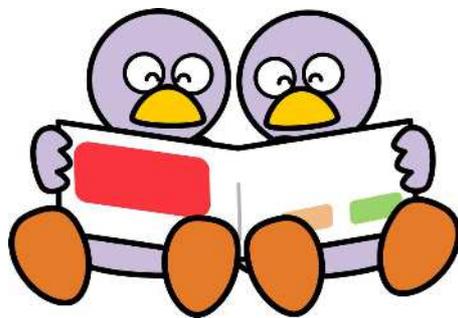


P r e f e c t u r a l H o u s i n g

Housing Guidebook



Saitama Prefecture Mascot “Kobaton”

Saitama Prefecture

Saitama Prefecture Housing Supply Corporation

Introduction

Prefectural Public Housing is an important asset, built by the prefecture using residents' tax contributions and national subsidies, for the benefit of residents who are struggling to find housing. For this reason, there are various restrictions and obligations that differ from ordinary private rental housing.

In particular, please note that if you are recognized as a high-income resident, you may be subject to an eviction request from Prefectural Public Housing.

Furthermore, living in a housing complex requires agreements and arrangements that differ from ordinary housing. These include interpersonal relationships, the maintenance and management of shared facilities such as the community hall and community park, and various aspects of daily life.

This Resident Guidebook provides a simple explanation of the matters that residents should be aware of and are expected to observe. Please keep it in an easily accessible place so that you can refer to it whenever necessary.

Saitama Prefecture and the Saitama Prefectural Housing Supply Corporation will continue to strive for better housing management. However, this requires the cooperation of all residents. We kindly ask that each of you respect one another's lives, cooperate with each other, and enjoy a comfortable community life without causing inconvenience to others.

※ The contents of this Resident Guidebook are accurate as of January 2026. They may change due to revisions of laws and ordinances. Any changes will be announced in the public newsletter Prefectural Housing News.

For consultations regarding repair applications and related procedures, please contact the branch office of the Saitama Prefectural Housing Supply Corporation that has jurisdiction over your area.

【List of Contact Offices】

Business Hours: 8:30 a.m. - 5:15 p.m. (Closed on Saturdays, Sundays, national holidays, and during the New Year holidays)

※Please note that the appropriate contact office differs depending on your residential area. Be sure to contact the correct office.

Branch Office	Contact Information for Repairs, Rent, Applications, and Move-Out Procedures
<p>大宮支所 Omiya Branch さいたま市大宮区寿能町 2-131 131 Junocho 2-chome, Omiya-ku, Saitama City</p>	<p>Tel 048-645-1772 FAX 048-645-6067</p>
<p>川越支所 Kawagoe Branch 川越市的場 2218-4 ヘルアート 301 号室 Room 301, Bel Art, 2218-4 Matoba, Kawagoe City</p>	<p>Tel 049-227-6408 FAX 049-233-5353</p>
<p>熊谷支所 Kumagaya Branch 熊谷市赤城町 1-147-2 1-147-2 Akagicho, Kumagaya City</p>	<p>Tel 048-524-7963 FAX 048-524-9769</p>
<p>岩槻支所 Iwatsuki Branch さいたま市岩槻区諏訪 3-3 3-3 Suwa, Iwatsuki-ku, Saitama City</p>	<p>Tel 048-794-7146 FAX 048-794-4929</p>

Please refer to pages 15-17 for the map and guidance of the Saitama Prefectural Government Office

[Inquiries Regarding Emergency Repairs Outside Business Hours, at Night, and on Holidays]

Emergency Reception Center TEL 048-829-2890

The Emergency Reception Center serves as the contact point for urgent repair cases outside the above business hours, such as water leaks, water supply stoppages, or sewage pipe backflow.

and the branch offices of the Saitama Prefectural Housing Supply Corporation

Handling of Personal Information at the Saitama Prefectural Housing Supply Corporation

When the Saitama Prefectural Housing Supply Corporation receives personal information from residents, we will notify or publicly announce the purposes of use listed below, and collect such information only to the extent necessary to achieve those purposes. Personal information such as addresses and names will be handled appropriately in accordance with our Personal Information Protection Policy.

1. Purposes of Use of Personal Information

- ① Administrative tasks related to Prefectural Public Housing, such as applications, move-in, rent collection, repairs, and move-out procedures
- ② Providing various information and notices to residents
- ③ Requests for participation in surveys
- ④ Preparation of research and statistical materials
- ⑤ Other cases necessary for the management of housing and related facilities

2. Voluntary Nature of Providing Personal Information

If required sections of application forms or other documents containing personal information are incomplete, or if necessary attachments are not submitted, disadvantages such as disqualification or invalidation may occur. Please note that providing personal information for surveys is voluntary.

3. Provision of Personal Information to Third Parties

The Corporation will not provide personal information to third parties except in cases stipulated by laws and regulations, or when urgently necessary to protect an individual's life and safety.

4. Entrustment of Personal Information

For the execution of operations, the Corporation may entrust personal information to contractors (such as management companies or repair companies) that have implemented appropriate personal information protection measures.

5. Procedures for Notification, Disclosure, and Requests Regarding Personal Information

The Corporation will respond to requests from the individual, or from an agent entrusted by the individual, for disclosure, correction, or suspension of use of personal information. Please note that submission of the prescribed request forms is required when making such requests.

Personal Information Inquiry and Consultation Desk

TEL: 048-829-2863

FAX: 048-824-3786

Email: privacy@sajk.or.jp

Personal Information Protection Manager: Secretary-General

Representative: President

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I Management of Prefectural Housing

1 Important Notes at the Time of Move-In

(1) Keys to the Housing Unit

Each unit is provided with three keys, which you will receive from the housing management liaison officer on your designated move-in date. All keys are handed over at that time; no spare keys are retained by the Corporation. If you lose a key, the entire lock cylinder must be replaced at the tenant's expense.

(2) Move-In Period

You must move into the unit within 15 days of the designated move-in date. Rent will be charged from the designated move-in date, regardless of your actual moving day.

(3) Applications for Electricity, Gas, and Water

Please apply directly to the relevant service providers to start electricity, gas, and water service. It is recommended that you complete these procedures several days before your actual move-in.

(4) Inspection Prior to Move-in (before bringing in belongings)

After receiving the keys, please inspect the unit before bringing in your belongings.

① Check for cracks in ceramic fixtures such as washbasins and toilets.

② Check for broken glass.

③ Check for torn fusuma (sliding paper doors); slight yellowing is considered acceptable.

④ Check for peeling wallpaper. Minor peeling is the tenant's responsibility to repair.

⑤ Check for faucet malfunctions or water leakage from drains.

※ If cracks or other defects in ceramic fixtures are found at the time of move-in, please notify the branch office of the Corporation within one month. Repairs requested after one month will be at the tenant's expense.

※ Please note that some units are older, and minor scratches or stains should be accepted as they are.

(5) Precautions During Moving

① Certain pathways within the housing complex are reserved for pedestrians and bicycles only. Do not drive vehicles into these areas.

② Do not drive vehicles onto pathways or yards in front of buildings, except in designated parking areas. Driving into these areas is dangerous for pedestrians and may damage underground drainage facilities (pipes, drains). Any damage caused must be repaired at the expense of the responsible party.

③ Do not leave moving boxes or unwanted items in the designated garbage collection area. Please dispose of them yourself. For disposal methods, contact the sanitation office of your municipality.

(6) Nameplates and Mailboxes

After moving in, clearly display your name on the nameplate at the entrance and on the communal mailbox. If names are not displayed, mail may not be delivered correctly.

