

Dear Residents of  
Kita-ward Municipal Housings,

April 2024 (REIWA 6)



## Notice from Reception Officers for Kita-ward Municipal Housings



Reception Officers for Kita-ward Municipal Housings  
Tokyu Community Corp.  
(Nominated Management Agent)  
Direct Dial: 03-3908-1523

### About the procedures required

If there is any change in your family members (such as new cohabitant, removal, death or birth etc.), you must submit a notification to Kita-ward. Please contact us soon after such an event occurred. Especially, if you want to let a new relative live together, you should make an application beforehand, so that we can check the content of the change and send the necessary application form(s) .

#### Cohabitation(Newly Inviting a relative to live together)

The additional cohabitation by your relative is permitted only when there is a truly unavoidable situation, and there is no problem in housing management, and when the standards stipulated in the ordinance etc. are satisfied. (There are two kinds of cohabitation, namely Official Cohabitation and temporary Cohabitation with time limit.)

※If unauthorized cohabitation was found, we would request you to return the housing due to your illegal action, which please note.

#### Succession of the right of use (Change of Nominee)

The subleasing of Municipal Housing is strictly prohibited, even if between parent and child. When the nominee moves out, the family member(s) living together must move out at the same time.

However, if there exists unavoidable reason such as the death of the nominee, move-out due to divorce etc., and when the criteria or conditions stipulated in the ordinance etc. are satisfied, the succession would be permitted only to the spouse of the nominee who is permitted as official cohabitant and living continuously in the housing in principle.

Provided that elderly, handicapped person and sickly person might be allowed to succeed within the range of the third degree of kinship after examination.

## Change of Family Member (Move-out • Death • Birth etc.)

If there happened move-out, death or birth of the nominee or family members who are permitted to live in, you must submit the 「世帯員変更届 (Notification of the Change of Family Member)」 to us.

《Documents required》 ※Additional documents may be required if necessary

Birth : Residents Certificate (住民票 JUMINHYO covering all members including the baby)

Death : Copy of death certificate / Residents Certificate (of all remaining family members)

Move-out : Residents Certificate (of the new address / of all remaining family members)

Move-in : Residents Certificate (of the former address / of all remaining family members)

／Tax Certificate of new resident／Official Copy of the Family Register or equivalent certificate.

※Move-in: Prior examination and permission are required to move in. Please submit tax cert and other documents required by us in advance without fail.

※Immediate submission of the notification is required when the event of the death of nominee etc. happened !

In case that the reason of succession such as death of nominee etc. occurred, if the conditions on succession are not satisfied, the resident(s)=cohabitant(s) must surrender(=return) the housing soon. Even in that case, in order to find a new residence, the resident(s) can enjoy a grace period of 6 months from the day of the event.(Not from the date of notification. If the event is the death of nominee, 6 months shall be counted from the date of death)

If the grace period has passed, the rent from the next day of the surrender request shall be twice of the rent of the similar private rental housing nearby.

## Long Absence from KUEI Housings

If you do not use the housing for more than one month due to transference, business trip, study abroad, medical treatment, etc., you should return the house in principle. However, if you submit the "Notice of Absence from Municipal Housing 「区営住宅不在届」"(in advance, you will be allowed to be absent for a time over one month. (However, it should be within one year.)

## The RENT from April 2024 (Reiwa 6) on

We sent 「くえいじゅうたくしゅうにゆうにんていつうちしょ区営住宅収入認定通知書 (Notice of Certified Income)」, 「くえいじゅうたくしゅうりょうけっていつうちしょ区営住宅使用料決定通知書 (Notice of Determined Housing Rent)」 etc. for the year of 2024 with covering letter dated Feb. 29, 2024 (Reiwa 6). The new rent amount for the period from April, 2024 (Reiwa 6) to March 2025 (Reiwa 7) is based on the certified income which is calculated from your Income Declaration. Please check the amount well.



For determining the rent for next year, we request the residents to submit 「しゅうにゆうしんこくしょ収入申告書 (Income Declaration)」 every year. We will send the request around June~July this year too. **\* The documents to be submitted may be changed this year. Details will be announced later, if changed.**

「くえいじゅうたくしゅうにゆうにんていつうちしょ区営住宅収入認定通知書 (Notice of Certified Income)」, 「くえいじゅうたくしゅうりょうけっていつうちしょ区営住宅使用料決定通知書 (Notice of Determined Housing Rent)」 will not be reissued in principle, so please keep them in a safe place for one year.

## Prohibition of Private Lodging (Sub-leasing)

Municipal Housings cannot be lent out as an accommodation.

The conditions of use permit stipulate the prohibition of subleasing of municipal housing. If such fact was found, we will cancel the permission to use, and may request you to vacate the housing.

