

Fiscal 2022 Application Periods For Hikone's Public Housing (Vacancies)

令和4年(2022年)度 彦根市営住宅(空家)入居者募集案内

Upon applying for Hikone's public housing, please note that you need to meet all the conditions and terms. Please read this information guide prior to applying for public housing.

☆ *Application Periods*

Round	Period	Application Result	Move-in
1st	Reiwa 4 (2022) June 3 until June 17	Early August	Mid-August
2nd	Reiwa 4 (2022) October 3 until October 17	Early December	Mid-December
3rd	Reiwa 5 (2023) January 17 until January 31	Mid-March	Late March

- No application is accepted outside the above application periods.
- On weekends and national holidays, the city does not accept any applications, nor do we provide the necessary application forms.
- Detailed information about available public housing apartments will appear in Hikone City's community newsletter in the same month as the city begins accepting applications.
- If no vacancies, the city will not accept any applications.
- With regard to public housing for people under special circumstances, applications become open from time to time.

☆ *Where To Make Your Application*

Zip Code: 522 - 8501

Hikone City, Motomachi 4-2, 2nd Floor, Hikone City Hall

Hikone Kenchiku Jutaku Ka

TEL: 0749 - 22 - 1411 (Extension: 268/271)

0749 - 30 - 6123

FAX: 0749 - 24 - 5211

E-MAIL: jutaku@ma.city.hikone.shiga.jp

☆Eligibility Criteria

Prior to applying for affordable rental housing in Hikone, each applicant must meet all the following conditions.

1. Living or Working in Hikone.
2. Having no balance for local taxes such as a resident tax, Kei-car tax, property tax, etc.
3. Planning to move into a city-run apartment with a family member(s).
 - *If an applicant wants to rent a city-run apartment and live alone, there are additional conditions to be met.
 - *If an applicant is engaged with a person moving in with him/her and planning to register a marriage within three months, the applicant's soon-to-be spouse can be counted as a family member.
 - *If an applicant's family structure is deemed to be questionable or reasons why your family is living separately are unusual, your application may be turned down.
4. Total monthly household income (income of all dependents living separately is included) must be under 158,000 JPY. This monthly income threshold is 214,000 JPY if an applicant's household comprises older members or other special reasons can be applicable. (See page 3)
 - *The calculation methods for the monthly income thresholds are listed from page 7 to 11.
5. An applicant's main reason to apply for affordable housing must be at least one the following reasons.
 - (1) Living in a commercial property like a shop, office, etc.
 - (2) Living in an old building that poses dangers due to its aging structure, etc.
 - (3) Sharing a kitchen, toilet, bathroom, or other space of an applicant's current place with other tenants.
 - (4) Inconvenient given an applicant needs to share his/her current place with another/other household(s).
 - (5) Having no place to move into with an applicant's family or engaged person.
 - (6) A current apartment is small. *The size must be smaller than 4.5 Tamami mats per person.
 - (7) An eviction notice has been issued from a landlord/landlady for legitimate reasons, except for any reason attributable to an applicant's fault.
 - (8) Taking more than one hour to commute to work. *An applicant's workplace must be in Hikone.
 - (9) Rent is expensive *An applicant's current rent must account for 25%.
6. Not having any balance for a city-run apartment, apartment parking space, or compensation for damages.
7. Having no property including a property shared with someone.
8. Not belong to any criminal organizations and having no family members who belong to any criminal organizations. *Organized Crime Exclusion Ordinances Article 2 (6).

☆A Single-Person Household

Some city-run apartments can be rented by a single-person household. (Please refer to a list of city-run apartments.)

If an applicant is a single-person household, one of the following conditions must be met instead of No. 3 of the eligibility criteria.

(Available only for those who can live alone or can receive constant long-term care.)

- (A) An applicant is older than 60 years old
- (B) An applicant with disabilities designated under Basic Act for Persons with Disabilities Article 2.
 - ① A holder of a disability grade 1 to 4 handbook.
 - ② A holder of a mental disability welfare handbook.
 - ③ A holder of a special education handbook.
- (C) An applicant with the wounded and sick veteran handbook.

