

Resident Guide for the Osaka University Onohara Residence for Foreign Instructors

Housing Division, Osaka University

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◇ Please read this document when moving into the Residence.

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<<1>> Outline of the Residence

(1) Purpose of establishment and management operations

The Osaka University Onohara Residence for Foreign Instructors (hereinafter called “the Residence”) was established for provision as a residence for foreign instructors engaged in language education at Osaka University. It is managed and operated by Osaka University.

(2) Outline of facilities

Building name	No. of units	Address	Building		
			Structure	Exclusive-use floor area	Year of construction
Building 1	8	5-25-11, Onohara-higashi, Minoh-shi, Osaka 562-0031	4-story reinforced concrete building	84.60 m ²	1984
Building 2	8	5-25-13, Onohara-higashi, Minoh-shi, Osaka 562-0031		68.14 m ²	1987
Building 3	8	5-25-19, Onohara-higashi, Minoh-shi, Osaka 562-0031		68.14 m ²	1984
Building 4	8	5-25-21, Onohara-higashi, Minoh-shi, Osaka 562-0031		82.77 m ²	1993
Total	32				

As preparation for living in the Residence, basic furniture and household electrical appliances (hereinafter called the “equipment provided”) have been installed in the Residence as described in Appendix 1 (page 9).

<<2>> Qualification for occupancy, period of occupancy, occupancy procedures, etc.

(1) Qualification for occupancy

Residence is limited to foreign professors, associate professors, lecturers, assistant professors, specially appointed foreign instructors (full-time), foreign teachers and foreign guest instructors engaged in language education at Osaka University and persons (family) mainly making a living from that income. Occupancy is not possible for persons engaged in any education or research other than language study, even if the person is in a position listed above.

(2) Period of occupancy

The period of occupancy possible in the Residence shall be within the period of the employment contract. However, this will not apply when there is a special reason and the permission of the President has been obtained.

(3) Occupancy application

- [1] Any person wishing to occupy the Residence should submit the [Application for occupancy of the Residence for Foreign Instructors (loan/transfer) (Form 1)] to the Housing Division via the head of the department where the individual is engaged in language education.
- [2] Any person wishing to occupy the Residence who intends to live together with family members should also submit the [Application for occupancy of the Residence for Foreign Instructors (loan/transfer) (Form 1)] in the same way.

(4) Occupancy permission

If the President grants permission for the occupancy of the Residence based on the occupancy application, then the period of occupancy will be specified and notification will be sent from the Housing Division to the individual concerned on [Notice of permission for occupancy of the Residence for Foreign Instructors (Form 2)]. (At the same time, a copy will also be sent to the administration section of the department belonged to.) In the case when permission is not granted, the notice will be given in the same way.

(5) Occupancy procedures

The move into the Residence should be completed within ten days of the granting of the occupancy permission. Please be aware that if the move into the Residence is not completed within this period, then the occupancy permission may be canceled.

<<3>> Cohabitation with new family and the procedures necessary

If a resident wishes to live together with a new family member, then the [Notification of cohabiting family in the Residence for Foreign Instructors (Form 3)] should be submitted to the Housing Division.

<<4>> Usage fees

- (1) Usage fees (Residence fee, car park fee, fee for equipment provided)
 - Residence fee = Rent for the Residence
 - Car park fee = Necessary if permission to use the car park is granted
 - Fee for equipment provided = Fee for the use of the furniture and household electrical appliances installed inside the Residence
- [1] If the occupancy begins part way through a month, then the fee will be the amount calculated for the number of days from the date of entry until the final day of that month. Likewise, if the occupancy ends part way through a month, then the fee will be the amount calculated for the number of days from the first day of that month until the day of departure. If a resident wishes to depart from the Residence, the [Notification of departure from the Residence for Foreign Instructors (Form 5)] should be submitted to the Housing Division no less than 30 days before the planned date of departure. If the resident departs part way through a month without submitting the form, then the resident must pay the usage fee from the day after the departure to the end of the month. (No calculation for the number of days will be performed.)
- [2] Method for calculation using number of days: The number of days of occupancy (period of use) divided by the number of days in that month is multiplied by the amount for one month.

- [3] Usage fees that have already been paid will only be returned in the following circumstances.
- When the use of the Residence, the car park, or the equipment provided becomes impossible due to a natural disaster or other unavoidable circumstances.
 - When the occupancy permission for the Residence is canceled due to the circumstances of Osaka University.
- [4] Notification will be given in advance if the usage fees are to be changed, such as due to the revision of regulations.

