanatoria for those with Hansen's disease	A certificate to prove that you were hospitalized in a leprosy sanatorium, etc.
Victims of domestic violence	A certificate of admission to facilities for the protection of victims of domestic violence (City form), or the decision regarding a protection order
Dispatched workers who have left their jobs	Documents that can objectively prove that you have left your job, such as a notice of dismissal, a notice of moving out, a contract for rental housing, etc.
Those who have lost their houses due to a disaster or those who have been required to vacate their accommodation because of city planning, etc.	Documents that prove the circumstances, such as a certificate of damage sustained in a disaster



# 8: Calculation of Rent

## 1. Rents are subject to change each year.

(1) Rents are fixed each financial year, depending on the income of the residents, the size of the apartment, the age of the accommodation, etc.

To begin with, the rent amount is fixed based on the monthly income, so please see the list of accommodation for which applications are being accepted.

(2) Residents in municipal accommodation are required to submit a declaration of income every year, in order that rent can be calculated. Residents receiving welfare support payments and residents whose only income is a pension must also submit this declaration of income.

(3) Households which have been resident in municipal accommodation for over three years and whose income is over the income standard are required to make efforts to vacate their apartment, and will be charged a higher rent than normal. Households which have been resident for over five years and which are classed as having a high income are required to vacate their apartment within a set period of time.

## 2. Those with Excessive Income, etc.

### (1) Those with Excessive Income

① Those with Excessive Income are those who have resided in public accommodation for three years or more consecutively, and who have income over the excessive income level. Those who have been classed as having excessive income are required to make efforts to vacate their apartment, and will be charged a higher rent than normal.

② The excessive income level is 158,000 yen per month for general households, and 214,000 yen per month for Discretionary Level Households.

③ For an explanation of Discretionary Level Households, please refer to page 11.

### (2) Those with High Income

① Those with High Income are those who have resided in public accommodation for five years or more consecutively, and who have had income over the high income level for the past two years. Those who have been classed as having high income are required to vacate their apartment within a set period of time, unless there are special circumstances.

② The high income level is 313,000 yen per month.

### (3) Calculation of Rent for Those with Excessive Income

(Normal rent) + (Rent for similar properties in the neighborhood – normal rent) ×  
(Rate determined by the financial year classification and the resident's income classification)

- ※ The rent for similar properties in the neighborhood is higher for newly-built properties and properties with a large floor space.
- ※ For more details, please enquire at the Housing Division.

### 3. Damages Payable for Late Payments of Rent, etc. (Municipal Accommodation Usage Fees, Car-Parking Usage Fees)

#### (1) Rate for Damages Payable for Late Payments

The rate shall be the rate of interest defined in Clause 404 of the Civil Code, and shall be calculated based on the number of days starting from the day after the deadline for payment, until the day on which the payment is made (leap years are counted as 365 days).

#### (2) Calculation of Damages Payable for Late Payments

① Rent amounts are rounded down to the nearest 1000 yen. If the whole amount of the rent, etc. is under 2000 yen, the amount is disregarded.

② The amount is calculated based on the rate of interest defined in Clause 404 of the Civil Code, and the result is rounded down to the nearest 100 yen. If the calculated amount is less than 1000 yen in its entirety, the amount is disregarded.

Examples:

a) The amount of rent, etc. is 1900 yen ⇒ Damages Payable for Late Payments are 0 yen (the amount is under 2000 yen, so it is disregarded)

b) The amount of rent, etc. is 5,500 yen, and it is paid one year late  
5,500 yen ⇒ 5,000 yen (the amount is rounded down to the nearest 1000 yen)  
5,000 yen × 365/365 days × Rate of interest defined in Clause 404 of the Civil Code  
< 1000 yen ⇒ Damages Payable for Late Payments are 0 yen  
(the amount is under 1000 yen, so it is disregarded)

c) The amount of rent, etc. is 41,500 yen, and it is paid 300 days after the payment  
deadline  
41,500 yen ⇒ 41,000 yen (the amount is rounded down to the nearest 1000 yen)  
41,000 yen × 300/365 days × Rate of interest defined in Clause 404 of the Civil Code  
> 1000 yen ⇒ Damages Payable for Late Payments are 1,000 yen  
(the amount is rounded down to the nearest 100 yen)

#### (3) Payment of Damages Payable for Late Payments

Damages Payable for Late Payments are added until the payment of the rent amount, etc., can be confirmed by Higashihiroshima City.

The longer a payment of rent, etc., is left, the more difficult it becomes to pay. Please be sure to pay your rent, etc. by the payment deadline.

When it has been confirmed that you have paid the rent amount, etc., owing, you will be sent a notice of Damages Payable for Late Payments. Please take the payment slip to a financial institution to pay.