(7) Procedures After Move-in

Within 10 days of moving in, you must submit a Move-in Completion Form together with an official copy of your Certificate of Residence (jūminhyō) showing the relationship of all household members who have moved into the prefectural housing.

2 Residents' Association

In each housing complex, a residents' association is organized to help maintain order in communal housing, and it carries out the following activities. We ask that all new residents actively participate in its activities to help create a cheerful and pleasant living environment.

(1) Role of the Residents' Association

The residents' association serves as a liaison with municipal authorities, promotes fellowship among residents, and carries out cleaning and maintenance activities within the complex. It plays an important role in ensuring a comfortable communal life.

(2) Collection of Common Service Fees

In prefectural housing, it is not practical for each resident to individually cover common service expenses. Therefore, the residents' association collects these fees and makes payments in a lump sum. The amount varies depending on the size and facilities of each complex. For details, please contact the officers of your residents' association or the housing management liaison officer.

The main items covered by common service fees include:

- ① Electricity for streetlights, stairway lights, corridor lights, elevators, water supply facilities, and other shared facilities
- ② Replacement costs for bulbs, fluorescent lamps, covers, switches, and similar items
- ③ Water charges for communal faucets, and replacement costs for faucets, washers, etc.
- ④ Maintenance costs for shared facilities such as septic tanks
- ⑤ Cleaning costs for drainage facilities and other common areas within the complex
- ⑥ Maintenance and management costs for community halls
- ⑦ Other maintenance and management expenses as determined by the residents' association (all residents)

(3) Disaster Prevention (Fire Prevention) Drills

Regular training is essential in preparing for a fire or other disaster. The residents' association conducts disaster prevention and fire drills, and residents are encouraged to participate actively. The Corporation provides support for these drills.

3 Housing Management Liaison Officer

The housing management liaison officer is appointed by the Corporation based on a recommendation from the head of the residents' association. This officer serves as a link between residents and the Corporation.

The main duties include:

- ① Handling the receipt, handover, and safekeeping of keys at the time of move-in and move-out
- ② Contacting relevant agencies and the Corporation in case of emergencies
- ③ Distributing documents addressed to residents
- ④ Assisting the fire prevention manager in carrying out duties
- ⑤ Conducting visual inspections of water storage tanks and checking the quality of the supplied water

4 Security Deposit

When moving into prefectural housing, residents are required to pay a security deposit equivalent to two months' rent. This deposit does not accrue interest. Upon moving out, the deposit may be applied to prorated rent, unpaid rent, or repair costs for damages for which the tenant is responsible. Any remaining balance will be refunded by bank transfer to the account of the registered tenant.

5 Payment of Rent

Rent must be paid from the designated “move-in date” until the day you vacate the housing. As a general rule, rent is paid by automatic bank transfer through financial institutions in Saitama Prefecture. However, paying by using a payment slip is also accepted.

(1) Rent for the Month of Move-in

Rent is charged from the designated “move-in date,” regardless of the actual day you move in.

- ① If you move in during the middle of the month, please pay using the payment slip provided at the time of move-in procedures.
- ② If you move in on the 1st of the month, a payment slip will be mailed to you later. (In some cases, depending on the timing of the procedure and the bank’s circumstances, the rent may be withdrawn by automatic transfer starting from the month of move-in.) Please pay using the payment slip you receive.

(2) Rent from the Following Month Onward

① Payment by Automatic Bank Transfer

Every month the rent will be automatically withdrawn from the lease holder’s bank account.

A) Bank Transfer Procedure

Please complete the “Bank Transfer Request Form” provided at the time of move-in and submit it to the financial institution where the tenant’s account is held.

※If the account holder and the housing tenant are not the same person, automatic transfer cannot be used.

B) Notification of Transfer Start

Those who have completed the procedure will be notified by postcard around the 20th of the month when automatic transfer begins.

C) Withdrawal Date

Rent is withdrawn on the day before the last day of each month (or the preceding business day if that date falls on a holiday). Only the current month’s rent is withdrawn; unpaid rent is not carried over to the following month.

D) Changing Accounts

If you wish to change your financial institution, please submit a new “Bank Transfer Request Form” to the new institution. It is not necessary to cancel the previous account separately.

② Payment by Payment Slip

This method requires payment each month at financial institutions in Saitama Prefecture using a payment slip. Payment slips are sent to residents twice a year (in late April and late October) covering six months at a time. Please make payment at a financial institution by the end of each month using the slip.

(3) If Rent is Not Paid

If rent is not paid, you may be required to vacate the prefectural housing. Please ensure that rent is paid properly every month.

- ① If monthly rent is overdue, a reminder notice will be sent around the middle of the following month. Please pay promptly.
- ② If payment is delayed, the Call Center may contact you to confirm payment, and the branch office may follow up by telephone or visit. Your emergency contact may also be notified.
- ③ If rent is overdue for three months or more, your tenancy approval will be revoked, and legal proceedings will be initiated to demand that you vacate the housing. Please take careful note of this.

6 Income Declaration and Determination of Rent (Housing Usage Fees)

(1) Obligation to Declare Income

All residents of prefectural housing are required under the Public Housing Act and the Saitama Prefectural Housing Ordinance to submit an annual income declaration. Forms will be sent to you each year. Please be sure to submit them by the deadline together with an income certificate issued by your municipality. Residents who fail to submit the income declaration, or whose documents are incomplete and income cannot be verified, will be charged rent equivalent to nearby private housing (“comparable market rent”).

(2) Notification of Income Assessment

Based on the income declaration, an income assessment will be conducted. Each year, you will receive a “Notification of Income Assessment” informing you of the assessed monthly income and the rent amount applicable from the following April.

(3) Rent and Obligation to Vacate for Households Exceeding Income Limits

If you have lived in prefectural housing for three years or more and your assessed monthly income exceeds the standard for “above-income households,” you will be designated as such. Your rent will be calculated by adding an additional amount, according to the degree of excess income, to the standard rent, up to a maximum of the comparable market rent. Furthermore, under the Public Housing Act and the Saitama Prefectural Housing Ordinance, you are required to make efforts to vacate the housing. If your income later decreases due to retirement, unemployment, or other reasons, please contact your branch office.

(4) Rent and Eviction for High-Income Households

If you have lived in prefectural housing for five years or more and your assessed monthly income exceeds the “high-income household” standard for two consecutive years, you will be designated as a high-income household. In this case, your rent will be set at the comparable market rent. Furthermore, under the Public Housing Act and the Saitama Prefectural Housing Ordinance, once designated as a high-income household, you will be given a deadline by which you must vacate the housing. If your income later decreases due to retirement, unemployment, or other reasons, please contact your branch office.

※Reference

Income Standard for Ordinary Tenants	Monthly income up to 158,000 yen
Income Standard for Households Exceeding the Ordinary Income Limit	Monthly income exceeding 158,000 yen
Income Standard for High-Income Households	Monthly income exceeding 313,000 yen

Note: For discretionary households (such as households with children below elementary school age or households including persons with disabilities who meet certain criteria), the income standard for tenants is raised to a monthly income of up to 214,000 yen.

(5) Application for Rent Reduction or Exemption

Rent for prefectural housing is determined in accordance with relevant laws and regulations. However, if your household income has significantly decreased due to events such as the death of a family member, loss of employment, medical treatment, or a disaster, and you are having difficulty paying rent, you may be eligible for rent reduction or exemption. If you wish to apply, please submit your application along with the required documents to the branch office of the Saitama Housing Provision Corporation that manages your housing.