(2) Payment method and due date

The usage fees will be deducted from the instructor's salary each month. If deduction from salary is not possible for some reason (such as during a period of leave, after retirement or when the salary is paid by a different institution), then the Housing Division will issue an invoice. The resident should pay the amount by bank transfer by the due date written on the invoice. In this case, the commission charges for the bank transfer must be paid for by the resident.

(3) Utilities charges, etc.

For the electricity, gas, water, telephone and other usage fees (hereinafter called "utilities charges, etc.") for the use in the Residence, each resident must agree a contract directly with the power company, etc., and the individual resident must pay the usage fees.

(4) Common service fees

- [1] The utilities charges, etc., for shared areas will be charged as common service fees of 2,500 yen per month. The payment will be made in the same way as for the usage fees, with either deduction from salary or payment by bank transfer.
- [2] In the case when a resident enters or departs from the Residence part way through a month, if the number of days of occupancy in the month concerned is less than half of the days of the month in total, then the resident will be exempted from the common services fees for that month. If the number of days of occupancy is half or more of the month, then the monthly fee of 2,500 yen will be charged for that month. When a resident departs from the Residence part way through a month, if the [Notification of departure from the Residence for Foreign Instructors (Form 5)] is not submitted at least 30 days before the intended date of departure, then even if the number of days of occupancy is less than half of the month, there will be no exemption from the common services fees.
- [3] Breakdown of main expenditure included in common services fees
- Utilities charges for shared areas (Kansai Electric Power Company, Osaka Gas, Minoh City Waterworks and Sewerage Bureau)
 - Purchasing of household electrical appliances and disposable items such as sanitary goods for shared areas
 - Charges for the cleaning of the garbage disposal site, meeting place, and around the building (outsourced to an external company)
 - Any other item that is thought to be necessary to maintain the environment of the common area but is not to be paid by an individual (excluding items related to the building or the grounds)

<<5>> Rules for residents

When living in the Residence, the resident and the cohabiting family must make an effort to maintain order inside the Residence and must also pay sufficient attention to the preservation of the facilities and equipment provided and comply with the items defined in this Resident Guide.

(1) Cautions for the use of the Residence and the equipment provided

- [1] When living in the Residence and using the equipment provided, maintain the Residence and the equipment provided in a good condition appropriate for the purpose of use and application. The individual resident should perform the cleaning and care to be performed on a daily basis.
- [2] Permission is given for the use of the Residence as a base for living, so the following acts are forbidden.
 - Use as a contact address or mere laboratory.
 - Conducting profit-making activity, or providing the place for such activity.
 - Subleasing to a third party.
 - Cohabiting with family or other persons who have not been permitted.
 - Other acts not appropriate as a method of use for a place of residence.
- [3] The resident must take responsibility for the management of the equipment provided in this Residence, handle it carefully and pay attention to ensure that it is not damaged during use.
- [4] If the resident or family damages or destroys the facilities or equipment provided in the Residence, please notify the Housing Division via the head of the department belonged to. If the resident or cohabiting family damages or destroys the facilities or equipment provided in the Residence due to neglecting to pay the attention required in [3] above, then either compensation must be paid for the damage or it must be returned to the original state. However, this will not apply if the damage occurs as a result of a fire, etc., that was not caused intentionally or due to gross negligence.
- [5] It is not possible to keep animals such as dogs or cats in the Residence. However, there is no problem with animals such as small birds or small fish, etc.

(2) Repairs to the Residence

- [1] Except in the minor cases outlined in Appendix 2 (page 10), the repair and replacement of the building itself and the equipment belonging to the building such as electricity and gas equipment and plumbing system equipment will be performed when Osaka University judges it to be necessary. It is therefore forbidden for the resident to perform work that will change the current state without the permission of Osaka University. (Rearrangement and modifications are not allowed.)
- [2] The minor cases listed in Appendix 2 should be performed at the expense of the resident. The selection of construction companies and the request and payment of charges should be performed by the individual resident. (Please be aware that if the equipment, etc., listed in Appendix 2 is damaged as a result of an intentional act or gross negligence of the resident, then the resident must restore the equipment to its original state at the expense of the resident.)

<<6>> Notices for residents

(1) Long-term absence

If the Residence is to be left empty for long periods (of 30 days or longer) due to travel or other reasons, then submit the [Notification of long period of absence from the Residence for Foreign Instructors] to the Housing Division.