Note that only certain levels of disability on the wounded and sick veteran handbook are eligible for affordable housing.
- (D) An applicant formally recognized as an atomic bomb survivor by the Japanese Ministry of Health, Labor and Welfare under the Atomic Bomb Survivors' Assistance Act, Article 11 (1).
- (E) An applicant living under the Livelihood Protection Law, Article 6 (1) or receiving benefits under the Act on Measures on Expediting of Smooth Return of Remaining Japanese in China and for Assistance in Self-Support after Permanent Return to Japan, Article 14 (1).
- (F) An applicant is a repatriate from abroad, and it has been no longer than 5 years since he/she returned to Japan.
- (G) An applicant receives compensation payments related to a leper colony under the Act on Payment of Compensation to Inmates of Hansen's Disease Sanatorium
- (H) An applicant is recognized as a victim of abuse by a spouse under the Act on the Prevention of Spousal Violence and the Protection of Victims, Article 1 (2), and one of the following conditions is applicable to the applicant.
 - ① Must be less than 5 years since an applicant last got temporary protection from abuse under the Act on the Prevention of Spousal Violence and the Protection of Victims, Article 3, 3-3 or Article 5.
 - ② Must be less than 5 years since a protection order went into effect after an applicant had filed a petition for protection of a protection order under the Act on the Prevention of Spousal Violence and the Protection of Victims, Article 10 (1).

★Elder Persons Applying for Affordable Housing

★The elderly who meet one of the following conditions can apply for affordable housing in Hikone.

- (1) An applicant meets one of the conditions (B), (C), (B), (F), or (G) specified in the previous page.
- (2) An applicant must be older than 60 years old, anyone who is moving in with the applicant must be older than 60 years old or younger than 18 years old at the time of the end of an application period.
- (3) Anyone who is going to live together with an applicant is younger than elementary school age.

★Required Documents

1. Application Form for a City-Run Apartment *designated form
2. A Certificate of Residence
3. Income Report Form *designated form
4. An Income Certificate Certifying the Annual Income of An Applicant and Those Who Will Be Moving In.

(1) Employment Income

Type	Application from Jan to May	Application from Jun to Dec
Those who have been working for the same company since the 1 st of January last year.	<i>Gensen Choshu</i> (Withholding Tax Slip)	<i>Kazei Shomeisho</i> (Tax Certificate)
Those who changed jobs after the 2 nd of January last year.	<i>Kyuyo Shotoku Shiharai Shoumeihyou</i> (Salary Certificate) *Has to be issued by the current company.	

(2) Business Income

Type	Application from Jan to May	Application from Jun to Dec
Those who have been running the same company since the 1 st of January last year.	A Photocopy of A Tax Return Form.	<i>Kazei Shomeisho</i> (Tax Certificate)
Those who started own business after the 2 nd of January last year.	Documentation Certifying the Total Amount of Business Income Since An Applicant's Own Business Was Opened. *E.g.: A designated detailed income statement, etc.	

(3) Others

Type	Application from Jan to May	Application from Jun to Dec
Pensioner	<i>Gensen Choshu, Kaitei Tsuuchisho, Shiharai Tsuuchisho, etc.</i>	<i>Kazei Shomei</i> (Tax Certificate)
Applicants With No Income	<i>Taishoku Shomeisho</i> (Resignation Certificate), <i>Kazei Shomei</i> (Tax Certificate), <i>Hikazei Shomeisho</i> (Untaxed Certificate) Or Something Certifying that an Applicant Has No Income.	

5. Tax Payment Certificate to Prove that You Have No Balance for Local Taxes (resident tax, Kei-car tax, property tax, etc.)
6. Certificate of Acceptance of Marriage Report (designated form)
7. Eviction Notice
8. *Koseki Tohon* (certificate of family register) or other documents are required to submit accordingly.

☆ Requirements for Single-Household Applicants

The following documents are required single-household applicants who want to apply for affordable housing to submit along with an application form, etc.

1. *Jikatsu Moshitate Sho*
2. One of the following requirements according to the eligibility criteria for single-household applicants listed on page 2.
 - A photocopy of a physical disability handbook, mental disability welfare handbook, or special education handbook.
 - A photocopy of a wounded and sick veteran handbook
 - A special benefit certificate
 - A certificate issued by a head of a welfare office
 - A certificate issued by a prefectural welfare bureau
 - A notice regarding the amount of compensation payments for victims of a leper colony or a certificate related to a leper colony.

