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# Living



## For a Comfortable Life

In order to maintain friendly ties with your neighbors and lead a comfortable life in Shinjuku City, it is important to follow the various rules for everyday living, such as garbage disposal. Although there may be some Japanese customs that are confusing to you, please talk with your neighbors and do your best to understand the local rules and customs.

In addition, while bicycles are a convenient means of transportation, it is important to be careful about avoiding accidents by following the rules for the riding and parking of bicycles.

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This booklet is divided into 8 parts
1. Preparing for Emergencies and Disasters
2. Procedures for Changes of Address and Taxes
3. Insurance, Health Maintenance and Welfare
4. Employment and Status of Residence
5. Childbirth, Child-Raising, and Education
<b>6. Living</b>
7. Leisure
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For inquiries regarding matters written in this book, please refer to the Shinjuku Foreign Resident Advisory Corner noted on the last page of this booklet where counseling in foreign languages is available. When you contact departments or telephone numbers listed in this booklet, **unless otherwise specified, be sure to speak in Japanese or have someone who speaks Japanese talk for you. The information in this publication is subject to change.**

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## Garbage and Recycling

### How to Dispose of Recyclable Resources and Garbage

#### Shinjuku Waste Collection Office

 2-1-1 Shimo-Ochiai, Shinjuku-ku

 03-3950-2923

#### Shinjuku-Higashi Waste Collection Center

 10-16 Yotsuya-Sanei-cho, Shinjuku-ku

 03-3353-9471

#### Kabukicho Waste Collection Center

 2-42-7 Kabuki-cho, Shinjuku-ku

 03-3200-5339

As a rule, the collection of recyclable resources and garbage from regular households is free of charge. There is a fee, however, for the collection of large amounts of garbage and oversized garbage.

A fee is charged for all recyclable resources and garbage from shops and businesses. As a rule, the city would like shops and businesses to handle their own garbage (through use of a waste collection company or recyclable resource collection company). The Shinjuku City Office only deals with small-scale shops and businesses that have difficulty finalizing contracts with waste-collection companies or other similar organizations, and they must attach official Shinjuku City Garbage Handling Fee Tickets to their garbage. Please purchase these stickers at any shop showing the agency sign, and place the stickers on garbage bags, newspapers, and magazines in a spot where they can easily be seen.

It is important that everybody observes the rules when disposing of recyclable resources and garbage, to eliminate any possible problems with neighbors.

Shinjuku City Office has information in foreign languages on how to dispose of recyclable resources and garbage, so please use this information.

Also, a PDF version is available on Shinjuku City's Information on Everyday Living for Foreign Residents website.

 [www.foreign.city.shinjuku.lg.jp/en/](http://www.foreign.city.shinjuku.lg.jp/en/)

#### Reduce Waste with 3Rs

Recycling items instead of throwing them away as garbage helps the global environment in that it conserves natural resources. Let's work together to reduce garbage and reuse recyclable resources.

Observe the following 3Rs to reduce garbage:

##### ○ Reduce

Reduce items that will become garbage. For example, do not buy unnecessary items.

##### ○ Reuse

Make the most of items without throwing them away. For example, use the same bottle over and over again.

##### ○ Recycle

Process items into recyclable resources. For example, separate old paper, bottles, and cans and dispose of them as recyclable resources.

