

Regarding Statement of Income Procedures (Notification)

In order to set the rent for the next fiscal year for tenants of prefectural housing, in accordance with the Saitama Prefectural Housing By-law Article 18 Item 1, please submit the following income statements and other documents as written below.

Furthermore, please note that, in the case that all tenants do not submit the required documents, the price of rent will be set to match that of private housing in the neighborhood (the rent of housing in comparable neighborhoods).

1 Documents to be Submitted

Who Must Submit Documents	Documents to be Submitted
All households	Statement of income (green or blue paper)
All inhabitants (junior high school graduates and older) and providers living elsewhere	Original copy of certificate of income (taxation)
Individuals who started working, changed jobs, started a business, etc. on or after January 2 nd of the previous year	Original copy of the enclosed salary payment certificate (statement of business income and expenditures)
Individuals who retired, closed their business, etc. on or after January 2 nd of the previous year, and are currently not employed	Original copy of the enclosed retirement certificate Or A copy of employment insurance beneficiary certificate, closure of business notification, etc.
Individuals certified to be disabled, atomic bomb survivors, or a wounded or sick veteran	A copy of handbook, certificate of deduction for persons with disabilities, etc.
Single parents and widows	A copy of certificate of child support allowance or original copy of family register (of the income earner) (Individuals receiving reductions according to taxation laws do not need to submit these.)
Individuals receiving welfare or aid payments for designated Japanese people returning from China after the war	Original copy of official certificate of welfare benefits (Not medical welfare recipient certificate)

2 Submission Deadline

Last day of July (strict deadline)

*Please contact our office if the required documents or certificates will not arrive in time

3 Submission Address

Prefectural Housing Payment Division
Saitama Housing Provision Corporation
3-12-10 Nakacho, Urawa-ku
Saitama-shi, Saitama-ken
330-8516
(Phone: 048-829-2876)

***In the case of using an envelope other than the one enclosed, please write "Shūnyū shinkokusho zaichū" on it**

4 Rent Notice (Notice of Income Amount Certification)

Late February of next year (Tentative date to mail out notices)