☆ Cautions When Applying for Affordable Housing

1. At the same time submitting an application form and other requirements, the initial screening will be conducted. For this reason, an applicant him/herself or a person who will be moving in together needs to come to a customer service desk of the relevant division.
2. Applications submitted by mail or outside of opening hours of the city hall are not accepted.
3. One application per household only is accepted.
4. Only an application that meets all eligibility criteria is accepted.
5. If there's any error in your application form or/and required documents, your application won't be accepted.
6. If there is any attempt to make a false application found during the eligibility screening, your application will be immediately rejected.
7. Even after your application is approved, if false information is found in your application, your eligibility for affordable housing will be stripped.
8. If you apply for affordable housing and get approved on the condition that you and a engaged person are going to get married by the certain date, if you fail to do so, your rental agreement will end immediately.
9. The income threshold or deduction amount may be adjusted in accordance with amendments in laws, etc.

☆ How Applications Are Screened

1. The initial screening upon filing an application
2. The second screening after an application period is closed.
3. The third screening
4. The final screening by the Hikoneshi Eijutaku Unei Iinkai
 - (1) By taking the financial situation of each applicant into consideration, the Hikoneshi Eijutaku Unei Iinkai determines who is eligible for affordable housing or not.
 - (2) In cases where the number of eligible applicants exceeds that of available city-run apartments, who gets approved to rent an apartment will be selected by lot.

☆ Move-in Procedures

1. Once you become an eligible tenant, you must complete the following procedures by a certain due date.
 - (1) A security deposit (equal to three months' rent) needs to be paid up front.
 - (2) A rental guarantor form has to be filled out by **two different guarantors**.
 - *In addition to the rental guarantor form, two guarantors' *Inkan* registration certificates, income certificates, and tax payment certificates are required.
 - *Both guarantors must be residents of Hikone.
2. Once every procedure is done, eligible tenants need to move in to a city-run apartment within two weeks and to submit a copy of their residence with a new address.

☆ Notes After Moving in to a City-Run Apartment

1. All tenants of city-run apartments must follow the rules established under Hikoneshi Eijutakuno Secchi Oyobi Kanrini Kansuru Jorei and Doujourei Shikou Kisoku and directions given by a landlord/landlady.
2. While some city-run apartments have parking spaces available for rent, other city-run apartments do not. If you want to use a parking space, you will be charged for use of a parking space separately from your apartment rent.
3. You are required to report your income in August of each year. Base on this annual income report, your monthly rent for the next fiscal is calculated and determined. If annual income exceeds the income threshold that qualifies an applicant for affordable housing, you may be required to vacate an apartment.
4. Even if one of the following happens, you will be ordered to vacate your apartment.
 - (1)An application is found to be fraudulent.
 - (2)Behind on rent for longer than three months.
 - (3)Damage an apartment, communal spaces, etc. intentionally.
 - (4)Not occupied for more than 15 days for no legitimate reasons.
 - (5)Subletting an apartment to someone else, and give tenant eligibility to someone.
 - (6)Using an apartment for any purposes other than a residence.
 - (7)Renovating or expanding an apartment with no permission.
 - (8)Changing or replacing an apartment lock with no permission.
 - (9)Violation is found during the renewal process.
 - (10)A renter or any tenant is found to belong to a criminal organization under the Act on Prevention of Unjust Acts by Organized Crime Group Members, Article 2 (6).
5. Refrain from causing trouble with other apartment residents and neighbors by having dogs, cats, or other pets. In cases where you repeatedly caused problems to others despite warnings, you would be ordered to vacate your apartment.
6. You will be charged for maintenance fees for communal spaces (lights, meeting room, etc.) accordingly.
7. Respect and cooperate with other apartment residents and neighbors in the same community to maintain wholesome and cultured living. You are also encouraged to join a neighbors' accusation and participate in community activities.

☆Income Threshold

The purpose of affordable housing is to offer financial help to low-income families, and therefore, monthly income threshold is set for whom qualifies for affordable housing. To calculate an applicant's monthly income, the combined annual income of all members who will be living together with and any dependents of an applicant's is needed.

☆Calculation of Monthly Income

Income means the amount of money earned excluding nontaxable income, and net income defines as the gross income minus taxes and other essential expenses.

I. In cases where more than one person with earnings, income of all members will be calculated and combined.

II. The following are considered nontaxable income.

Livelihood Protection payments, unemployment insurance benefits, workers accident insurance benefits, bereaved family pension, remittance, etc.

III. If an applicant or anyone who will be moving in together holds a current job for less than one year, use the equation below to calculate an estimate of annual income.

$$\text{Estimate of Annual Income} = \frac{(\text{Gross Income} - \text{Essential Deductions})}{\text{A Number of Months You Earned Money}} \times 12$$

☆How to Calculate Monthly Income

$$\boxed{\text{Monthly Income}} = (\text{Total Annual Income} - \text{Untaxable Income}) \div 12 \text{ months}$$

*If more than one person earns money, calculate each person's annual income and combine them. For more details on how to calculate monthly income, please inquire with a city employee in charge.