## 9: The Selection Process

- ◆ If there are multiple applications for a single accommodation, a public lottery will be held to decide candidates for accommodation and those on the waiting list. Applicants will be notified of the date and time and location of the public lottery, and their lottery number.
- ◆ For apartments with no applicants, a supplementary application process will be held.
- ◆ Households in the following categories will be given special consideration in the selection process, as set out in the ordinance.

**Households in the following categories will have double the chance of selection (two numbers for the lottery) compared to normal households.**

Category	Details
Elderly households	① Households made up entirely of members aged 60 or over, or entirely of members aged 60 or over and under 18.
Single-Parent (Widowed) Households	② Households in which there are dependent children under the age of 20 as of the date of application, and the parent has no spouse (including common-law marriage partners, fiancé(e)s, and those in a partnership).
Households with Multiple Children	③ Households in which there are three or more children of under 18 years of age living in the accommodation
Households with physically or mentally handicapped members	④ Households with one or more members who have received a disabled person's handbook (between level 1 and level 4). ⑤ Households with one or more members who have received a rehabilitation handbook (categories (A), A or (B)). ⑥ Households with one or more members who have received a mental illness health and welfare handbook (between level 1 and level 2).
Those injured in war	⑦ Households with one or more members who have been issued with a war injury and sickness handbook (the first subsection or higher).
Those with intractable diseases	⑧ Households with one or more members who have an intractable disease, and who have been issued a disability welfare service beneficiary certificate based on the Comprehensive Support Law for Persons with Disabilities.
Atomic bomb survivors	⑨ Households with one or more members receiving special medical allowances or special allowances for atomic bomb survivors.
Those who have been repatriated	⑩ Households with one or more members who have been repatriated from overseas, where less than five years have passed since the repatriation.
Those with Leprosy	⑪ Households with one or members who have been hospitalized in a facility for the treatment of leprosy.

Category	Details
Victims of domestic violence	⑫ Victims of domestic violence (victims as defined in Article 1 of the Spousal Violence Prevention Act) who fall under any of the conditions a to c as shown on the next page.
Dispatch workers who have left their job	⑬ Households that are forced to move out of their current accommodation due to dismissal from an employer, etc., or applicants who have family members living with them who can be objectively proved to be relatives in the same category.
Victims of crime	⑭ Households with victims of crime, and victims of crime, etc. as set out in Article 16 of the Basic Act on Crime Victims, etc., who fall under any of the conditions a to d as shown on the next page.

### ◆ The Public Lottery

#### ① Attendance/Non-Attendance at the Public Lottery

Attendance at the public lottery is not mandatory. Even if you do not attend, this will have no effect on the result of the lottery.

#### ② Method of Selection

For each apartment in each accommodation (for which applications are being accepted), the lottery balls for the relevant applicants will be put into a lottery machine. The applicant whose lottery ball is first out of the machine will be the successful applicant, and the applicant whose lottery ball is drawn next will be the reserve applicant.

If you are present at the lottery, you may be asked to help with the running of the lottery, as a representative.

#### ③ Results of the Lottery and Notification of Results

In the lottery, one successful applicant and a maximum of two reserve applicants will be chosen for each apartment in each accommodation (for which applications are being accepted). Applicants will be notified of the results of the lottery by post. (Reserve applicants will only be notified that they were not successful in the lottery.)

The successful lottery numbers will also be displayed at the counter of the Housing Division, and on the City website.

Please refrain from enquiring about the results of the lottery by telephone.

◆ Conditions for Victims of Domestic Violence

a: Individuals for whom less than five years have passed counting from the day on which temporary protection as defined in Clause 3-3-3 of the Spousal Violence Prevention Law, protection in a women's self-reliance support facility as defined in Clause 5 of the Spousal Violence Prevention Law, or protection in a mother-and-child welfare support facility as defined in Clause 23-1 of the Child Welfare Act, ended.

b: Individuals who have filed a petition for an order issued by the court according to the provisions of Clause 10-1 or Clause 10-2 of the Spousal Violence Prevention Law, and for whom less than five years have passed from the date on which the order took effect.

c: Individuals who have been issued a certificate on the protection of spousal violence or any other similar document issued by a women's counseling and support center or any other organization prescribed in Clause 9 of the Act on Support for Women with Difficult Problems Law.

◆ Conditions for Victims of Crime

a: Those whose income has decreased due to crime and, who have difficulty maintaining their livelihood,

b: Those who are unable to live in their homes because their houses have been destroyed or severely damaged due to crime.

c: Those who have become unable to reside in their homes due to crimes targeting housing.

d: Those who have suffered mental aftereffects due to crime and are medically unable to reside in their homes.

