

彦根市住宅入居のしおり 新規入居用

First Time Hikone City-Run Apartment Renter's Guide

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**Hikone Architectural Administration
Division**

Tel: 0749-30-6123

1. Introduction

City-run apartments are a public asset that was built with the national government and municipal government budgets in order to guarantee wholesome and cultured living for low-income earners in accordance with the Public Housing Law.

Due to this background, a wide range of terms and conditions have been established for application eligibility and apartment use based on the National Public Housing Law and Hikone City Affordable Housing Establishment and Maintenance Act.

All city-run apartment renters are obligated to use this public asset with care. Please remember that city-run apartments are not just a place to do day-to-day activities on the individual level but also a place shared in common by everyone.

It is also essential for each and every one of apartment residents to respect and support one another with a view to maintaining safe and comfortable living.

Last but not least, this guidebook for city-run apartment renters provides summarized information each first-time renter needs to be aware of. Keep it safe to remind yourself of the important points highlighted in the guidebook as the need arises.

2. Move-in Procedures

(1) Apartment Self-Inspection

Once you receive an apartment key, be sure to inspect your apartment before fully moving into your apartment.

Each city-run apartment is repaired to the certain degree every time before a new renter and his/her family members who will be living together are expected to move in; however, if you find anything left damaged or unfunctional, please contact the relevant division of the Hikone City Hall.

Please keep in mind that all apartments used to be occupied by other people, that is to say, conditions are not as pristine as newly built houses. In addition, a range of repairs the city can do is limited. We appreciate your understanding and support in this regard.

(2) Move-in

Within 14 days from a designated date, make sure to move into a city-run apartment. As soon as you settle into an apartment, please visit the Hikone Life Service division or one of the Hikone city hall's branch offices to register your new address.

After successfully registering your new address, please get a certificate of residence containing all household members' information, and submit it to the Hikone Architectural Administration office.

(3) Contact A Property Manager

Each city-run apartment usually has a property manager who acts as an on-site caretaker of an apartment building in cooperation with the Hikone Architectural Administration division.

Be sure to contact your city-run apartment's property manager to say hello as you need to talk to your property manager first if any trouble related to your apartment happens. If you have any questions about the city-run apartment rules, etc. please also turn to your property manager.

(4) Procedures to Set up Utilities (Electricity, Water, Gas, etc.)

Setting up electricity, water, gas, and so on and so forth has to be taken care of by city-run apartment renters themselves. Contact information for each service provider is as follows.

[Electricity] Kansai Denryoku Hikone Office: TEL. 0800—777—8062

**[Water] Hikoneshi Jove Suido Ryoukin Okyakusama Service Center: TEL 0749—27—2802
(Corp. Eco City Service)**

[Gas] • Daito Danchi, Nakayabu Danchi, Okamachi Danchi,
Higashinonami Danchi, Wadanishi Danchi, Wadahigashi Danchi
Osaka Gas Service Shop Nakajima: TEL. 0120—46—0411

• Serikawa Danchi, Blue Lake Hassaka, Takamiya Takenokoshi Danchi,
Inae Nishi Danchi No. 1 Block,
Hikone Gas Jigyou Kyodou Kumiai: TEL. 0749-23-7903

• Gas to city-run apartments other than above, please contact each is supplied
with propane gas tanks, so please contact each relevant gas company.

[Landline] NTT Nish Nippon: TEL. 116

**[Elementary/Junior-High School Transfer] Hikone Board of Education
(Hikone City Hall, 3F)
TEL. 0749-24-7973
TEL. 0749-22-1411 (Switch Board)**

3. Rent

To calculate the amount of city-run apartment rent, we take the apartment construction cost, maintenance cost, ground rent, property insurance cost, housing size, and renter's total household income into consideration.

Please make sure not to be behind on rent.

(1) Rent Payment Options

① By Physical Bill

Bills for the whole fiscal year (twelve months) are mailed to your apartment address every April. Please pay your monthly rent by bill at the city hall of Hikone, each branch office, or one of the designated banks.

② By Bank Transfer

If you request to pay your monthly rent by bank transfer, the amount of your rent will be automatically deducted from your bank account on time. It is a convenient option for some people who are constantly busy.

- How to Apply for the Bank Transfer Payment Service

Please complete the Bank Transfer Request form, and submit it to one of the designated banks specified below. Do not forget to stamp your *Inkan* (name seal) on the request form that is available at the Hikone Architectural Administration Division.

- Start Date and Payment Statement of Bank Transfer

If your bank transfer payment service request is processed with no issue, the amount of your monthly rent will be automatically paid by bank transfer the month following the date you complete your bank transfer request procedure.

If needed, you can also receive a payment statement by mail from the city/bank, which takes around ten business days after your monthly rent is paid by bank transfer each time.