In addition, changes in household size (increase or decrease) may also qualify. Please consult with the branch office in such cases.



Eligibility and Criteria for Rent Reduction and Exemption in Prefectural Housing

(Amended on April 1, 2012)

Eligible Persons	Criteria for Rent Reduction and Exemption												
<p>1 Households with a monthly income of 104,000 yen or less (calculated from the total income of all family members), and whose total household income* is below 75% of the Rent Reduction Standard Amount** (this amount differs depending on family size, age, etc.).</p> <p>2 Residents with a calculated monthly household income of 104,000 yen or less (based on the total income of all family members), where the tenant or a cohabiting family member requires medical treatment for three months or longer, and whose household income, after deducting the annualized medical expenses (monthly cost × 12), falls below 75% of the Rent Reduction Standard Amount.</p> <p>※1 Total household income All income, including non-taxable income.</p> <p>※2 Rent Reduction Standard Amount An amount calculated based on the public assistance standard (in principle, reviewed every fiscal year).</p>	<p>The rent will be reduced according to the reduction rate, based on the ratio of the total household income to the Rent Reduction Standard Amount.</p> <p>Rent Reduction Rates</p> <table border="1" data-bbox="837 521 1406 931"> <thead> <tr> <th colspan="3" data-bbox="837 521 1406 600">Total Household Income / Rent Reduction Standard Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="837 600 1038 714">75% or more</td> <td data-bbox="1038 600 1224 714">50% or more less than 75%</td> <td data-bbox="1224 600 1406 714">Less than 50%</td> </tr> <tr> <td colspan="3" data-bbox="1038 714 1406 775" style="text-align: center;">Reduction Rate</td> </tr> <tr> <td data-bbox="837 775 1038 931">No Reduction</td> <td data-bbox="1038 775 1224 931">25%</td> <td data-bbox="1224 775 1406 931">50%</td> </tr> </tbody> </table> <p>Reduced Rent = Original Rent — (Original Rent × Reduction Rate)</p> <p>If the reduced rent is less than 4,000 yen, the rent will be set at 4,000 yen.</p> <p>If the reduced rent includes a fraction of less than 100 yen, the fraction will be rounded down.</p>	Total Household Income / Rent Reduction Standard Amount			75% or more	50% or more less than 75%	Less than 50%	Reduction Rate			No Reduction	25%	50%
Total Household Income / Rent Reduction Standard Amount													
75% or more	50% or more less than 75%	Less than 50%											
Reduction Rate													
No Reduction	25%	50%											
<p>3 Tenants whose household income decreases after income verification (due to unemployment, retirement, change in employment status, or change in household members), and who fall into a lower income bracket.</p>	<p>The portion of rent exceeding the new rent amount (after reclassification) will be reduced.</p>												
<p>4 Tenants who moved in under Article 21 of the Act on Special Measures for Reconstruction of Disaster-affected Urban Areas (those affected by a major disaster).</p>	<p>Rent may be exempted (for up to 2 years).</p>												
<p>5 Tenants who have suffered serious damage from natural disasters such as typhoons, floods, or fires.</p>	<p>Rent may be set at 4,000 yen. However, additional charges are not reduced. (For up to 6 months)</p>												
<p>6 Tenants whose rent exceeds the housing assistance amount under the Public Assistance Act.</p>	<p>The portion exceeding the housing assistance amount will be reduced.</p>												
<p>7 Tenants whose housing assistance has been suspended due to hospitalization for medical treatment of an illness.</p>	<p>Rent may be exempted.</p>												

Note: If you are overdue on rent payments or if you submit a false application, you will not be eligible for the rent reduction or exemption system. For details, please contact the branch office of the Saitama Housing Provision Corporation that manages your housing.

7 Resident Status Report

The Saitama Housing Provision Corporation will send you a Resident Status Report Form periodically or as needed. This form is used to confirm:

- ① Whether you are making proper use of the prefectural housing and shared facilities
- ② Whether there has been any change in the number of household members
- ③ Whether there has been any change in your emergency contact information

Please submit the form by the specified deadline.

In addition, if considered necessary for management purposes, an inspection of the inside of your housing unit may be carried out.

8 Request to Vacate

If you receive a request to vacate your housing under the provisions of the Saitama Prefectural Housing Ordinance, you must vacate the housing and bear all costs associated with moving out.

Examples of cases where a request to vacate may be issued:

- (1) If you obtained tenancy through fraudulent means
- (2) If you fail to pay rent for three consecutive months or longer
- (3) If you intentionally cause damage to the housing or shared facilities
- (4) If you are certified by the Governor as a high-income earner under the Ordinance
- (5) If you do not occupy the housing for 15 consecutive days or more without a valid reason
- (6) If you engage in conduct that causes disturbance or inconvenience to other residents
- (7) If it is found that the tenant or a co-residing family member is a member of an organized crime group (as defined in Article 2, Item 6 of the Act on Prevention of Unjust Acts by Organized Crime Group Members)※To confirm whether a person is a member of such a group, the Corporation may inquire with the Chief of Police Headquarters.
- (8) If you violate other provisions of the Ordinance or instructions issued by the Governor under the Ordinance
- (9) If you sublet the housing to another person or transfer your right to reside to another person



9 Necessary Procedures During Tenancy

Unlike private housing, prefectural housing is strictly governed by laws and ordinances. Therefore, in the cases listed in the following table, you are required to submit a notification or an application. The necessary notification and application forms are provided at the end of this Resident's Guide. Please complete the forms, attach the required documents, and submit them to the branch office of the Saitama Housing Provision Corporation that manages your housing. If you are submitting a Household Change Notification, a Co-residence Approval Application, or a Tenancy Succession Approval Application, and also wish to apply for a rent reduction, you must additionally submit a Rent Reduction Application Form.

(1) Cases where a notification is required and the corresponding notification forms

Cases Where Notification is Required	Notification Form	Form
When a child is born, a co-residing family member passes away, or a co-residing family member moves out	Notification of Change in Household Composition for Prefectural Housing	Form No. 24
When the tenant or a co-residing family member changes their family name due to marriage or other reasons.	Name Change Notification	_____
When the prefectural housing will not be used for 15 consecutive days or more (e.g., due to travel)	Prefectural Housing Non-use Notification	Form No. 19

(2) Cases where an application is required and the corresponding application forms

Cases Where an Application is Required	Notification Form	Form
When you wish to have someone other than the relatives who moved in at the start of tenancy live with you (Note: persons with excessive income, high-income earners, rent defaulters, or members of organized crime groups cannot be approved) *	Prefectural Housing Cohabitation Approval Application Form Application for Approval of Temporary Co-residence in Prefectural Housing	Form No. 11 Form No. 11-2
When the tenant leaves due to death or divorce, and a co-residing family member wishes to continue residing in the housing (Note: succession is not permitted for excessive income earners, high-income earners, rent defaulters, members of organized crime groups, or in cases where the tenant leaves due to marriage) **	Application for Approval of Succession of Tenancy Rights in Prefectural Housing Application for Approval of Succession of Temporary Tenancy Rights in Prefectural Housing	Form No. 13 Form No. 13-2
When the tenant leaves due to death or divorce, and a co-residing family member wishes to continue living in the housing, but the tenant only holds a fixed-term tenancy right (same restrictions as above) **	Application for Approval of Succession of Temporary Tenancy Rights in Prefectural Housing	Form No. 13-2
When a person with a physical disability wishes to open a treatment facility (such as massage, acupuncture, or moxibustion) in the housing complex	Application for Approval of Joint Use of Prefectural Housing	Form No. 20
When you wish to remodel, extend, or reconstruct the prefectural housing (generally prohibited, but may be approved with conditions if unavoidable and not interfering with management)	Application for Approval of Renovation or Alteration in Prefectural Housing	Form No. 22
When you live in fixed-term housing and wish to extend the contract period	Application for Extension of Validity Period of Admission Approval for Prefectural Housing	Form No. 7-4
When your registered emergency contact person has passed away, or when you wish to change your emergency contact	Application for Approval of Change of Emergency Contact Information for Prefectural Housing	Form No. 9

Note:

* When applying for co-residence approval

In principle, approval for co-residence is generally limited to a spouse or first-degree relatives by blood or marriage. However, in special circumstances, such as the illness of the tenant, co-residence may be approved for a limited period of up to five years. For details, please contact the branch office of the Corporation.

