

## To those newly moving in

Municipal apartment houses are one of Osaka citizens' valuable properties. Therefore, the management of municipal houses has set different rules to follow. New tenants moving may be confused and anxious. This handout explains the rules that you, at least, have to follow. If you don't understand anything, please check the 'Guide to Housing' or contact our housing administration center.

### Indoor inspection on moving in

Unoccupied houses are different from newly built houses in that the locks are changed, tatami mats and paper cover of sliding doors are renewed, ripped wallpapers are repaired and electricity, gas and running water are checked.

Before handing over the keys, the house is checked, but if you find areas the need repairing, please contact the "Housing Management Center" immediately. And, before moving in, the new residents are requested to clean the rooms on their own.



### Moving

Before deciding on a moving day, please discuss the day schedule with residents' association.

You have to consult with the residents' association because you need to confirm how you are going to move your things and if your day of moving in would not coincide with any events. Furthermore, please dispose unwanted items (oversized trash, etc) at your previous residence. Please consult with the residents' association with regards to the disposal of garbage (boxes, etc.) from the move.



## **Notification of start of service of gas, electricity, etc. (p7 · 17 of Guide to Housing)**

### ➤ Electricity and gas

Residents can now choose a company. When moving in, please contact the company of your choice and do the necessary procedures.

### ➤ Water

Please do the procedures to start water service by contacting the customer center of the waterworks bureau (06-6458-1132).



## **Entrance and toilet**

The floor of entrance and toilet is not waterproofed, so please wipe with a floor cloth when cleaning.



## **Kitchen**

Soon after moving in, the tap water is sometimes reddish brown because of rust from the water pipe.

In that case, use the water in cleaning and then drink after it becomes transparent. And the installation of a garbage disposer is prohibited by in municipal houses as they clog pipes.



## **Others**

If you install a heater, water heater, or air conditioner, please be sure to remove them when moving out.



※Please pay the rent by account transfer. (printed forms are available in housing management center)



## 1.Procedures while living in the house.

Please conduct the procedures at the Management Center as needed.

### (1) Applications

- ① when the name of the tenant (the person the house is registered to) or housemates changes
- ② when a person, in addition to the family members already living at the house, will also be living there (also when a child born)
- ③ when the person the house is registered moves out or dies
- ④ when a house member moves out or dies
- ⑤ when changing your emergency contact
- ⑥ others, like not having a job because of quitting the company
- ⑦ when the residents will not use the municipal house for 15 days and more.  
( temporary absence )
- ⑧ when installing a structure



(As a rule, installing structures or changing of the room is prohibited.

However, if structures are needed because of unavoidable circumstances, such as installing structures or changing the room to help physically challenged or aged persons, there is a possibility of approval if you apply for it. Please contact the administration center.)

### (2) Income declaration (application for reduction of house rent)

To decide the next year's rent, procedures are necessary around August every year.

### (3) Application for Parking Space

Please apply for parking space with the Housing Management Center.

However, for those living in Nanko-Naka Housing (Port Town), please inquire with the Nanko Port Town Parking Management Office (06-6612-5587).



## 2. About the residents' association organization

Since the municipal housing is a residential complex, there are certain things where all residents must work together, like cleaning of the complex premises. That is the reason why residents' associations exist, so please actively participate. The residents' association also collects the common expense fees, so please make sure to contact an officer of the association when you move in



## 3. About bearing the common expenses

In a municipal housing, fees (common expense fees) needed by common areas shared by the residents is shouldered by all the residents. These are expenses directly related to your daily life. Not paying the fees will not only cause trouble for the other residents, but would also disturb the order of the community, so please pay your dues and please pay on time. The “common expense fees” is used for the following.

- ① Elevator, security lights, hallway lights, stair lights, electric bill for water pump, water bill for sprinklers
- ② Expenses for the cleaning of drainage pipes and facilities.
- ③ Gardening fees, maintenance of shared facilities



The water and electric meters for the shared areas are installed per building or housing complex, so the common expenses cannot be paid individually by the residents. Therefore, the residents' association collects the money and pays the fees.

## 4. Regarding nuisances

Municipal housing is a public housing where one lives with others. To make sure that everyone will be living comfortably in this residential area, please avoid behaviors that will cause trouble to your neighbors.

To ensure that residents of municipal housing can live comfortably together, Osaka City government has established measures against nuisances. Following established nuisances, corrective action and warning will be given. And if the nuisance persists, further legal actions will be taken, such as eviction from the residential area.