## ● How to Dispose of Recyclable Resources

Category	Collection Frequency	Collection Site	Please Be Aware of the Following Points!
Newspapers (includes fliers) Magazines (includes notebooks, confection boxes, wrapping paper, and envelopes) Cardboard Paper Cartons	Once a week	Recyclable resources and garbage collection site Please put out by 8 a.m. on the collection day.	<ul style="list-style-type: none"> <li>○ Bind items with string according to type. Collection is made on rainy days as well.</li> <li>○ Fold newspapers into four (A4-size).</li> <li>○ The following items are not collected as recyclable resources, so please dispose of them as combustible garbage: Photographs, heat-sensitive paper, paper cups, window envelopes, paper scraps, plastic-coated paper, waxed cardboard, oily stained paper such as pizza home-delivery boxes, etc.</li> <li>○ There is a charge for the collection of business-related recyclable resources. Please attach a Garbage Handling Fee Ticket to the garbage.</li> </ul>
Plastic Containers and Wrapping with the Identifying  Mark (such as plastic bottles, cups, trays, packages, and tubes; plastic bags for confections and frozen food; retort pouches; plastic lids; plastic clasps; plastic shopping bags; etc.)	Once a week	Recyclable resources and garbage collection site Please put out by 8 a.m. on the collection day.	<ul style="list-style-type: none"> <li>○ Items that are dirty are not considered recyclable resources.</li> <li>○ Items that are not completely emptied or that are difficult to clean should be disposed of as combustible garbage.</li> <li>○ Dispose of items together in a garbage container with a lid or a transparent/semitransparent garbage bag.</li> <li>○ There is a fee for the collection of business-related recyclable resources. Please attach a Garbage Handling Fee Ticket to the garbage.</li> </ul>
Bottles (for food, beverages, cosmetics, and medicines)	Once a week	Recyclable resources and garbage collection site Please put out by 8 a.m. on the collection day.	<ul style="list-style-type: none"> <li>○ After rinsing the insides out with water, please place these items in a transparent/semitransparent plastic bag. As a rule, broken bottles, bottles you cannot clean properly, medicine bottles (except for bottles that contained medicinal drinks), light bulbs, and fluorescent lights are not collected as recyclable resources. Please dispose of these items together with metal, ceramic, and glass items. Please take returnable bottles—such as beer bottles and <i>issho-bin</i> (1.8-liter sake bottles)—to a liquor store.</li> </ul>
Cans (for food and beverages)			<ul style="list-style-type: none"> <li>○ After rinsing the insides out with water, please place these items in a transparent/semitransparent plastic bag. Cans you cannot clean properly, cans that held contents other than food and beverage, and <i>itto-kan</i> (18-liter cans) are not collected as recyclable resources. Please dispose of them together with metal, ceramic, and glass items.</li> </ul>
Spray Cans, Gas Cylinders, Disposable Dry-Cell Batteries			<ul style="list-style-type: none"> <li>○ Please place these items in a transparent/semitransparent plastic bag after using up their contents completely.</li> </ul>
Plastic PET Bottles (with the identifying mark  )			<ul style="list-style-type: none"> <li>○ After rinsing the insides out with water, please crush plastic bottles and place them in a transparent/semitransparent plastic bag. Dispose of caps and labels together with plastic containers and wrapping.</li> </ul>
	<p>Notes:</p> <ol style="list-style-type: none"> <li>1. At some garbage collection sites, such as those for apartments and condominiums, the collection containers/nets are distributed. Please place bottles in the yellow containers; cans in the blue containers; spray cans, gas cassettes, and dry-cell batteries in the green containers; and plastic PET bottles in the blue nets.</li> <li>2. A fee is charged for the collection of business-related recyclable resources. Please place such items in a bag and attach the Garbage Handling Fee Ticket according to the size of the bag.</li> </ol>		
Disposable Dry-Cell Batteries (alkaline, manganese, and lithium)	—	Collection box at municipal facilities	<ul style="list-style-type: none"> <li>○ These items are collected at the recyclable resources and garbage collection sites. You can also put them in collection boxes at municipal facilities—such as Chiiki Centers—and at some stores, such as supermarkets.</li> <li>○ Please wash and dry cartons and white Styrofoam trays before putting them in the collection box.</li> </ul>
Cartons (500 ml or larger)			
White Styrofoam Trays			
Collection of used small electronic devices (mobile phones, mobile music players, portable game devices, digital cameras, portable video cameras, portable car navigators, electronic dictionaries, calculators, and accessories such as remote controllers, AC adaptors and cables)	—	Shinjuku Waste Collection Office, Shinjuku-Higashi Waste Collection Center, Kabukicho Waste Collection Center, Shinjuku Waste Station/Resource Center, Shinjuku Recycling Center, Nishi-Waseda Recycling Center, Waste Reduction and Recycling Division of Shinjuku City Office (Shinjuku City Office Main Bldg. 7F) and collection boxes at the Branch Offices, etc.	<ul style="list-style-type: none"> <li>○ Nine types of used small electronic devices are collected at service counters of the collection sites at left.</li> <li>○ Please note that the collection schedules of these service counters vary.</li> <li>○ Put these items in the collection boxes at the City Office Main Building 1F, Branch Offices and the Environmental Studies and Information Center (Eco Gallery Shinjuku).</li> </ul>
Ink Cartridges Ink cartridges for home-use printers; must be completely empty. Restricted to branded cartridges from Brother Industries, Canon, Dell, Seiko Epson, and Japan Hewlett-Packard.	—	Collection boxes located at Shinjuku City Office Main Bldg. 1F, Shinjuku Waste Collection Office, Shinjuku-Higashi Waste Collection Center, Shinjuku Recycling Center, Nishi-Waseda Recycling Center, Environmental Studies and Information Center, Branch Offices, etc.	<ul style="list-style-type: none"> <li>○ Put these items in the collection boxes.</li> <li>○ Please note that the collection schedules of these service counters vary.</li> <li>○ Inquiries: Waste Reduction and Recycling Division, ☎ 03-5273-3318</li> </ul>

