

Dear Residents,

Submission of the Income Declaration

The rent of prefectural housing is set every fiscal year by according to incomes of all members of each household. Please be aware that you need to declare the incomes of all your household members who live in with you this year as usual years.

Please submit the Income Declaration Form and another necessary documents by Friday, July 15.

(Should you fail to submit, your rent will become as high as the rent of private rental housing.)

Due Date NLT: Friday, July 15, 2022

Place of Submission: Shizuoka-ken Jutaku Kyokyu Kousha Jutaku Service-ka

*Please mail the documents in an enclosed envelope.

Submitted Documents for All:

1. **“Income Declaration Form for Residents of Prefectural Housing”**

Please refer to an attached example entry when filling in the form.

2. **“Municipal and Prefectural Tax Certification”**

* Gensen- choushu-hyou (withholding certificate) is not available.

- Please be the Municipal and Prefectural Tax Certificates of all your household members who were born before April 1, 2006 submitted.
- Please ask the civil tax division of the city where you live to issue the certificate that clarifies revenue incomes, and deductions for 2021. (Be subject to fee)

- The certificate can also be obtained for those who depend on only pensions and those who have no income.
- It is available for some of the household members who are school students and have no incomes to submit **a copy of a “Student ID Card” with the details of their name, birthdate, and the date of issue**, or a **“school certificate”** instead of the Municipal and Prefectural Tax Certification.
- It is available for welfare recipients to submit a **“certificate of the welfare recipient”**. (Free of charge)

Please submit documents below if needed.

3. A copy of the “Physical Disability Certificate or/and Rehabilitation Certificate”

If household member(s) has these certificates.

4. “Certificate of Residence” with the details of the relationship, and the head of the household, and the place of the family registry.

In cases that there were household members’ birth, decease, and move-out, and that information is not described on the Income Declaration Form.

- Please have the Certificate of Residence issued at a city hall that lists all of the household members including a person of birth, a move-out, a deceased person.
- Please fill in the necessary information on the Income Declaration Form. (Refer to an attached entry example.)

5. “Application Form for the Approval of Succession to Residence in Prefectural Housing”

In cases that there were residence contractor’s decease and move-out, and that information is not described on the Income Declaration Form.

- Only those who are spouses, disabled people, and aged people, and who are recognized to need to have housing will have a succession of the right of residence.
- Other documents to fill in are needed as well as the document above. Please ask us the details.

6. “Application Form for the Approval of Household in Prefectural Housing*”

In the case that there was a household member’s move-in, and that information is not described on the Income Declaration Form.

- There would be a case that sharing an apartment room is not permitted if a condition regarding an income is not satisfied.
- Other documents to fill in are needed as well as the document above. Please ask us the details.

7. “Written Opinion against the Certified Incomes*”

In the case that the composition of household member(s) was changed, and you hope the rent desirably become low.

- The document above (No.7) should be submitted because an income decrease by a change of the composition of family members, such as a birth of a baby(s) or someone’s move-out, would be possible to make the rent lower.

*** The documents above (No.6 and No.7) are attached with “Residence Guide, aka Sumaino Shiori” that were handed out at the time of move-in. Also, you can obtain them at Shizuoka-ken Jutaku Kyokyu Kousha and each Doboku Jimusho (Civil engineer office).**

Determination of the Rent

1. The rent of each tenant for 2023 (From April 2023 to March 2024) will be determined by the income declaration this time.
2. The amount of the rent for 2023 and the certified incomes will be informed around the end of February 2023. For those who have an opinion regarding the certified incomes, please submit a **“Written Opinion against the Certified Incomes”** to each Doboku Jimusho (civil engineering office).
3. Shizuoka Prefecture will implement a survey on the incomes of all the tenants in prefectural housing to check the contents of their income declaration.
4. Be sure to submit all documents related to the income declaration. If failed to submit, your rent will be as high as the rent of private rental housing.

Shizuoka-ken Jutaku Kyokyu Kousha (Phone: 054-255-4148)

Direct Number (July 1 - July 31, 2022): 054-255-4825

Protection of Information:

To manage the personal information safely and properly, Shizuoka Prefecture has taken measures the following steps based on the personal information ordinance of Shizuoka Prefecture.

- **Limits on obtaining the information:** We use the information within the limited necessary.
- **Restrictions on using and providing the information:** The personal information will not be used for purposes other than the purpose of use.
- **Appropriate management of the information:** We prevent information leaks.

Shizuoka Prefecture has introduced a computer system to manage prefectural housing properly and promptly and has entrusted a part of its operations to Shizuoka-ken Jutaku Kyokyu Kousha.

How to Fill out the Income Declaration Form

1. Please fill in the submission date, name of Danchi, your name, and telephone number. No need to stamp your seal if you sign your name.

2. If there is a name(s) of a person(s) printed on the form who passed away or moved-out, please cross off the name(s). If a birth took place, fill in the baby's name, gender, relationship, and the date of birth. Also, fill in the date the events above occurred.

3. Please fill in the amount of total income in the column of ①.
Please fill in the numbers "subtracting the salary income and miscellaneous income (pertaining to the public pension) from the total income" in the columns ②.
Write "0" yen if no income.
Please fill in the names and phone numbers of the work places in the column ③.

4. Please fill in the number of a dependant(s) not living in Danchi in the column ④ if someone has them.
Please circle the applicable persons in the column ⑤, " ", " ", " • ".

Please be aware that the chief of police would be requested to check whether the persons printed on the income declaration are members of a gang of criminals.