**When applying for tenancy succession approval

Those eligible for succession of tenancy rights are family members who have co-resided with the tenant for at least one year at the time the tenant leaves due to death, divorce, or other reasons. In principle, this applies to a spouse or first-degree relatives by blood or marriage who are elderly or disabled. However, in unavoidable cases (such as households including minors), succession may be approved for a limited period of up to five years. For details, please contact the branch office of the Corporation.

10 Moving-Out Procedures

(1) Notice of Moving Out and Settlement of Rent

When you move out, please notify the branch office of the Saitama Housing Provision Corporation at least 15 days before the moving-out date. The branch office will explain the moving-out procedures and the date of the inspection. If you move out mid-month, rent will be calculated on a daily basis.

(2) Repairs at the Time of Moving Out

If there is any damage or deterioration caused by the tenant's intentional actions or negligence, the tenant must bear the cost of repairs.

(3) Removal of Installed Items and Cleaning

(4) Please remove all items you installed yourself. After moving out your belongings, clean the inside of the housing unit.

(5) Return of Keys

After the inspection, lock the unit and return all keys to the housing management contact person.

(6) Settlement of Utility Charges

Please settle all charges for electricity, gas, and water directly with each utility provider up to the date of moving out.

Note: Do not forget to notify the residents' association, post office, etc. of your move.

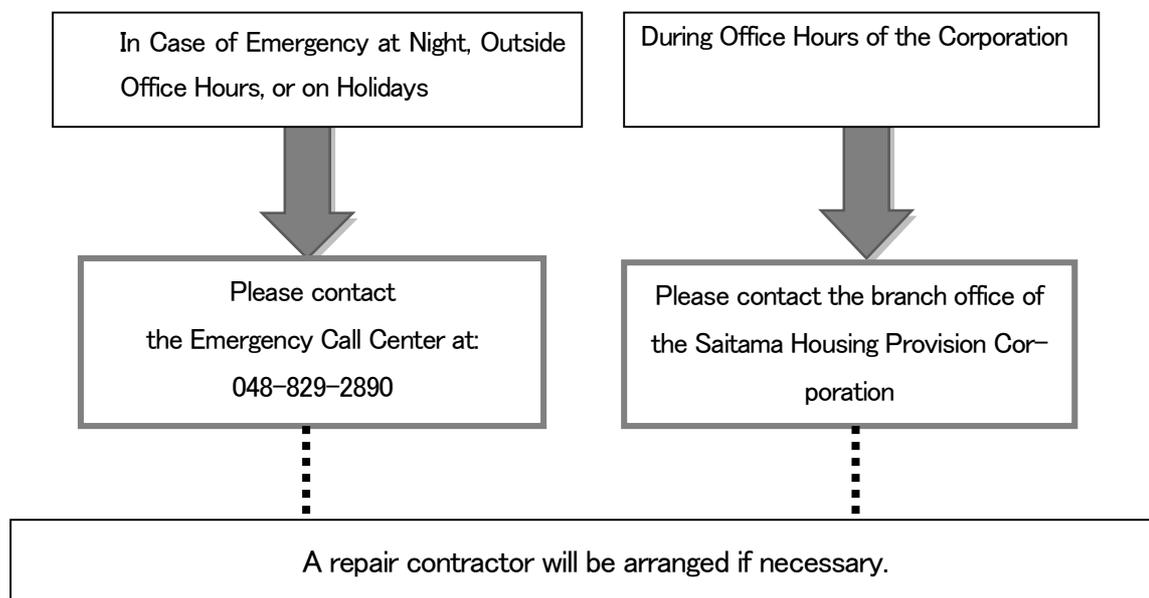
11 Repairs of Housing

Tenants are expected to take proper care of their housing units. When damage occurs, some repairs must be borne by the tenant, while others are covered by the Prefecture. For details, please refer to the separate booklet "Repair Responsibility Table for Prefectural Housing." In addition, planned repair work, such as roof waterproofing or replacement of old facilities, is carried out periodically. Please cooperate when such work is conducted.

※Emergency Repairs on Holidays, etc.

During year-end and New Year holidays, weekends, public holidays, or outside the Corporation's business hours, emergency repairs are handled by repair companies designated for each housing complex. If urgent problems occur—such as water leakage, water outage, or sewage backflow—please call the Emergency Call Center.

Depending on the type of repair, the cost may be charged to the tenant. In such cases, please pay the repair company directly.



II Housing Facilities

1 Entrance

The entrance door should always be kept closed to prevent the spread of fire.

Do not wedge objects between the door and frame, use door stoppers, or remove the door closer (automatic closing device) for ventilation.

- (1) If you lose your key, for security reasons, you must replace the entire cylinder lock at your own expense. All keys are provided at move-in; no spare keys are available. Please take care not to lose them.
- (2) Be careful when opening or closing the entrance door during strong winds. The door may slam shut or swing open suddenly, causing accidents. Any damage caused by strong winds must be repaired at the tenant's expense.
- (3) Use the peephole and door chain for security.
- (4) The floor of the entryway is not waterproof. Do not pour water on it, even when cleaning.

2 Living Room / Bedrooms

Condensation and Mold

On rainy or cold days with high humidity, condensation may occur indoors, much like water droplets forming on the outside of a cold glass. Condensation tends to occur on concrete walls, window glass, doors, and window frames, but it can also appear in places where air stagnates, such as behind furniture. If condensation becomes chronic, it can lead to mold growth, rotting of wood, peeling paint, discoloration, and staining. On fine days or when humidity is low, please ventilate sufficiently, keeping the following points in mind:

- (1) Keep items in closets, cupboards, and any furniture you have placed about 10 cm away from the wall to allow air circulation.
- (2) Keep the bathroom dry.
- (3) When only one room is heated, condensation may also occur in unheated rooms due to temperature differences. Therefore, ventilate the heated room and also check the condition of other rooms. If condensation becomes severe, using a commercially available dehumidifier/dryer is one possible solution.
- (4) Wipe off condensation promptly. If mold appears, dry the area and remove it carefully.

3 Television Antenna Connection

The TV outlet is located inside the unit. Please connect the outlet and your television using a coaxial cable. (Note: NHK broadcasting fees must be paid separately.)

Satellite dishes may be installed on balconies only if:

- ① The dish diameter is 60 cm or less
- ② The installation does not block the balcony as an emergency escape route
- ③ The antenna is securely fixed to prevent falling during earthquakes or strong winds

Dishes larger than 60 cm are not permitted.

