

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 Saturday, July 15.

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

Due Date NLT: Saturday, July 15, 2023

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, 2007 submitted.
- Please ask the civil tax division of the city where you live to issue the certificate that clarifies revenue incomes, and deductions for 2022. (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. In case of non-submitted, a deduction will not be applied.

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 2024 (From April 2024 to March 2025) will be determined by the income declaration this time.
2. The amount of the rent for 2024 and the certified incomes will be informed around the end of February 2024. 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, 2023): 054-255-4825

Multiple language versions of “Submission of the Income Declaration” and “How to Fill out the Income Declaration Form” can be found by scanning the QR codes below.

Portuguese	Informações em português, acesse este QR	
English	To see an English version, scan the QR code.	
Spanish	Información en español, escanea este QR	
Chinese	中文介绍请看这边。	
Tagalog	Paki-klik dito para sa impormasyon.	
Vietnamese	Hãy xem Bản hướng dẫn bằng tiếng việt ở đây	

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.

県営住宅入居者収入申告書

令和XX年 7月 5日 提出

相之原 住宅 A棟 103号室

氏名 静岡 太郎

電話番号 自宅 (0557) 22 - 3333

携帯 (090) 1111 - 2222

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.

静岡県知事 様

私及び同居者の昨年1年間の収入について、静岡県県営住宅条例第14条第1項の規定により、次のとおり申告します。また、同居者の異動について次のとおり届け出ます。

	フリガナ		性別	生年月日	所得控除後又は必要経費控除後の金額	給与所得及び公的年金等に係る雑所得以外の所得の合計金額	勤務先名称・電話番号	同居扶養	非同居扶養	各種所得控除										異動区分	異動の発生した日			
	氏	名								契約者との続柄	老	老	特	障	特	障	一	特	障			一般	特別	寡婦
入居者	シズカ	タロウ	男	昭和60年2月1日	1,780,000円	0円	静岡工業(株) 電話0557-21-1234	3	1												1. 出生 2. 転出 3. 死亡	年月日		
	静岡	太郎	本人																					
	シズカ	ハコ	女	昭和60年6月7日	310,000円	0円	スーパーあたみ 電話0557-22-2222																	
	静岡	花子	配偶者																					
	シズカ	イチロウ	男	平成29年2月3日	円	円	電話 - -																	
	静岡	一郎	子供																				XX年5月31日	
同居者	シズカ	フジオ	男	昭和30年2月2日	0円	0円	無職																	
	静岡	富士夫	父母																					
	シズカ	ジロウ	男	令和X年6月3日	円	円	電話 - -																	
	静岡	二郎	子供																					XX年6月3日

Sample 1

Sample 2

3. • Please fill in the amount of total income in the column of ④.
• Please fill in the numbers "subtracting the salary income and miscellaneous income (pertaining to the public pension) from the total income" in the columns ⑤.
Write "0" yen if no income.
• Please fill in the names and phone numbers of the work places in the column ⑥.

4. • Please fill in the number of a dependant(s) not living in Danchi in the column ⑧ if someone has them.
• Please circle the applicable persons in the column ⑭, ⑮, ⑯, ⑰.

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

How to Fill out the Income Declaration Form* The circled numbers on this paper correspond with those on the Income Declaration Form.

A. Please confirm names, genders, relationship to the head of household, and the date of births in the column ①-③.

Move-out or decease of a family member(s) : Cross off the name(s) of the family member(s) and circle the appropriate numbers in the column ⑱. Refer to the other side of the Income Declaration Form.
Submit "residence certificates" of all of the household members living with you and a "delated residence record (Johyou)" of ones who moved out or passed away.

A baby was born but not yet being registered: Fill in a baby name, gender, relationship, the date of birth and circle "1. 出生 (birth)" in the column ⑱. Refer to the other side of the Income Declaration Form.
Submit "residence certificates" of all of the household members including a baby living with you.

B. Please fill in the amount of "After-Income Deduction" or "After-Necessary Expense Deduction" in the column ④.

Fill in the "amount of total income" printed on the "Municipal and Prefectural Tax Certification" of 2023.

J. Please circle the appropriate numbers in the column ⑱ if needed.

Circle the numbers if there were a birth, a move-out, and decease in you family.
The "residence certificates" are needed to be checked by us.

C. Please fill in the "total amount of incomes other than the salary income and/or the miscellaneous income pertaining to the public pension" in the column ⑤.

If you only have the salary income and/or the miscellaneous income pertaining to the public pension, fill in just 0 yen.

K. Please fill in the appropriate dates in the column ⑳ if you circled the numbers in the column ⑱.

(The appropriate dates: Dates of a "birth date of baby", "Household members' moving out", and "decease of a family member(s).")

D. Please fill in "places of works" and "phone numbers" in the column ⑥.

In the case of no job, write "Unemployed" in the box of the applicable person(s).

E. Please fill in the number of persons who live together with other than the head of household in the column ⑦.

F. Please fill in the number of persons who are your dependant, under the Income Tax Act not living with you in the column ⑧.

G. Please fill in the numbers of the applicable dependant(s) in the columns ⑨-⑬.

* Refer to the next box (⑨-⑬) that lists the kinds of **Income Deduction**.

H. Please circle the applicable person(s) in the column ⑭-⑰.

* Refer to the next box. (⑭-⑰) that lists the kinds of **Income Deduction**.

I. Please circle in the box of the applicable person(s) in the column ⑱.

* The following categories fall into the applicable person(s).

A person falls under "⑫: 障害 Disability". (See the next box)

A person falls under "⑬: 特障 Particular Disability". (Ditto)

A person who used to be in the leprosarium.

A child who is before a school age as of April 2024.

⑨ 老配	A spouse sharing the same livelihood, under the Income Tax Act, of 70 years or more as of Oct 1, 2023.
⑩ 老人	A dependant of 70 years or more as of Oct 1, 2023.
⑪ 特定	A dependant of between 16 - 23 as of Oct 1, 2023.
⑫ 障害	A person who has a physical disability certificate. A person who has a mental disability certificate. A person who has a rehabilitation certificate. A person who has a war injury and illness certificate.
⑬ 特障	A person who has a physical disability certificate of Level 1 or 2. A person who has a mental disability certificate of Level 1. A person who has a rehabilitation certificate of A grade. A person who has a war injury and illness certificate from the special symptom to the third symptom. A person who has been certified as the atomic bomb survivor by the Ministry of Health, Labour, and Welfare.
⑭ 一般	A person falls under "⑫: 障害 Disability"
⑮ 特別	A person falls under "⑬: 特障 Particular Disability"
⑯ 寡婦	A woman who lost her spouse and have not married after then. The following must be met. 1. Yearly taxable income under 5,000,000 yen. 2. Not having a partner who is in a de facto marital relationship or having divorced and is not engaged to remarry. The following condition must be met, too. 1. Having a dependant who shares living expenses. (whose yearly earning is 480,000 yen or less)
⑰ ひとり親	A person currently unmarried or whose spouse's life or death is not clear. The following must be met. 1. Having a son or daughter who shares living expenses. (whose yearly earning is 480,000 yen or less) 2. Yearly taxable income is under 5,000,000 yen. 3. Not having a partner who is in a de facto marital relationship.