*Designated Banks

Shiga Bank, Risona Bank, Shiga Chuo Shinyo Bank, Kansai Mirai Bank, Ogaki Kyoritsu Bank, Kyoto Bank, Kinki Rodo Kinko, Shigaken Shinyo Kumiai, Shigakenmin Shinyo Kumiai, Higashi Biwako Nogyo Kyodo Kumiai, Japan Post Bank

(2) Determination of Rent

Around August of each year, a household annual income report form containing the amount of all household members' annual income has to be filed to the city. Based on the information provided through this income report form, your house rent will be adjusted for the next fiscal year.

In case you fail to submit your income report form or rig the form, your monthly rent may go up to the maximum amount that is similar to any other typical apartment offered by a private real estate company.

*Calculation Method for City-Run Apartment Rent

$$\begin{array}{l} \boxed{\begin{array}{c} \text{Basic Rent} \\ \text{Calculation According} \\ \text{to Income} \end{array}} \times \boxed{\begin{array}{c} \text{Location Quotient} \\ 0.85 \end{array}} \times \boxed{\begin{array}{c} \text{Ratio of a Floor Space} \end{array}} \\ \times \boxed{\begin{array}{c} \text{Age of a Building} \end{array}} \times \boxed{\begin{array}{c} \text{Convenience Quotient} \end{array}} \\ = \text{Rent} \end{array}$$

As a result of your filed income report form, you may be ordered to vacate your apartment. (For more info, please see the chapter 5.)

(3) Rent Reduction • Deferral

How much your rent will be largely depends on your income. For this reason, if you are affected by pay cuts or facing financial difficulties and cannot pay your house rent on time, there are the rent reduction and rent deferral programs available. Please contact the Hikone Architectural Administration Division for further details.

(4) Behind on Rent

If you get behind on rent for more than three months with no reasonable reasons, you may be ordered to vacate your apartment.

Please note that if unpaid rent cannot be settled, the relevant division needs to resort to contacting your guarantor(s) and order him/her/them to pay off your balance.

4. Living in an Apartment

(1) Parking Space

All city-run apartments except for Hida Danchi have parking spaces available for apartment residents.

If you want to use a parking space of your city-run apartment, you are required to complete paperwork in advance. Please contact the Architectural Administration Division for more information.

Each apartment room of Hida Danchi has enough outdoor space to park a car. Do not park your car off the premises of your apartment or randomly on the premises of your apartment. Irresponsibly parked vehicles can pose serious risks to passengers (children and the elderly in particular) and hamper emergency vehicles from passing, entering the apartment, etc. Be strongly advised against causing any traffic-related trouble with other residents, locals, and the like.

(2) Apartment • Community Rules

All city-run apartments are a public asset. Therefore, it is also essential for each and every one of apartment residents to respect and support one another with a view to maintaining safe and comfortable living.

Every renter's household is strongly encouraged to join a *Jichi-Kai* (neighborhood association) and actively participate in activities, events, etc.

- ① Be sure to keep shared areas of your apartment clean by weeding, picking up trash, and so on in cooperation with other apartment residents.
Note that shared areas are generally defined as follows.
(A) Drainage ditches of driveways, parks, grass areas, etc.
(B) Stairs, halls, meeting rooms, bicycle parking areas, etc.
- ② Separate trash properly, and take out the trash only to the designated trash collection spot on the designated day and time for each type of household trash.
Do not leave trash, especially bulk trash, anywhere on the premises of your apartment.
- ③ Do not cause any nuisances to other apartment residents by creating unreasonably loud noise. Unreasonable noise means excessive loud sound of a radio, TV, music instrument, running halls and stairs, and the like.
- ④ **Trouble with other apartment residents and locals caused by pets such as a dog and a cat must be prevented. If you repeatedly ignore warnings about your pet(s) creating a problem, you may be order to vacate your apartment.**

(3) Maintenance Fees

Each household of city-run apartments are charged fees to maintain the following things on a monthly basis. Your apartment's property manager collects a small amount as monthly maintenance fees. Be responsible to pay the maintenance fees on time to not cause any trouble.

- ① Power bills for stair lights and security lights
Costs of light bulbs and repair
- ② Water bills and repair costs for common faucets
- ③ Maintenance fees for water facilities, meeting rooms, and other shared parts.
- ④ Other miscellaneous expenses that need to be covered by apartment residents to keep each city-run apartment clean and safe.

(4) Apartment Repair

- ① There are two different types of repair made to city-run apartments. The one is repair the city of Hikone is responsible for, and the other is repair that has to be paid by each renter. The following is a list of items that fall on each renter's responsibility in terms of repair.

(A) Replacing tatami mats, a pane of glass, shoji paper,
and repairing Japanese-style sliding doors,

(B) Metal fittings and parts

(a lock, sliding door roller, curtain rail, hinge, door knob, etc.)