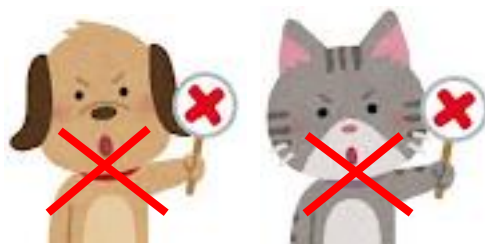
《Nuisances are:》

- ◆ Pets, such as dogs and cats, disturb the sleep of others, cause injury, or cause odor, etc.
- ◆ Playing instruments, Karaoke, speaking in a loud voice, kicking on the floor or knocking on the walls to cause constant or continuous noises and vibrations
- ◆ Keeping food waste and unhygienic things for too long, leaving private items in common areas
- ◆ Shouting at, threatening or abusing other residents
- ◆ Damaging buildings, causing fire or water leaks or other behavior that may cause risks.
- ◆ Arrears of common service fees, which is for the maintenance of common areas
- ◆ Other behavior that will impede the community life in the municipal housing

To live comfortably in a municipal housing...

### **Please do not keep any pets (such as dogs and cats)!!**

- The noise, feces and urine, hair, odors, and the danger of causing harm would make much trouble for other residents. Please do not keep pets!!
  - ※ Guide dogs, service dogs and hearing dogs are allowed by law. Owners of these dogs must submit an application to the Housing Management Center.



**Please do not place items on the stairs or along the corridors!!**

Stair, corridors and balconies are important emergency exits. Please do not place items in these areas.



**Please be quiet!!**

- Please avoid making noise when walking in the rooms, on the stairs and along the corridors. And please open and close the doors quietly.
- Please choose a low-noise washing machine, vacuum cleaner and air conditioner. Please also be considerate of the time when you use the washing machine and where you install the outer unit of the air conditioner.
- Please try to avoid washing and taking baths late at night and early morning.



**Be careful of water leaks!!**

Only the bathrooms and roofs are waterproofed in the buildings.

- Please do not wash the entrance, toilet and corridor floors with water.
- Please do not spill water downstairs when cleaning the balcony or watering the plants since the balcony is only partially waterproofed.
- Please do not flush waste down the drainage pipe for it may be clogged and the sewage may backflow and cause inconvenience to other residents.
- Please do not block the drain by kitchenware or soap dish.
- The Management Center will not be responsible for such troubles.



## 5. Use of common areas and facilities

Common areas (corridors, stairs) and common facilities (assembly hall, playgrounds) are for everyone in the municipal housing.

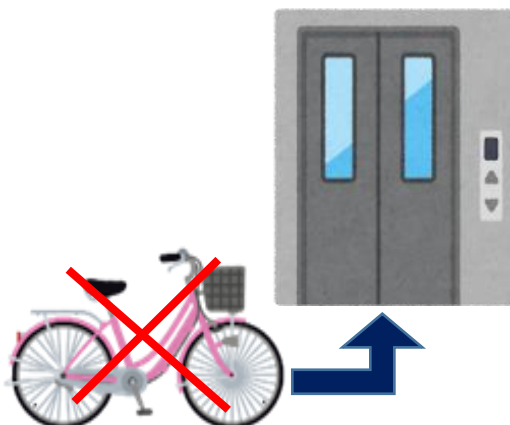
### <Stairs, corridors and pipe space>

- Stairs and corridors are for daily passage. Please keep them clean.
- Do not place bicycles, motorbikes or baby carriages in such places, or leave entrance doors open as this will not block the passage of others, but will also block the emergency exits when there is an earthquake or a fire and may cause injuries.
- To avoid bothering the neighbors, please walk and speak quietly in these areas.



### <Elevator>

- Please keep the elevator clean and use it correctly.
- It is dangerous for children to use the elevator alone. Please make sure that they are accompanied by a guardian.
- Jumping or running in the elevator will activate the safety devices and stop the elevator. Please be still when in the elevator.
- Please do not bring bicycles or motorbikes into the elevator.



### <Balcony>

The balcony is an emergency exit. Please do not store objects here.

Moreover, falling laundry or flowerpots would not only inconvenience the resident's downstairs, but it could be very dangerous to passersby.

Please do not hang or put objects on the railings of the balcony.

Please do not dump too much water on the balcony since it's only partially waterproofed.



### <Garbage>

➤ Please put the garbage at the designated collection point on the designated schedule.

➤ Please do not put out the garbage on the wrong day.

➤ Please segregate your trash and follow the trash collection schedule.

After the garbage is collected, please clean up the area with other residents.



※ **When you want to move out of the municipal housing, please contact the Management Center 15 days in advance, and please also contact the Resident's Association.**