(2) Automobile storage locations (Car park)

Persons wishing to rent a location for automobile storage should submit the [Application for the rental of the Residence for Foreign Instructors (Automobile storage location)] to the Housing Division. After the approval procedures are completed, a [Permit for the rental of the Residence for Foreign Instructors (Automobile storage location)] will be given, so place the automobile in the location within the grounds of the Residence that is instructed on the permit. If there are no spaces available, then it will be necessary to wait in order until a space becomes available.

(3) Key storage

During the period of occupancy, the resident bears the responsibility for the storage of the keys for the Residence. Three keys are handed to the resident upon entry to the residence and no other spare key is produced. If a key is lost, then it will be necessary for the resident to replace both the keys and the cylinder lock. Please be aware that the charges for this replacement must be paid by the resident.

(4) Disposal of garbage, etc.

The website of Minoh City explains the methods for the sorting and collection of garbage. The resident must follow those methods.

[1] General garbage (collected by Minoh City free of charge)

Sort garbage as specified by Minoh City, place it in the garbage bags specified by Minoh City and place it in the garbage collection location within the grounds of the Residence. Please be aware that the garbage will not be collected if it has not been sorted correctly or it has been placed in a bag other than a bag specified by Minoh City.

[2] Large-sized garbage (Collected by Minoh City for a charge)

The resident should request collection by the cleansing department at Minoh City, which is the location of the Residence. A fee will be charged, so the resident must pay the fee.

(5) Handling of fire

Please be sufficiently careful not to cause fire accidents when handling fire or sources of fires. The residents are responsible for fire sources in the rooms.

(6) Fire prevention equipment

- [1] Each building of the Residence has a fire extinguisher in the pipe space (PS) in front of the entryway. Ensure that you are familiar with the storage location and the method of use.
- [2] An escape ladder has been placed on the floor of the balcony. If evacuation from the entryway is not possible, then use the ladder to evacuate. Ensure that you are familiar with the storage location and the method of use.

(7) Reporting emergencies

If a fire, theft or other emergency situation arises, then immediately take action such as evacuation and the prevention of secondary disasters. Also, report to the fire department (telephone number = 119) or the police (telephone number = 110) and contact the receiving teaching staff or office at the department belonged to and ask for instruction.

<<7>> Cancellation of occupancy permission

(1) Please be aware that the occupancy permission may be canceled if any of the following items applies.

- [1] If a person who has been granted occupancy permission does not move into the Residence before the date specified on the [Notice of permission for occupancy of the Residence for Foreign Instructors (Form 2)].
- [2] If the resident does not pay the usage fees before the deadline specified.
- [3] If the resident or family has violated the rules for residents defined in this Resident Guide and caused a major problem for the management and operation of the Residence, or if there is a risk that such a problem will be caused.
- [4] If the resident or family bears an obligation such as compensation for damage, but does not fulfill that obligation by the deadline specified.

(2) If the occupancy permission is canceled, the reason will be written on the [Notice of cancellation of permission for occupancy of the Residence for Foreign Instructors] and the notice will be sent to the individual via the head of the department belonged to.

<<8>> Vacating the Residence and the procedures necessary

(1) Vacating the residence

The resident must vacate the residence without delay if any of the following items applies.

- [1] When the period of the occupancy permission expires.
- [2] When the qualification for residence is lost.
- [3] When the occupancy permission is canceled. Also, if the resident vacates the residence or dies, then the family must vacate the Residence without delay.
- [4] When the resident is asked to vacate the Residence because a higher priority resident has emerged based on necessity for the operation of the business of Osaka University.

[5] When requested to vacate the Residence because it has become necessary for Osaka University to abolish the Residence.

(2) Procedures when vacating the Residence

When intending to vacate the Residence, the [Notification of departure from the Residence for Foreign Instructors] should be submitted to the Housing Division via the head of the department belonged to at least 30 days before the intended date of departure. When vacating the Residence, an inspection of the Residence and the equipment provided must be carried out by the Housing Department or a member of the administrative staff or other staff of the department belonged to and then the keys for the room should be handed over to the Housing Division.

<<9>> Postponement when vacating the residence and the procedures necessary

- (1) Even in the cases when the resident must vacate the Residence for a reason in <<7>> (1) [2] to [4] or <<8>> (1) [1] to [5] above, if there are appropriate reasons such as time is required for procedures for returning to the home country or for relocation to a different address, then it is possible to permit a postponement of the departure by up to six months from the date that the reason for vacating the Residence occurs.
- (2) Persons wishing to postpone the departure from the Residence should submit the [Application for postponement of departure from the Residence for Foreign Instructors] to the Housing Division via the head of the department belonged to before the last day of the occupancy permission.
- (3) Based on the [Application for postponement of departure from the Residence for Foreign Instructors], if the President permits the postponement of the departure, then the [Notice of permission for postponement of departure from the Residence for Foreign Instructors] will be sent to the individual via the head of the department belonged to.