(C) Replacing a tap including a packing washer, etc.

(D) Parts of electronics (a light bulb, switch, cord, plug, etc.)

(E) Cleaning and fixing clogged catch-basins and pipes.

(F) Other simple repairs incurred through day-to-day use of an apartment.

- ② The cost of major apartment repairs such as a wall, building foundation, pillar, beam, stair, roof, floor, and so on are generally covered by the city. If you see any damages that require a major repair, please contact either your apartment's property manager or Hikone Architectural Administration Division.
Note that if any property damage is found to be purposely caused by an apartment resident, an eviction notice may be issued.

(5) Cautions While Renting an Apartment

Given that all city-run apartments are a public asset, show respect to the properties and remind yourself that you have an obligation to follow all the following below as a renter.

- ① Be sure to keep your apartment keys safe, and let your family have it as well.
If you ever change the apartment door lock, you must give the Hikone Architectural Administration Division a key (you keep the original). If you lose your apartment key, you need to bear the cost of making a new key.
- ② Keep floors clean by polishing, etc. Floors in the kitchen are especially vulnerable to water damage thereby necessitating you to wipe any water spillage with a clean, dry cloth.
- ③ Make sure that the tap is off. If a packing washer gets old, the tap gets loose. Replacing a packing washer needs to be borne by a renter.
- ④ Avoid leaving many cords, cables, and wires tangled. It is extremely dangerous and is a common cause of house fires.
- ⑤ When cooking, using a heater, etc. be careful and regularly let fresh air in your room.
- ⑥ Do not clog any drain pipes as all pipes are connected with other rooms. If you clog the drain pipes, other apartment residents will be also affected. Regularly clean pipes and gutters.
- ⑦ Do not dump cooking oil into a drain pipe. Purchase a kitchen sink net to prevent kitchen waste from going into the pipe.
- ⑧ Do not flush anything besides toilet paper.
- ⑨ Condensation frequently occurs on a windows and walls on a cold day. If you leave condensation, it becomes a cause of mold in your apartment and damages furniture as well. If mold occurs and damages your apartment, the cost of repair falls on you.
- ⑩ The floor of balcony is water-proof; however, pay extra attention when dumping water from a washing machine, etc.
Do not leave anything around the partitions between balconies with your next-door apartment occupants as they are used as evacuation routes in case of emergency.
- ⑪ Do not leave any trash around the front door, balcony, or anywhere on the premises of your apartment. Keep the front door, balcony, and so on clean by swiping, weeding, etc.

(6) Paperwork

If any of the following is applicable to you, please contact the Hikone Architectural Administration and complete necessary paperwork.

① Procedures to make changes to your family structure, etc.

(A) *Nyukyo Shokei Shonin Shinsei*

If someone who applied for affordable housing and became an eligible renter dies, but his/her remaining family or relatives want to continue to live in the same city-run apartment, approval must be given by the city mayor.

(B) *Dokyo Shonin Shinsei*

If you want to live together with your estranged family members in the city-run apartment, approval must be given by the city mayor.

(C) *Nyukyosha Tou Idou Todoke*

You must update your family information when anyone living together in the city-run apartment passes away, gives birth, moves out, or moves in.

② Procedures to make alternations to your apartment, etc.

(A) *Shiyou Fuyou Todoke*

If you are planning to leave the apartment unoccupied for more than 15 days for legitimate reasons, you must let the city know in advance.

(B) *Rentai Hoshounin Henkou Shonin Shinsei*

To change the information of your guarantor due to the following reasons, you have to complete paperwork.

- Your guarantor dies or his/her whereabouts is unknown.
- Your guarantor becomes an adult ward or a person subject to a conservatorship.
- Your guarantor lose his/her job and cannot repay the debt.
- Whenever the need arises to register a new guarantor.

(C) *Ichibu Tenyou Shonin Shinsei*

If you want to use a part of your apartment for any purposes other than a residence, approval must be given by the city mayor.

(D) *Moyogae Shonin Shinsei*

If you want to make alterations to your apartment for legitimate reasons, approval must be given by the city mayor.

Even with approval, making alterations must follow the following.

- It must be easy to restore to the original state or be easily removed.
- When moving out of a city-run apartment, alterations must be restored to the original condition or be removed.
- If deemed necessary to restore to the original state, follow the order given by the city.

(7) Apartment Rules and Regulations

If any of the following is applicable to you as an apartment tenant, you will be ordered to vacate your apartment.