4 Telephone

Each unit is limited to one telephone line, and installation costs for the line may be charged separately.

5 Internet

- (1) Individual installation of fiber-optic lines (e.g., B FLET'S Family Type) is not permitted in prefectural housing.
- (2) For fiber-optic internet services (apartment type), please contact the branch office of the Corporation.

6 Kitchen

The kitchen is an important place for protecting the health of your family. Please always keep the area around the sink clean.

- (1) If you use the sink without the drain strainer, rice grains, tea leaves, and other debris may flow into the pipes and cause clogging. Therefore, always use the sink with the strainer in place. Also, remove non-food waste such as skewers or toothpicks beforehand.
- (2) Do not pour used cooking oil into the sink, as it may stick to the pipes and cause blockages. Instead, absorb old oil with cloth, newspaper, or a disposal kit and throw it away as garbage. (If you use a solidifying agent for used cooking oil, be sure to follow the instructions and precautions carefully to prevent fire hazards.)

7 Bathroom

Keep the bathroom clean for comfortable use.

If no bathtub or boiler is installed, please arrange for one that is suitable for the bathroom.

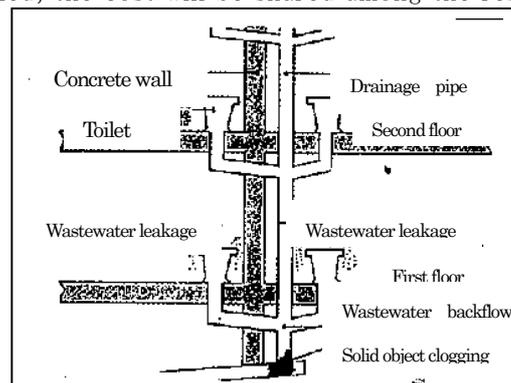
Mold easily grows on ceilings and walls. Ventilate by opening windows when not in use.

Hair and debris collect in the drain strainer. Clean it regularly. Do not remove the strainer, basket, or cup, as this may cause clogging.

If the cause of a clogged drain cannot be identified, the cleaning cost will be shared among the residents who use that drain.

8 Toilet

- (1) Do not use paper other than toilet paper, as it may cause clogging. The floor is not waterproof, so do not pour water on it.
- (2) Internal tank parts are subject to wear and tear. If they deteriorate, replacement is at the tenant's expense.
- (3) Please be aware that if a resident on an upper floor accidentally flushes non-dissolvable items, it may cause a blockage downstairs. Even if the toilet in the upper unit is unaffected, sewage may back up into the toilets of the units below. Tenants are responsible for cleaning sewage pipes. If the cause cannot be identified, the cost will be shared among the residents who use that pipe.



9 Balcony

The balcony of your housing unit serves as an emergency evacuation route in case of fire. If a fire occurs and you cannot escape through the entrance, break through the partition (divider panel) between your balcony and the neighboring unit to evacuate. For this reason, do not place storage boxes, flowerpots, or any other items that may obstruct evacuation on the balcony. This is a strong request from the firefighting authorities.

- (1) The balcony is not waterproof. Do not pour water on it, as it may leak to the floor below and cause trouble. Also, make sure the drainage hose of your air conditioner's outdoor unit is securely inserted into the drain outlet.
- (2) The balcony railing is designed to prevent children from falling. Do not place boxes or other objects that children might climb on. Families with small children should take special care.

- (3) Do not place flowerpots or other items on the railing. They may fall and cause serious danger.
- (4) On windy days, secure laundry and laundry poles with hooks or other measures to prevent them from being blown away.

10 Washing Machine Space

In some housing complexes, water supply faucets and drainage outlets are installed on the balcony.

- (1) Connect the water supply faucet securely and check for leaks.
- (2) Insert the drainage hose firmly into the outlet.
- (3) Clean the drainage outlet or strainer regularly.

11 Ventilation Fan

Clean the ventilation fan regularly. If left uncleaned, it may become noisy and malfunction.

12 Electricity

(1) Circuit Breaker

Each unit has a breaker. If electricity usage exceeds the capacity, or if a leakage occurs, the breaker will automatically shut off. In that case, reduce electricity usage or repair the faulty area before resetting the breaker.

- (2) Please avoid using overloaded or “octopus” wiring (multiple extension cords), as it can cause fires or other accidents. Dust on plugs left inserted for long periods may ignite due to humidity, a phenomenon known as tracking. Clean plugs regularly.

(3) Resetting the Emergency Alarm

In newly built public housing, the intercom also works as the receiver for the automatic fire alarm system (an intercom with added security features). If you accidentally press the emergency button and the alarm goes off, please don't worry. You can easily reset it by following the steps below.

- ① Remove the emergency button cover from the unit
- ② Push the button back from behind to reset it to its original position (The cover position may differ depending on the model.)

(4) Increasing Electricity Capacity

You may increase your contracted electricity up to 30 amps in all complexes by applying directly to TEPCO (Tokyo Electric Power Company). In some complexes built after 1994, it may be possible to increase beyond 40 amps. Please contact the branch office of the Corporation if you wish to apply. When moving out, please restore the electricity capacity to its original level.

13 Water Supply

Each unit has a water meter, and charges are based on usage.

- (1) If water continues to run in the kitchen or toilet, or if there is leakage from pipes, close the main valve (stop valve) in the meter box and request repairs from the branch office or a repair company.
- (2) Always close faucets tightly when leaving home. In addition, when staying away overnight or for a longer period, please close the main valve (stop valve).
- (3) If the water supply is interrupted while you are using it, or if there is a temporary shutoff due to water tank cleaning, please close all faucets immediately. If you forget to do so, when the water supply resumes it may flood your unit as well as the units below. In such cases, you will be responsible for restoring your unit at your own expense and for compensating any damage caused to others. To prevent accidents, always be sure to close the main valve (stop valve) in the meter box when leaving home.

14 Gas

Prefectural housing uses either city gas or propane gas, depending on the complex. Gas service must be started in the presence of the gas company. Since gas calorific values differ by company, please be sure to receive full instructions on how to use your appliances and equipment safely.

III Shared Facilities

1 Stairs and Corridors

Stairs and corridors are used daily as passageways and also serve as evacuation routes. Many complexes are equipped with handrails for elderly or disabled residents. To ensure safe use, especially in corridor-type housing, please follow these rules:

- (1) Do not place objects near handrails. Small children, who may not recognize the danger, might use such objects as a step to climb onto the pedestrian handrail and risk falling, which is extremely dangerous. Please explain to your children the purpose of the pedestrian handrail.
- (2) Do not place objects in corridors. Bicycles, motorcycles, plants (including planters), and outdoor air-conditioning units are prohibited, as they may block evacuation during a fire or earthquake.

2 Drainage Facilities

Drainage pipes from kitchens and laundry areas are combined into a single shared pipe. If even one resident is careless, the pipe may become clogged, causing water to back up and create serious inconvenience for others. Therefore, please take special care not to pour leftover oil, such as tempura oil, or any solids and other items that may easily clog the pipes. The cost of cleaning clogged drainage pipes will be borne by the residents.

3 Bicycle Parking

Please park bicycles only in designated areas. Since space is limited, unused bicycles should be disposed of properly.

4 Community Hall

The community hall is for residents' welfare, cultural, and educational activities. Use for political, religious, election-related, or commercial purposes is prohibited.

5 Water Supply Facilities

Water is generally received from the public water supply into a receiving tank and then delivered to each household through an elevated tank or by means of a pressure pump. If you notice any abnormality in these facilities, please contact the branch office of the Corporation.