● **How to Dispose of Garbage**

Category	Collection Frequency	Collection Site	Please Be Aware of the Following Points!
Combustible Garbage (Kitchen scraps, paper scraps, wood chips, plastic items other than containers and wrapping with the identifying ♻️ mark, rubber items, leather items, disposable diapers, sanitary napkins, chemical rags, cigarette butts, etc.)	Twice a week	Recyclable resources and garbage collection site Please put out by 8 a.m. on the collection day.	<ul style="list-style-type: none"> <li>○ Please separate garbage properly and place the garbage in containers or transparent/semitransparent plastic bags. Please pick up your empty containers as soon as possible.</li> <li>○ Wrap sharp objects, such as glass and skewers, using thick paper, and label it “kiken (dangerous)” before disposal.</li> <li>○ Be sure to use lighters completely before disposal. Please put them in a separate bag from other garbage.</li> <li>○ Please be sure to place household mercury thermometers and mercury blood pressure measuring machines in a separate transparent/semitransparent bag so that the contents can be seen.</li> <li>○ Please wrap fluorescent lights in paper or put them in their cartons before disposal.</li> <li>○ There is a fee for the collection of business-related garbage. Please attach a Garbage Handling Fee Ticket.</li> </ul>
Metal, Ceramics, and Glass (This category includes small electric appliances, lighters, etc.)	Twice a month		
Oversized Garbage (excluding air conditioners, TVs, refrigerators, freezers, laundry machines, clothes dryers, and personal computers) Call the Oversized Garbage Reception Center, ☎ 03-5296-7000 for reservations (Mon. through Sat., 8 a.m. to 7 p.m.). Reservations can also be made over the Internet (24 hours). Website: 🌐 <a href="http://sodai.tokyokankyo.or.jp/">http://sodai.tokyokankyo.or.jp/</a>	On a reservation basis	In front of the house, etc. Please put out by 8 a.m. on the collection day.	<ul style="list-style-type: none"> <li>○ Garbage items measuring over 30 cm on any side—such as furniture, bedding, electric products or bicycles—are considered oversized garbage.</li> <li>○ There is a fee for the collection of all oversized garbage. After making a reservation with the Oversized Garbage Reception Center, please purchase the appropriate Oversized Garbage Handling Fee Tickets and attach them to the oversized garbage on the day of collection.</li> <li>○ There are handling fee reduction programs for victims of natural disasters and fires, those receiving public financial assistance for everyday living, and recipients of Child Support Allowance, Special Child Support Allowance, and Age Welfare Pension.</li> <li>○ The city does not collect oversized garbage produced from business activities. Please make arrangements to dispose of these items.</li> </ul>

● **Air Conditioners, TVs, Refrigerators (Freezers), Laundry Machines, Clothes Dryers, and Personal Computers**

Air Conditioners, TVs, Refrigerators (Freezers), Laundry Machines, and Clothes Dryers	<ul style="list-style-type: none"> <li>○ Since these items are covered by the Home Appliance Recycling Law, the city does not collect them.</li> <li>○ When replacing your old appliances, please ask the store where you are purchasing a new one to handle your used appliance. If you are simply throwing away your old appliance, ask the original store of purchase to handle your used appliance.</li> <li>○ If you are unable to ask an electric appliance store to handle your used appliance, please call the Electric Appliance Recycling Reception Center. Electric Appliance Recycling Reception Center, ☎ 03-5296-7200 (Mon. through Sat., 8 a.m. to 5 p.m.)</li> <li>○ The person disposing of items must bear the cost of the recycling fee and a separate collection/transportation fee. For more information on recycling fees and collection/transportation fees, please ask the retail store or the Electric Appliance Recycling Reception Center.</li> </ul>
Personal Computers	<ul style="list-style-type: none"> <li>○ Personal computers that are no longer needed are collected and recycled by the manufacturers.</li> <li>○ Personal computers are not collected by the city. Please apply for collection with the manufacturer of the computer you plan to dispose of. Note: You can find the telephone number of the manufacturer at the PC3R Promotion Association (☎ 03-5282-7685, 🌐 <a href="http://www.pc3r.jp/">www.pc3r.jp/</a>) Contact PC3R Promotion Association for personal computers of which you don't know the manufacturer or hand-made computers.</li> </ul>

Note: The following items are not collected by the city. Please call the waste collection office or waste collection center for more information.