- ① Application is found to have been falsified.
- ② Behind on rents for more than 3 months.
- ③ Purposely causing damage to the apartment and shared property.
- ④ Leaving the apartment unoccupied for more than 15 days without legitimate reasons.
- ⑤ Causing the following types of trouble to other apartment residents and locals in the same neighborhood.
 - Trouble related to pets
 - Loud noise of a TV, musical instrument, etc.
 - Violence
 - Refusal to pay maintenance fees covered by apartment residents.
 - Other problematic behaviors that disturb the public peace.
- ⑥ Sublet without permission and/or give affordable housing eligibility to others.
- ⑦ Using an apartment for any purposes other than a residence.
(e.g.: for a business, store, etc.)
- ⑧ Alterations or changes to an apartment without approval.
- ⑨ Changing apartment locks without approval.
- ⑩ Violating policies related to affordable housing.
- ⑪ Belonging to any criminal organization.

5. Income Exceeding Threshold/High Income Earners

One of the eligibility criteria set for affordable housing in Hikone is the amount of household income shall not exceed the threshold that qualifies an applicant for affordable housing eligibility.

For this, once your household income exceeds the income threshold and is considered an high-income household for affordable housing, you may be told to vacate the apartment on a voluntarily basis or be ordered to do so.

(1)Standards for Income Exceeding Threshold

Based on a household income report form submitted every August, the city decides whether each renter’s household income exceeds the threshold or not.

For renters who have been living in a city-run apartment for more than 3 years and whose income exceeds the threshold, appropriate measures are taken accordingly.

(2)Measures to be Taken to “*Syunyu Kijun Chokasha*”

Once you exceed the income threshold set for the affordable housing criteria (*Shunyu Kijun Chokasha*), you will be told to vacate their apartments for other low-income households if possible. In addition to this, the more money renters earn, the more rent they have to pay. The basic calculation below method shows how much high-income households have to pay monthly.

《Calculation》

$\text{Fixed Rent} + (\text{Rent Equivalent to Similar Housing in the Vicinity}) - \text{Original Rent}) \times \text{Exceeding Income Rate}$

(3)Measures to be Taken to “*Kougaku Shotoku Sha*”

As of October 1 each year, if a renter has been living in a city-run apartment in the past five years and whose household income has been exceeding the threshold under the Public Housing Law in the past two years, an eviction notice may be issued to that high-income renter (*Kougaku Shotoku Sha*).

6. Move-Out Procedures

You cannot move out of your city-run apartment without proper procedures. Complete the following measures prior to moving out.

(1) Submission of Move-Out Forms

Make sure to submit all required documents at least five days before moving out.

(2) Apartment Inspection

After submitting all required documents to move out of your apartment, city employees from the Hikone Architectural Division conduct the apartment inspection. Please note the following points with regard to the apartment inspection.

- ① Regardless of the extent of wear and tear, tatami mats and Japanese-style sliding doors must be repaired for the next tenant, and the cost of repair needs to be borne by a renter who is moving out.
- ② Repairing broken windows and drawing on walls has to be borne by a renter who is moving out.
- ③ If alterations or/and expansions had been made to an apartment, a renter who is moving out is required to make them back to the original state.
- ④ To remove alterations or/and expansions back to the original state, if any costs occur, the city charges a renter who is moving out.

(3) Return of Apartment Keys

Once your move-out procedure is properly complete and move out of your apartment, return the apartment keys to the city swiftly.

(4) Calculation of House and Security Deposit

Your last month rent is calculated based on the number of days in the month you move out. If the apartment is in good condition, the amount of a security deposit not used for repair will be refunded to you.

(5) Other Notes

Be sure to complete all necessary procedures to stop power, gas, water, etc. on your own. If there is any unpaid bill including apartment maintenance fees, take care of them all prior to your moving day.

7. Lastly

Please bear the important points mentioned through this guide in mind. Affordable housing is housing where people live together and need to respect each other.

The city tries its best to improve the living conditions of each apartment. Nonetheless, each and every one of renters is expected to cooperate with one another to work things out on a lot of occasions.

We appreciate your support and understanding in running the city-run apartments in advance.

彦根市民憲章

豊かな自然と歴史遺産に恵まれた彦根市に住むわたくしたちは、先人のたゆまない努力によって築かれた郷土に誇りと責任をもち、風格と魅力のある都市を創造していくために努力します。

わたくしたち彦根市民は

郷土を愛し、水と緑の美しいまちをつくります。

歴史と伝統を生かし、文化の香り高いまちをつくります。

人権を尊び、お互いに助けあい、信頼しあうまちをつくります。

心とからだを鍛え、働く喜びに満ちたまちをつくります。

若い力を育て、夢と活気のみなぎるまちをつくります。

彦根市人権尊重都市宣言

人権とは、人間が幸せに生きていく権利で、すべての人が生まれながらにもっている基本的な権利です。

わたくしたち彦根市民は

日本国憲法の理念にのっとり、お互いに相手の立場を考え、広く豊かな人間関係をつくり、差別のない明るく住みよい社会を築くために、市民一人ひとりが、正しい人権意識の高揚に努め、市民憲章の実践を誓い、ここに彦根市を「人権尊重都市」とすることを宣言する。