(1) Tank Cleaning

The receiving tank is cleaned once a year. This involves a temporary water stoppage, so your cooperation is appreciated.

6 Septic Tank

The septic tank is an important facility for wastewater treatment. If you notice any abnormality in such facilities, please contact the branch office under the jurisdiction of the Saitama Housing Provision Corporation.

7 Garbage Disposal

Garbage collection schedules and sorting rules differ by municipality. Please check with your local city or ward office.

8 Elevator

Do not use elevators for evacuation during earthquakes or fires; always use the stairs. In addition, accidents have occurred in which elevators stopped operating due to vibrations, dirt, or mud caused by making noise inside or by bringing in bicycles or motorcycles, resulting in people being trapped inside for long periods. For this reason, bringing bicycles or motorcycles into elevators is strictly prohibited.

IV Life in the Housing Complex

Prefectural housing is collective housing, where neighbors live in close proximity, unlike detached houses. Since many facilities such as stairs and corridors are shared, residents must live cooperatively with one another. What seems natural or acceptable to you may be unpleasant to others. For this reason, there are rules that everyone must follow. By respecting these rules and cooperating with one another, we can create a better living environment and enjoy a comfortable life. (Good communication among residents helps to ease and prevent troubles.)

1 Prohibition of Keeping Animals

In prefectural housing, having animals such as dogs, cats, or birds is prohibited. Pets may cause noise, shedding of hair, and unpleasant odors from waste, which can disturb and inconvenience neighbors. In addition, some animals may spread diseases that can affect humans, such as skin disorders. Furthermore, keeping animals often leads to disputes with neighbors and unsanitary conditions. For these reasons, keeping animals is strictly forbidden.

2 Prohibition of Parking Cars

In prefectural housing, parking is prohibited in any place other than designated parking lots. Parking in front of residential buildings, in passageways, or in other non-parking areas not only obstructs emergency vehicles such as firefighting vehicles and ambulances but also creates a risk of accidents. In addition, revving engines or prolonged idling, such as warming up the engine in winter, is prohibited by ordinance. Illegal parking, such as leaving cars in passageways, causes inconvenience to the community. We ask for your cooperation in eliminating such problems.

☆Visitor parking spaces are reserved exclusively for guests of the housing complex. When using visitor parking, please obtain permission from the residents' association.

3 Daily Life Noise

Noise from televisions, stereos, musical instruments, washing machines, or children jumping is considered "daily life noise." In apartment-style housing separated by concrete walls above, below, and on both sides, sounds from your unit may travel more than you expect into neighboring homes. Without realizing it, you may be disturbing your neighbors. We encourage residents to resolve noise issues through direct communication. To avoid making each other uncomfortable, please be mindful and strive to enjoy a pleasant life in the housing complex.

- (1) Please keep the volume of televisions, stereos, and musical instruments low so as not to disturb your neighbors.
- (2) Using washing machines late at night or early in the morning causes a nuisance to neighbors.
- (3) Energetic children jumping can become distressing noise depending on the time and intensity, so please take care.
- (4) Open and close entrance doors and sliding doors quietly and carefully.

4 Water Leakage

Do not spill or splash water when cleaning entrances or toilets. These areas are not water proof, and water may leak to the floor below. If leakage occurs, it not only inconveniences the residents downstairs but also requires the responsible person to cover the cost of damage to tatami, furniture, and other property.

5 Prohibition of Gardens and Structures

Prefectural housing is not only your place of residence but also public property shared by all residents of the prefecture. For this reason, residents are prohibited from using courtyards or open spaces for personal gardens or from installing structures such as storage sheds.

V Guidelines for Living

1 Crime Prevention

Do not become complacent simply because the building is fire-resistant, has sturdy doors, or is surrounded by many watchful neighbors. Always remember to lock the entrance and windows, and avoid leaving laundry outside overnight. Crimes in housing complexes often involve burglary, break-ins, or harassment. Please keep the following points in mind.

- (1) Use peepholes and door chains appropriately.
- (2) Keep in regular contact with your neighbors.
- (3) When going out, ask a neighbor to keep an eye on your home.
- (4) When using the elevator, be especially cautious of strangers who enter. In an emergency, press the elevator's emergency button.

2 Fire Prevention

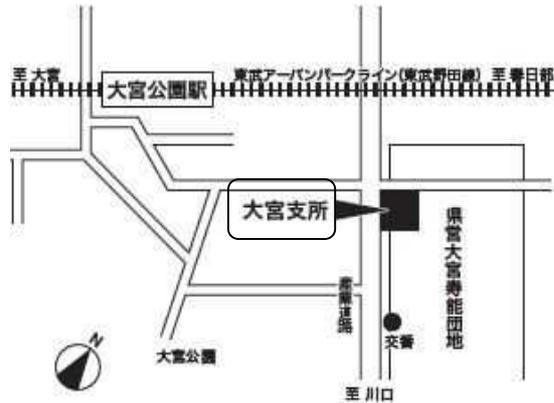
Although fire-resistant buildings do not easily catch or spread flames, if a fire breaks out nearby, close the doors of your rooms and the entrance door to prevent fire and smoke from entering, and immediately call 119. As balconies, common corridors, and areas around firefighting equipment serve as evacuation routes in times of disaster, do not place bicycles, motorcycles, flowerpots (including stands), or other items there. If a fire is caused by your own negligence, you will be subject to measures such as repairing the property to its original condition, paying compensation for damages, and vacating the residence. Such negligence will also cause great inconvenience to your neighbors. Therefore, please be extremely careful to prevent fires in your daily life. All residents should participate in fire drills so that, in the event of an emergency, everyone can evacuate and extinguish fires safely without confusion.

- (1) Curtains in High-rise Housing and Community Halls
Curtains and similar items used in these facilities must meet the fire-retardant standards specified in the Fire Service Act. Please keep this in mind when making purchases.
- (2) Inspection of Fire-prevention Equipment
In accordance with relevant laws and regulations, fire extinguishers and other fire-prevention equipment in prefectural housing are inspected twice annually. Depending on the type of equipment, inspectors may need to enter your residence.

埼玉県住宅供給公社・大宮支所
 Omiya Branch, Saitama Housing Provision Corporation

〒330-0805

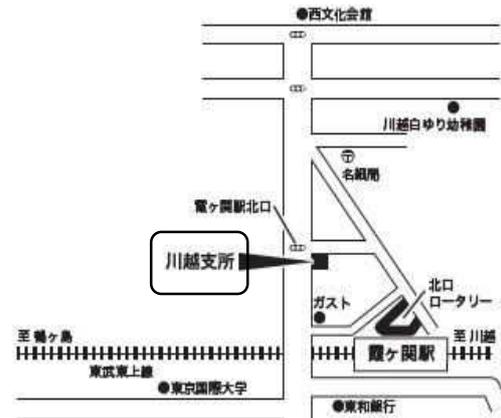
さいたま市大宮区寿能町2丁目131番地
 131 Junocho 2-chome, Omiya-ku, Saitama City
 電話 048-645-1772 FAX 048-645-6067



埼玉県住宅供給公社・川越支所
 Kawagoe Branch, Saitama Housing Provision Corporation

〒350-1101

川越市の場2218-4 ベルアート301号室
 Room 301, Bel Art, 2218-4 Matoba, Kawagoe City
 電話 049-227-6408 FAX 049-233-5353