# 10: Specific Public Rental Housing

This information details the differences in the application process for specific public rental housing, compared to the process for public (municipal) housing. Specific public rental housing is rental accommodation built and provided by the city for those who are needing accommodation. Residence is subject to income being within a certain range.

## 1: Eligibility for Application

To apply, you need to fulfil all of the conditions (①~⑤) below:

- ① You must currently have family members living with you, or family members who are planning to live with you. The household should be comprised of a married couple (including engaged couples or those living in a common-law relationship), or parent(s) and children.
- ② The income of all members of the household intending to move in must be within a certain range (see below).  
(This income amount is stipulated in the legal regulations regarding the promotion of provision of specific high-quality rental accommodation, and it does not refer to take-home pay (income after tax).)
- ③ You must not be in arrears with municipal tax, fixed assets tax, light vehicle tax or National Health Insurance payments, or with rent for accommodation provided by a local public entity. This includes late payment charges for tax or rent, and damages payable for late payments.
- ④ You must currently be experiencing problems with regard to your housing (your current rent is high, your accommodation is too small, etc.).  
※ You can also apply if you live in municipal accommodation. If your application is successful, you will be required to vacate the municipal accommodation in which you are residing.
- ⑤ You must not be a member of any criminal gangs.

## 2: Income Levels

In order to apply for entrance into Specific Public Rental Housing, your monthly income needs to be within a certain range.

$$\text{Monthly Income} = \{ \text{Total annual income} - (\text{Basic deduction} + \text{General deductions} + \text{Special deductions}) \} \div 12$$

**Monthly Income Criteria**                      **158,000 yen or more**  
**487,000 yen or less**

※ Even if your monthly income is less than 158,000 yen, if your income is set to rise, it is possible to apply.

## 3 Summary Chart for Income Levels

< In the case of only one person with income from employment, and no special deductions >

Monthly Income	Total annual income which allows you to apply (Amount shown in the 'Amount Paid' section of your certificate of tax withheld)			
	2-person family	3-person family	4-person family	5-person family
158,000 yen or more ~	3,512,000 yen ~	3,996,000 yen ~	4,472,000 yen ~	4,948,000 yen ~
487,000 yen or less	8,248,888 yen	8,671,111 yen	9,093,333 yen	9,515,555 yen

## 4: Other

There is a system that allows rent to be partially reduced if criteria relating to your household and your income are met. Please ask the staff of the Housing Division for details.



## Example Application Form

### Application form for Entrance into Municipal Housing

東 広 島 市 長 様

Date 申込日	令和 6(2024) 年 ○月 ○日	※ 受 付 印 欄		
Address 住所	〒739 - 8601 Higashihiroshima-shi saijosakaemachi 8-29 <small>Condominium / Apartment name , room number</small> Higashihiroshima Apart 201		Phone 電話	Home 自宅 Mobile 携帯
Name 申込者 氏 名	Higashihiroshima Taro			

● Please select and fill in only one house from the list of housing for which you are applying (the back of the Municipal Housing Application Survey Form).

	番号 Number	住宅名 Housing name ・ 号数 Room number
申 込 住 宅 Application housing	1	○○ Housing ○○○

	ふりがな Name 氏 名	続柄	Sex 性別	Date of Birth 生年月日	Age 年齢	Office School 勤務先 ・ 学校名等	Together or Separated
Applicant 申 込 者	1. Higashihiroshima Taro	本人	M F ♂ ♀	明・大・ <u>昭</u> ・平・令／西暦 年 月 日	△ 歳	Higashihiroshima Co.ltd	
Family 同居しようとする家族	2. Higashihiroshima Hanako	wife	男・ <u>女</u>	明・大・ <u>昭</u> ・平・令／西暦 年 月 日	○ 歳	No job	Ⓧ · S
	3. Higashihiroshima Jiro	child	<u>男</u> ・女	明・大・昭・ <u>平</u> ・令／西暦 年 月 日	□ 歳		T · <u>Ⓧ</u>
	4.		男・女	明・大・ <u>昭</u> ・平・令／西暦 年 月 日		Hiroshima-shi ○-ku ○○-cho 1-11	· S
	5.		男・女	明・大・昭・平・令／西暦 年 月 日	歳		T · S
	6.		男・女	明・大・昭・平・令／西暦 年 月 日	歳		T · S

● Applicants agree to the following items and check the box on the left.

I wish to apply for accommodation in municipal housing. I have read and understood the following

I consent to checks being made of information in the resident register for myself as the applicant, and for other members of my family who I intend to have live with me in the accommodation. I also consent to checks being made to confirm that I and the members of my family who will be living in the accommodation are not members of any group involved in organized crime.