Hazardous items, dangerous items, items that emit strong odors, and items that are difficult to dispose of.

Examples: Industrial chemicals, fireworks, matches, gas cylinders (excluding those for tabletop cooking equipment), paint thinner, light oil, kerosene, gasoline, paint, printing ink, car batteries, soil, sand, rocks, concrete blocks, sludge, fire extinguishers, automobiles, motorcycles, tires, pianos, heat-resistant safes, etc.

## ■ To Prevent Crows and Cats from Causing Damage to Garbage Collection Sites

### ☞ Shinjuku Waste Collection Office

🏠 2-1-1 Shimo-Ochiai, Shinjuku-ku  
☎ 03-3950-2923

### ☞ Shinjuku-Higashi Waste Collection Center

🏠 10-16 Yotsuya-Sanei-cho, Shinjuku-ku  
☎ 03-3353-9471

### ☞ Kabukicho Waste Collection Center

🏠 2-42-7 Kabuki-cho, Shinjuku-ku  
☎ 03-3200-5339

To prevent crows and cats from scattering kitchen scraps and to keep garbage collection sites as clean as possible, the City Office serves as a source for the rental of crow-prevention nets.

Crow-prevention nets are free for use by those who use or maintain garbage collection sites.

## ■ Handling Animal (Dog, Cat, etc.) Carcasses

### ☞ Shinjuku Waste Collection Office

🏠 2-1-1 Shimo-Ochiai, Shinjuku-ku  
☎ 03-3950-2923

### ☞ Shinjuku-Higashi Waste Collection Center

🏠 10-16 Yotsuya-Sanei-cho, Shinjuku-ku  
☎ 03-3353-9471

### ☞ Kabukicho Waste Collection Center

🏠 2-42-7 Kabuki-cho, Shinjuku-ku  
☎ 03-3200-5339

If a pet dies, you can bury your pet in a private cemetery or ask the waste collection office (Handling fee: ¥3,000 per animal) to handle the carcass. The waste collection office will not handle any carcass weighing 25 kg or more.

If you find an animal carcass on the street, or on park or private land (including empty lots), please tell a maintenance person who will handle its disposal.

### ● City Roads

Tobu Public Works Office

Jurisdiction: East of Meiji-dori Avenue  
☎ 03-5361-2454

Seibu Public Works Office

Jurisdiction: West of Meiji-dori Avenue  
☎ 03-3364-2422

### ● City Parks

Tobu Park Office

Jurisdiction: East of Meiji-dori Avenue  
☎ 03-5361-2451

Seibu Park Office

Jurisdiction: West of Meiji-dori Avenue  
☎ 03-3364-2421

### ● Metropolitan Roads (contracted to Shinjuku City by the Tokyo Metropolitan Government)

Shinjuku Waste Collection Office

☎ 03-3950-2923

Shinjuku-Higashi Waste Collection Center

☎ 03-3353-9471

Kabukicho Waste Collection Center

☎ 03-3200-5339

### ● National Roads

Tokyo National Highway Office Yoyogi Branch

☎ 03-3374-9451

### ● Private Property (including empty lots)

The carcass will be handled at the expense of the property owner. If you ask a waste collection office or waste collection center to handle the carcass, a handling fee (¥3,000 per animal) will be charged.

## ■ Shinjuku Recycling Center

🏠 4-10-2 Takadanobaba, Shinjuku-ku

☎ 03-5330-5374

**Closed:** Mon. (Open if Mon. is a national holiday, and closed the following day) and during the year-end/New Year holidays (December 29 through January 3)

To promote the three Rs (reduce, reuse and recycle), the Center conducts classes on recycling and various programs geared toward the reduction of garbage.

(1) Reading area and rental of library books

(2) Classes on the environment and recycling

A venue for people to enjoy learning about the three Rs, the Center holds classes two or three times per month.

(3) Flea Markets

Held on the first and third Sundays of the month

(4) Recycle Shop Moichido Club

Clothes and daily commodities that are no longer needed are sold.

(5) Catalog of Items

Used electric appliances and oversized household objects are posted on the bulletin board, and items that are cataloged in this manner are sold.

(6) Collection of Recyclable Resources

Nine kinds of items are collected at recyclable resource collection stations.

(7) Meeting Room Rentals

City residents can rent meeting rooms for recycling activities.

Note: Registration is required before using services (3) through (5).

## ■ Nishi-Waseda Recycling Center

 3-19-5 Nishi-Waseda, Shinjuku-ku

 03-5272-5374

Closed: Mon. (Open if Mon. is a national holiday, and closed the following day) and during the year-end/New Year holidays (December 29 through January 3)

To promote the three Rs (reduce, reuse and recycle), the Center conducts classes on recycling and various programs geared toward the reduction of garbage.