埼玉県住宅供給公社・熊谷支所
 Kumagaya Branch, Saitama Housing Provision Corporation

〒360-0826

熊谷市赤城町1-147-2
 1-147-2 Akagicho, Kumagaya City
 電話 048-524-7963 FAX 048-524-9769



埼玉県住宅供給公社・岩槻支所
 Iwatsuki Branch, Saitama Housing Provision Corporation

〒339-0007

さいたま市岩槻区諏訪3-3
 3-3 Suwa, Iwatsuki-ku, Saitama City
 電話 048-794-7146 FAX 048-794-4929



※Service Area

Name	Service Area
Saitama Housing Provision Corporation Omiya Branch	Kawaguchi City, Warabi City, Toda City, Saitama City (Urawa Ward, Sakura Ward, Chuo Ward, Midori Ward, Minami Ward, Omiya Ward, Kita Ward, Nishi Ward, Minuma Ward)
Saitama Housing Provision Corporation Kawagoe Branch	Kawagoe City, Tokorozawa City, Hanno City, Sayama City, Iruma City, Asaka City, Shiki City, Niiza City, Fujimi City, Sakado City, Fujimino City, Tsurugashima City, Hidaka City, Miyoshi Town, Moroyama Town, and Ogose Town
Saitama Housing Provision Corporation Kumagaya Branch	Kumagaya City, Gyoda City, Chichibu City, Kazo City, Horjo City, Higashimatsuyama City, Hanyu City, Konosu City, Fukaya City, Kitamoto City, Namekawa Town, Ranzan Town, Ogawa Town, Tokigawa Town, Yokose Town, Minano Town, Nagatoro Town, Ogano Town, Higashi-Chichibu Village Kamikawa Town, Kamisato Town, and Yorii Town,
Saitama Housing Provision Corporation Iwatsuki Branch	Saitama City (Iwatsuki Ward), Kasukabe City, Koshigaya City, Kuki City, Hasuda City, Satte City, Yoshikawa City, Shiraoka City, Miyashiro Town, Sugito Town, Matsubushi Town, Soka City, Yashio City, Misato City, Ageo City, and Okegawa City

Contact list

The appropriate contact office varies depending on the city, ward, or town where your residence is located. Please refer to the list of jurisdictional areas by branch office above and contact the branch responsible for your area.

Name	Address	Contact Information for Repairs, Rent, Applications, and Move-out Procedures	
		Phone Number	FAX
Omiya Branch	さいたま市大宮区寿能町 2-131 131 Junocho 2-chome, Omiya-ku, Saitama City	048-645-1772	048-645-6067
Kawagoe Branch	川越市の場2218-4 ベルアート 301号室 Room 301, Bel Art, 2218-4 Matoba, Kawagoe-shi	049-227-6408	049-233-5353
Kumagaya Branch	熊谷市赤城町 1-147-2 1-147-2 Akagicho, Kumagaya City	048-524-7963	048-524-9769
Iwatsuki Branch	さいたま市岩槻区諏訪 3-3 3-3 Suwa, Iwatsuki-ku, Saitama City	048-794-7146	048-794-4929

[Inquiries Regarding Emergency Repairs Outside Business Hours, at Night, or on Holidays]

Emergency Call Center TEL 048-829-2890

The Emergency Call Center is the designated point of contact for urgent repair issues such as water leaks, water outages, or sewage backflow that occur outside the Corporation's business hours. For inquiries regarding rent payments or various applications, please contact your local branch office during regular business hours.

Form No. 24 (Article 20)

Notification of Change in Household Composition for Prefectural Housing

Date:

(Addressee)

Chairman of Saitama Housing Provision Corporation

Name of Prefectural Housing:

Housing Number: Building No. ____ Room No. ____

Name of the Tenant:

Phone Number:

Since there has been a change in the cohabitant as follows, we will notify it in accordance with the provisions of Article 20 of the Enforcement Regulations of the Saitama Prefectural Housing Ordinance.

F u r i g a n a Name of the transferees	Relationship	Date of birth	Transfer	
			D a t e	R e a s o n

Package Inserts

In the case of birth	A copy of the Certificate of Residence (Juminhyo) for all household members, including the description of family relationships.
In the case of moving out or death	A Certificate of Removal from the Basic Resident Register
In the case of divorce	Certificate of Removal from the Basic Resident Register
In the case of long-distance support	A recent withholding tax certificate or a copy of the final income tax return that clearly identifies the long-distance supporter.
If a person who was approved for residence at the time of moving in subsequently moves out and later returns to reside in the prefectural housing again (re-cohabitation).	<ul style="list-style-type: none"> • A Certificate of Residence for all household members after moving in, including the description of family relationships. • Income Certificate (for the person who will re-cohabit)

Remarks

If you wish to receive a rent reduction or exemption due to this transfer, or if you are currently receiving a rent reduction or exemption and wish to continue receiving it, you are required to submit a new application for rent reduction or exemption.

Name Change Notification

Date:

(Addressee)

Chairman of Saitama Housing Provision Corporation

Name of Prefectural Housing:

Housing Number: Building No. ____ Room No. ____

Name of the Tenant:

Phone Number:

I hereby notify that I have changed my name as follows.

1 Names of all individuals who have changed their names

Furigana					
New name					
Former Name					

2 Reasons

3 Supporting documents

Document certifying the fact of name change (Certificate of Residence (Juminhyo))

Persons who have their rent automatically debited from a bank account are required to update the name on their bank deposit account as well.

Prefectural Housing Non-use Notification

Date:

(Addressee)

Chairman of Saitama Housing Provision Corporation

Name of Prefectural Housing:

Housing Number: Building No. _____ Room No. _____

Name of the Tenant:

Phone Number:

In accordance with Article 26 of the Saitama Prefectural Public Housing Ordinance, from date : _____ to date : _____, I hereby notify that I will not be using the prefectural housing for the reason(s) stated below.

< Reasoning >

< Emergency Contacts >

Address : _____

Name : _____

Phone Number : _____ Relationship : _____

Note:

If you will not be using the prefectural housing for more than 15 days, please submit a notification in advance.

Remarks:

When returning to the housing, please contact the branch office of the Housing Provision Corporation that has jurisdiction over your residence.

Prefectural Housing Cohabitation Approval Application Form

Date:

(Addressee)

Chairman of Saitama Housing Provision Corporation

Name of Prefectural Housing:

Housing Number: Building No. ____ Room No. ____

Name of the Tenant:

Phone Number:

I hereby apply with the relevant documents for approval to live together in prefectural housing, in accordance with Article 13, Paragraph 1 of the Enforcement Regulations of the Saitama Prefectural Housing Ordinance.

In addition, if the person whom the applicant intends to have live with them is a gang member (as defined in Article 2, Item 6 of the Act on the Prevention of Unjust Acts by Members of Organized Crime Groups; hereinafter the same), and approval for cohabitation is not granted, the applicant pledges not to raise any objection.

In addition, if the tenant (applicant) or cohabitant is found to be a member of an organized crime group after approval for cohabitation has been granted, the cohabitant pledges to promptly surrender the housing. I agree to have my information referred to the Chief of Police for the purpose of confirming whether or not I am a member of an organized crime group.

1 Those who want to live with you

Furigana Name	Relationship	Date of Birth	Current Address	Employer or School

2 Reasons for living together

Attached Documents (In addition to items 1 to 4 below, additional documents may be requested depending on the applicant's circumstances.)

- 1 Documents proving the relationship between the person entitled to move in and the person wishing to

Form No.11 (Article 13)

live with them (e.g., a copy of the family register).