Each resident is requested to use the housing in accordance to the regulation.



# Please cooperate to keep comfortable circumstances

## Be aware of Daily Life Noise

The floor or wall of the housing are common to the next room. Therefore, the daily life noise will be easily transmitted through concrete walls, drainage pipes, and windows.  
\* Apartments of Kita-ward are not having enough soundproof structure and the sound would be spread out easily. So, each resident is requested not to make noise especially early morning or mid night. But resident is also requested to be tolerant and patient in case of noise in daily life during the daytime.

### ■ Sounds from TVs, stereos, musical instruments, etc.

Please adjust the volume of TV, stereo, musical instrument performance, etc. according to the time of day. Especially in the early morning and late at night, keep the volume of the TV or stereo low and refrain from playing musical instruments.

### ■ Sound of opening and closing doors and sliding doors

In a concrete building, the sound echoes around you. Please open and close the doors and sliding doors quietly and carefully.

### ■ The sound of a child jumping , running or walking around

Please note that the sound of footsteps is transmitted to the surroundings by the vibration of the floor.

### ■ Loud chat in corridors, stairs, gardens near to buildings, etc.

Please be aware that the speaking voice echoes in the corridors and stairs.

### ■ Sound of hitting the futon(quilt, mattress)

The sound of hitting the futon quilt also echoes in the surrounding housings. Also, please note that cotton dust will be scattered on the upper and lower floors.

### ■ Sounds of vacuum cleaner or washing machine in the early morning / late night

When using vacuum cleaner / washing machine early in the morning or late at night, noise and vibration will be generated. Please never use them not to bother neighbors.



# Opened WEBSITE of the KITA-Ku Municipal Housings

We, Tokyu Community Corp. Have opened the WEBSITE of the KITA-Ku Municipal Housings as the designated management company.

We will try to build up the site better from now on to provide the useful information to the residents of KUEI Housings.



Since the founding in 1970, Tokyu Community has been developing customer-&-community-based business as the "best partner for creating future value" in order to quickly and accurately respond to the various requests of our customers. We are always striving to provide "comprehensive lifestyle services" that support people in a variety of ways.

In this Designated Management mission as well, we will try best to improve our various services, and we look forward to your continued patronage.

URL of the WEBSITE: <https://www.kita-kuei.jp/>

## About flood prevention measures

### 【List of apartments in Arakawa River flooding area】

住宅名
UKIMA NI-CHOME 2ND Apartment Building No.12 &13
UKIMA NI-CHOME 3RD Apartment
AKABANE-KITA NI-CHOME Apartment Building No. 1 & 2
HIGASHI-TABATA NI-CHOME Ap Building No. 1 & 2
SHIMO GO-CHOME Ap. Building No. 1 & 2
UKIMA SAN-CHOME Ap. 3RD Ap. Building No. 1, 2 & 3
UKIMA SAN-CHOME 4TH Ap.



※You are requested to check the 「Kita City, Tokyo, Flood Hazard Map “In case of flooding of the Arakawa River”」 distributed to each resident by Kita-Ku to confirm the evacuation route in advance. (If you do not have such a map, please get it from Kita-Ku Website, or contact with Kita-Kuyakusho(Kita Ward Office or ARAKAWA CHISUI SHIRYOKAN(荒川知水資料館：志茂 5-41-1 TEL 03-3902-2271) to obtain it.)

**【Please actively participate in the activities of  
the Residents' Association (自治会) or equivalent organization】**

Unlike private rental housing, because of the nature of the public housing complex, many things are required to be done by residents(yourselves) in the Public Housings, in accordance with the Public Housings Law. The style of on-site management of the housings and the required events are to be decided by residents yourselves.

In order to make a comfortable apartment, the utmost cooperation by each resident is really required. Including the payment of each fee for the Association's activities and public expenses, and the activities to keep comfortable life of the apartment (such as joint cleaning or weeding activities and meetings etc.) by all residents, we sincerely hope all residents participate in such activities to keep your apartment well in accordance with the rule of the Association, although we understand that there may be various circumstances at your end.



~Your cooperation is highly appreciated to keep comfortable life~

Message from Reception Officer of  
Kita-ward Municipal Housings



New fiscal year has started with the cheerful spring weather. But I've already started to take various measures to prevent sunburn and heatstroke, because I'm afraid that this pleasant spring season is short, and the hot summer will arrive in no time.

However, such a coming season is also an exciting season, because I like ice cream, soft serve and shaved ice very much!

Everyone, please be sure to take measures to prevent heat stroke in preparation for the hot summer.

M. SHIOTA New Chief Officer,  
Reception of Kita-Ku KUEI Housings