Appendix 1. Equipment provided

Item	Quantity
Reception chairs	2
Reception sofa	1
Reception table	1
Revolving chair	1 or 2
Gas fan heater	1 or 2
Air conditioner	2 or 3
Shoe cupboard	1
Steel book storage cabinet	1 or 2
Storage chest (Building 4 only)	4
Dining chairs	2 to 4
Dining table	1
Tableware cupboard	1
Single bed	1 to 4
Bedroom light	1 or 2
Bedroom table	1 or 2
Washing machine	1
Vacuum cleaner	1
Desk lamp	1 or 2
Television	1
Television rack	1
Desk with drawers	1 or 2
Refrigerator	1

*The equipment provided varies slightly between rooms.

- The antenna wire for the television is a common wire drawn from a community antenna installed on the roof to the living room of each residence. (Only terrestrial digital broadcasts are available.)
- Persons wishing to view satellite digital broadcasts (BS, CS) should install an antenna to receive satellite broadcasting on their own balcony and agree individual receiving contracts with NHK (Japan Broadcasting Corporation) and the paid broadcast companies (including cable television).

Appendix 2. Scope of minor repairs to the Residence to be paid for by the resident

*Please be aware that if the equipment, etc., listed below is damaged as a result of an intentional act or gross negligence of the resident, then the resident must restore the equipment to its original state at the expense of the resident.

Examples are shown below Part 1

Parts for exclusive use	
Section	Contents of repairs or replacement, etc.
Entryway	(1) Repair or adjustment of the door, door closer, or floor boards
	(2) Painting or repairs on the inside walls (including the ceiling)
	(3) Repair or replacement of the lock, door chime (bell), shoe cupboard doors, hinges, door rollers, handles, door pulls, shelves, magnetic catches, roller catches, umbrella stands, room name plate, hat rack, mail box, lever stopper, or curtain rail
Kitchen and dining room	(1) Repairs to the sink, gas cooker, wall cupboards, draining board, or floor boards
	(2) Painting or repairs on the inside walls (including the ceiling)
	(3) Repair or replacement of the water faucets, sink trap bowl, drainage perforated plate, gas cock, pegboard, ventilation fan opening/closing mechanism or lock, curtain rail, or shelves
Bathroom and washroom	(1) Repairs to the water heater, bathtub, washstand or SP trap, dressing case, vanity mirror, ventilator pipe, washing machine waterproofing pan, ventilation fan, ventilation hood, or floor boards
	(2) Painting or repairs on the inside walls (including the ceiling)
	(3) Repair or replacement of the accessories to the washstand, bathtub, or water heater (such as plug and chain, duck board, drain trap bowl, drainage perforated plate, shower head, gas cock, circulation pipe, water faucet, towel hanger, curtain rail, etc.)
Living room fittings	(1) Repairs to flush doors (hinged doors), glass doors, or floor boards
	(2) Painting or repairs on the inside walls (including the ceiling)
	(3) Replacement of wallpaper (including cloth attachment), replacement or adjustment of door pulls, door rollers or other fitting accessories, glass replacement, putty refilling, replacement of curtain rail, or gas cock
Toilet	(1) Repairs to the toilet, wash basin, or SP trap
	(2) Painting or repairs on the inside walls (including the ceiling)
	(3) Replacement or adjustment of the flush valve, low tank or high tank parts, toilet paper holder, towel hanger, door hinges, lock, hot water type washing toilet seat "Washlet", toilet lid or hinge, water faucets, or chain

Examples are shown below Part 2

Parts for exclusive use	
Section	Contents of repairs or replacement, etc.
Electrical equipment	(1) Repair, adjustment, or replacement of the various switches, plates, outlets, globes, sockets, cord hanging hooks, or support fittings
	(2) Replacement of electric bulbs (including fluorescent tubes)
Others	(1) Repairs to the clothes drying frame, fence, or balcony partitioning boards
	(2) Inspection or replacement of the shelves, water pipe heat insulation windings, or the various apparatus
	(3) In addition to the examples given above, minor repairs and part replacements similar to those above
<p>(Note) Please be aware that even in cases where the work is not minor, the resident may be asked to pay for the restoration to the original state in the case of repairs to leaking water pipes due to freezing damage, the repair or replacement of a water heater due to freezing damage and for any other damage resulting from carelessness or insufficient management by the resident.</p>	

*Please contact the Housing Division if anything is unclear.