- 2 Documents proving the income of the person wishing to live with you (e.g., income certificate).
- 3 Proof that the person wishing to live with you does not own a house (e.g., certificate of residence, apartment lease agreement, etc.).
- 4 Proof that you have no outstanding prefectural or municipal taxes (e.g., prefectural tax payment certificate, municipal tax payment certificate, tax exemption certificate)

Remarks

- 1 If you wish to receive a rent reduction or exemption due to living with a person with a low income, or if you are currently receiving such a reduction or exemption, you will need to apply for a new rent reduction or exemption procedure to continue receiving it.
- 2 **After approval of cohabitation, the right (or name) cannot be transferred or inherited for at least one year.**

Form No.11-2 (Article 13)

certificate of residence, apartment lease agreement, etc.).

- 4 Proof that you have no outstanding prefectural or municipal taxes (e.g., prefectural tax payment certificate, municipal tax payment certificate, tax exemption certificate)

Remarks

- 1 If you wish to receive a rent reduction or exemption due to living with a person with a low income, or if you are currently receiving such a reduction or exemption, you will need to apply for a new rent reduction or exemption procedure to continue receiving it.
- 2 In principle, a temporary cohabitant is not eligible to inherit the tenancy rights.

An Application for Approval of Succession of Tenancy Rights in Prefectural Housing

Date:

(Addressee)

Chairman of Saitama Housing Provision Corporation

Name of Prefectural Housing:

Housing Number: Building No. ____ Room No. ____

Applicant (the person seeking succession):

Phone Number:

Pursuant to the provisions of Article 16, Paragraph 2 of the Saitama Prefectural Housing Ordinance, I hereby apply for approval to succeed to the status of the prefectural housing tenant from the current tenant, attaching the relevant documents.

In addition, I pledge that neither the applicant nor the cohabitant is a gang member (as defined in Article 2, Item 6 of the Act on the Prevention of Unjust Acts by Members of Organized Crime Groups; hereinafter the same). Furthermore, if it is found after approval of the succession that either party is a gang member, I pledge to promptly vacate the residence.

I agree to have my information referred to the Chief of Police for the purpose of confirming whether or not I am a member of an organized crime group.

1 Tenant with occupancy rights

Classification	Name	Date of Birth
Current Occupant		

2 Cohabitant

Relationship	Name	Date of Birth

3 Reason for succession death divorce others ()

Attached Documents

1. Document(s) certifying the death or divorce of the former tenant (e.g., a copy of the family register)
2. Document(s) certifying the relationship between the applicant and the former tenant (e.g., a certificate of residence listing all household members and family relationships)
3. Document(s) certifying the former tenant's move-out (e.g., a removal certificate from the Basic Resident Register or a certificate of residence at the new address). Not required in cases of death.

4. Letter of Acceptance of Occupancy
5. Emergency Contact Information Form (with a valid form of identification)
6. Any other documents deemed necessary depending on the applicant's circumstances

Remarks

If the applicant wishes to receive a rent reduction or exemption due to the death or relocation of the former tenant who had an income, or if the applicant is currently receiving such a reduction and wishes to continue, a new application for rent reduction or exemption must be submitted.

Application for Approval of Succession of Temporary Tenancy Rights in Prefectural Housing

Date:

(Addressee)

Chairman of Saitama Housing Provision Corporation

Name of Prefectural Housing:

Housing Number: Building No. ____ Room No. ____

Applicant (the person seeking succession):

Phone Number:

Pursuant to the provisions of Article 16, Paragraph 2 of the Saitama Prefectural Housing Ordinance, I hereby apply for approval to succeed to the status of the prefectural housing tenant from the current tenant, attaching the relevant documents.

In addition, I pledge that neither the applicant nor the cohabitant is a gang member (as defined in Article 2, Item 6 of the Act on the Prevention of Unjust Acts by Members of Organized Crime Groups; hereinafter the same). Furthermore, if it is found after approval of the succession that either party is a gang member, I pledge to promptly vacate the residence.

I agree to have my information referred to the Chief of Police for the purpose of confirming whether or not I am a member of an organized crime group.

1 Tenant with Temporary Occupancy Rights

Classification	Name	Date of Birth
Current Occupant		

2 Cohabitant

Relationship	Name	Date of Birth

3 Reason for succession death divorce others ()

Attached Documents

1. Document(s) certifying the death or divorce of the former tenant (e.g., a copy of the family register)
2. Document(s) certifying the relationship between the applicant and the former tenant (e.g., a certificate of residence listing all household members and family relationships)
3. Document(s) certifying the former tenant's move-out (e.g., a removal certificate from the Basic Resident Register or a certificate of residence at the new address). Not required in cases of death.
4. Letter of Acceptance of Occupancy

5. **Emergency Contact Information Form** (with a valid form of identification)
6. **Any other documents deemed necessary depending on the applicant's circumstances**

Remarks

If the applicant wishes to receive a rent reduction or exemption due to the death or relocation of the former tenant who had an income, or if the applicant is currently receiving such a reduction and wishes to continue, a new application for rent reduction or exemption must be submitted.

Application for Approval of Joint Use of Prefectural Housing

Date:

(Addressee)

Chairman of Saitama Housing Provision Corporation

Name of Prefectural Housing:

Housing Number: Building No. ____ Room No. ____

Name of the Tenant:

Phone Number:

I hereby apply for approval to use a part of the prefectural housing for purposes other than residential use as described below, in accordance with the provisions of Article 18, Paragraph 1 of the Enforcement Regulations of the Saitama Prefectural Housing Ordinance, and submit the required documents attached hereto.

1 Uses

2 Period of Dual Use

From [start date : _____] to [end date : _____]

3 Reason for Dual Use

Note: Please attach documents that describe the details of the dual use (e.g., floor plan of the residence).

Form No. 22 (Article 19)

Application for Approval of Renovation or Alteration in Prefectural Housing
Date:

(Address)

Chairman of Saitama Housing Provision Corporation

Name of Prefectural Housing:

Housing Number: Building No. ____ Room No. ____

Name of the Tenant:

Phone Number:

I hereby apply for approval to carry out alterations (including extension or renovation) to the prefectural housing for the reason stated below, in accordance with the provisions of Article 19, Paragraph 1 of the Enforcement Regulations of the Saitama Prefectural Housing Ordinance, and submit the required documents attached hereto.

Note: Please attach documents that clearly show the details of the proposed alterations, such as a floor plan of the residence and structural drawings of the modified areas.

Application for Approval of Change of Emergency Contact Information for Prefectural Housing

Date:

(Addressee)

Chairman of Saitama Housing Provision Corporation

Name of Prefectural Housing:

Housing Number: Building No. ____ Room No. ____

Name of the Tenant (Signature):

Address:

Name of former Emergency Contact (Signature):

Address:

Name of New Emergency Contact (Signature):

Address:

I hereby apply for approval to change the emergency contact person (meaning a person who can be contacted in case of an emergency or similar situation; the same shall apply hereinafter), as stated below, in accordance with the provisions of Article 12, Paragraph 1 of the Enforcement Regulations of the Saitama Prefectural Housing Ordinance, and submit the required documents attached hereto.

1 Reasons

2 New Emergency Contact

F u r i g a n a
N a m e	
A d d r e s s	(Postal Code)
Home Phone Number	
M o b i l e N u m b e r	
Relationship to the Authorized Tenant	
Name of Employer	
Telephone Number of Employer	

Note: Please attach documents necessary to verify that the new emergency contact person is the applicant themselves.