I have no objections to this application being made invalid or my eligibility being rescinded if any of the information contained in this application or in the accompanying documents is found to be contrary to the facts.

本人確認書類	免許証	マイナンバーカード	保険証	在留カード	その他
	(	)			

Continued on the next page

● Please check the applicable  on the left of the following 6 qualifications for moving in. All six move-in application qualifications must be met.

- You must live in Higashiroshima City, or have your place of work in the city.
- You must have family relations who live with you, or who are trying to live with you, at present. This includes married couples, or couples in a common-law marriage, and families consisting of a parent and child.
- The combined income of all household members who will be living in the accommodation must be less than a specified amount (see section 3: Income limits).  
(‘Income’ refers to an income amount defined in the Ordinance Regarding the Establishment and Management of Higashiroshima City Municipal Accommodation, and in the Regulations Regarding the Management of Higashiroshima City Municipal Accommodation. It does not refer to take-home pay.)
- You must not be in arrears with municipal tax, fixed asset tax, light vehicle tax, National Health Insurance payments, or rent payments for accommodation rented from a local government body (this includes late payment fees and late payment damages relating to taxes and rental payments).
- You must have a problem with your current accommodation (for example, the rent is too high, the room is too small, etc.)
- You must not be a member of a criminal gang, etc.

● If you are applying alone, please be sure to circle the applicable items.

Applicable requirements for applying alone	The aged    Handicapped    Sick and wounded person due to war Atomic bomb survivors    Livelihood protection    Repatriated Leprosy    Domestic violence victim
--	---

● Please circle the applicable items only for those who are applicable.

Special consideration household	<del>The aged</del> <del>Single-parent household</del> Household with many children <u>Mentally and Physically Disabled</u> Sick and wounded person due to war Patients with intractable diseases    Atomic bomb survivors    Repatriated Leprosy    Domestic violence victim    Temporary workers who have left their jobs and have been forced to move out    Crime victim
---------------------------------	---

※ Applicants for single / Special consideration household will be disqualified if they are found not to be applicable.

※ The requirements for a single-person qualification “household for the physically and mentally handicapped” are different from those for a “household for the physically and mentally handicapped” who are considered for special consideration household.

**【Special consideration household】**

Households with a member with a mental or physical disability · Households with a member with an intractable disease · Households with a member with an illness arising from war injuries · Households with an atomic bombing survivor · Households with a repatriated member · Single-parent households · Old-age households · Households with a large number of children · Households with a member with leprosy · Households with a member suffering from domestic violence · Households with dispatched workers who were expelled from housing at the end of their work

※ Households classified as households requiring special consideration may be required to submit supporting documents at the time of application.

# 市営住宅申込者調査表 Questionnaire for Applicants for Municipal Housing

記入年月日 令和 6(2024) 年 <sup>year</sup> 〇 <sup>month</sup> 月 〇 <sup>day</sup> 日

氏名 name : Hogashiroshima Taro

次の1～3の質問に教えてください。Please answer the following questions, 1 - 3

## 1. 現在住んでいる住宅は？ What kind of residence do you live in currently?

- 持家 Owned residence → (所有者 Owner : \_\_\_\_\_)  
(申込者との関係 Relationship to applicant : \_\_\_\_\_)
- 民間借家・賃貸アパート等 Rentedhouse or apartment  
(賃借名義人 : Higashiroshima Taro)  
Person whose name is on a rental contract
- 公営住宅・公団住宅・公社住宅 Public housing  
(申込者との関係 : Myself)  
Relationship to applicant
- 市営住宅 Municipal housing  
 県営住宅 Prefectural housing  
 その他 Other ( \_\_\_\_\_ )
- その他 Other ( \_\_\_\_\_ )

## 2. 公営住宅に入居していたことはありますか？ Have you ever lived in a public housing?

- ある Yes (住宅名 : Prefectural management Teranishi Housing)  ない No

## 3. 現在の家賃はいくらで、誰が支払っていますか？ How much rent do you currently pay? Who pays it?

- 払っている Paying rent (月額 Monthly amount : 50,000 円 Yen、支払者 Paid by : Myself)  
 払っていない Not paying rent

## 4. 現在の住宅で困る理由は？ Why is your current residence unsuitable?

- 家賃が高い My rent is high.  部屋が狭い My residence is small.  自立のため For independence
- 生活環境が悪い Poor living environment  通勤・通学に不便 Inconvenient for commuting or attending school
- 退去を求められている I'm required to leave my residence.  
(理由 Reasons : \_\_\_\_\_)
- 離婚 I divorced.  離婚予定 I'm planning to divorce.  結婚予定 I'm planning to get married.
- その他 Other ( \_\_\_\_\_ )