(1) In the Case of Salaried Employees

$\boxed{\text{Annual Income}}$ = Refer to the table below to calculate your annual income and minus 100,000 JPY from it.

Annual Income	
Under 550,999 Yen	0 Yen
Between 551,000 and 1,618,999 Yen	Total Income - 550,000 Yen
Between 1,619,000 and 1,619,999 Yen	1,069,000 Yen
Between 1,620,000 and 1,621,999 Yen	1,070,000 Yen
Between 1,622,000 and 1,623,999 Yen	1,072,000 Yen
Between 1,624,000 and 1,627,999 Yen	1,074,000 Yen
Between 1,628,000 and 1,799,999 Yen	$A \times 2.4 + 100,000$ Yen (A= Income Amount \div 4, leave off units of one thousand)
Between 1,800,000 and 3,599,999 Yen	$A \times 2.8 - 80,000$ Yen (A= Income Amount \div 4, leave off units of one thousand)
Between 3,600,000 and 6,599,999 Yen	$A \times 3.2 - 440,000$ Yen (A= Income Amount \div 4, leave off units of one thousand)
Between 6,600,000 and 8,499,999 Yen	Income Amount \times 0.90 - 1,100,000 Yen
Over 8,500,000 Yen	Income Amount - 1,950,000 Yen

(2) In the Case of Business Income Earners

$$\boxed{\text{Total Annual Income}} = \text{Total Annual Income} - \text{Essential expenses under the law}$$

(3) In the Case of Pensioners

Total Annual Income = Refer to the table below — 100,000 Yen *If under 100,000 yen, no deduction is needed.

Age	Total Annual Income	
Over 65	Under 3,299,999 Yen	Total Amount of Pension Payments — 1,100,000 Yen
	Between 3,300,000 and 4,099,999 Yen	Total Amount of Pension Payments × 0.75 — 275,000 Yen
	Between 4,100,000 and 7,699,999 Yen	Total Amount of Pension Payments × 0.85 — 685,000 Yen
Under 65	Under 1,299,999 Yen	Total Amount of Pension Payments — 600,000 Yen
	Between 1,300,000 and 4,099,999 Yen	Total Amount of Pension Payments × 0.75 — 275,000 Yen
	Between 4,100,000 and 7,699,999 Yen	Total Amount of Pension Payments × 0.85 — 685,000 Yen

Deduction Amount

Deduction for Other Tenants	Applicable to persons who will be moving in with an applicant only.	380,000 Yen
Deduction for Elder Dependents	Applicable to dependents who are over 70 years old with no disability.	100,000 Yen
Deduction for Young Dependents	Applicable to dependents who are from 16 to 23 years old.	250,000 Yen
Deductions for Persons with Disabilities	①Persons with middle or mild intellectual disabilities. ②Holders of the physical disabilities handbook grade 3 to 6. ③Holders of the mental disabilities handbook grade 1 or 2. ④Holders of the wounded and sick veterans (No. 4 and 5). ⑤Persons over 65 who have a document certifying disability levels are equal to ① or ② issued in the name of the head of the welfare office.	270,000 Yen
Deductions for Persons with Special Disabilities	①Having been diagnosed with mental disabilities. ②Having been diagnosed with intellectual disabilities. ③Holders of the physical disabilities handbook grade 1 or 2. ④Holders of the mental disabilities grade 1 ⑤Holders of the wounded and sick veterans (Special to No. 3). ⑥Victims of atomic bombs formally recognized by the Ministry of Health, Labor and Welfare. ⑦Persons over 65 who have a document certifying disability levels are equal to ①, ②, or ③ issued in the name of the head of the welfare office. ⑧Bedridden person who requires constant long-term care.	400,000 Yen
Deductions for Widows	Those who are not a single-parent and meet either of the following conditions can receive a deduction. ①A woman with annual income of under 5,000,000 yen who has lost her spouse by death and has not remarried or whose spouse's whereabouts is unknown. ②A woman with annual income of under 5,000,000 yen who divorced her spouse, has not remarried, and has a dependent (s).	270,000 Yen
Deductions for Single-Parent Households	Those who meet all the following conditions can receive a deduction. ①Not married or having no relationships similar to marriage. ②Having a dependent (s). ③Must be under annual income of 5,000,000 yen.	350,000 Yen