(1) Reading area and rental of library books

(2) Classes on the environment and recycling

A venue for people to enjoy learning about the three Rs, the Center holds classes on an ongoing basis.

(3) Flea Markets

Held on the second and fourth Saturdays of the month

(4) Catalog of Items

Used electric appliances and oversized household objects are posted on the bulletin board, and items that are cataloged in this manner are sold.

(5) Display and Sale of Furniture

Used furniture is collected, repaired and sold.

(6) Collection of Recyclable Resources

Nine kinds of items are collected at recyclable resource collection stations.

Note: Registration is required before using services (3) and (4).

## ■ To Prevent Damages Caused by Littering of Empty Cans and Smoking on the Street

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### City Beautification Section, Waste Reduction and Recycling Division

Littering is prohibited in the public areas of Shinjuku City (such as the streets). Violators will be fined (¥20,000 or less), especially in the Designated Beautification Areas (Shinjuku Station east exit, Shinjuku Station west exit, and Takadanobaba Station areas).

Smoking on the street is prohibited throughout the entire city except for certain designated areas. Smoking while walking is, of course, prohibited, as well as smoking while standing using a portable ashtray. Respect the rules and observe the designated smoking and nonsmoking areas so that everyone—particularly those who need to avoid cigarette smoke for specific health reasons (e.g., asthmatics), those who are sensitive to smoke, and children—can breathe free and enjoy their time outside.

Please cooperate in creating a safe, clean town we can live in with peace of mind.

## Energy Conservation and Ecology

### ■ Ten Things That Can Be Done at Home

Our consumption of utilities that are essential in our everyday lives, such as electricity, gas, water, and gasoline, increases the amount of CO<sub>2</sub> in the air and causes global warming.

If each and every one of us leads a life of environment-friendly habits, we can significantly reduce the amount of CO<sub>2</sub> produced. Let's maintain an efficient and environment-friendly lifestyle in a fun way for children, who will shoulder the responsibility for future generations.

What to Reduce	Amount of CO <sub>2</sub> Reduced per Day	Amount of Money Saved per Day
1. Set the air conditioner at 28°C and the heater at 20°C.	Approx. 134.2 g	Approx. ¥6.1
2. Adjust the temperature in the refrigerator according to the season.	Approx. 99.1 g	Approx. ¥4.5
3. Adjust your TV's display so that the screen is not too bright.	Approx. 43.5 g	Approx. ¥2.0
4. Run the washing machine less often by washing larger loads.	Approx. 9.5 g	Approx. ¥10.9
5. Shut down personal computers while not in use (in the case of desktop PCs).	Approx. 50.6 g	Approx. ¥2.3
6. Unplug the electric hot water pot when the water starts to boil.	Approx. 172.8 g	Approx. ¥7.9
7. Reduce your shower time by one minute.	Approx. 79.4 g	Approx. ¥9.0
8. Replace electric light bulbs with bulb-type LED lights.	Approx. 144.6 g	Approx. ¥6.6
9. Boil vegetables (such as broccoli and pumpkins) in the microwave.	Approx. 24.3 g	Approx. ¥3.3
10. Close the lids of heated toilet seats equipped with "washlet"/bidet features while they are not in use.	Approx. 56.1 g	Approx. ¥2.5

Source: *Katei-no Sho-ene Tettei Guide—Shunkashuto 2017* (Household Energy Conservation Total Guide—Spring, Summer, Fall, and Winter); Agency for Natural Resources and Energy; Ministry of Trade, Economy and Industry

## Use of Bicycles

### Traffic Rules for Bicycles

#### ● Let's obey the traffic rules for bicycles

Thinking that you are safe on a bicycle and ignoring the traffic rules can lead to a major, or even fatal, accident. Although you do not need a license to ride a bicycle, if you do not obey the traffic rules, this is considered to be a traffic violation punishable (in some cases) by a fine or imprisonment.

#### ● Ride on the left side of the road

As a rule, if there is a sidewalk for pedestrians, you should ride your bicycle on the street with other vehicles. In addition, you must generally ride on the left side of the road. (Violators may be imprisoned for three months or less or fined ¥50,000 or less.)

You can ride your bicycle on the sidewalk if there is a sign that says bicycles are permitted, however, bicycles must ride nearer to car traffic than pedestrians. In addition, if there are bicycle lanes, you must use them unless there are unavoidable circumstances. If there are no sidewalks, you can ride your bicycle on the side strip except when it would be an obstruction to pedestrians. In such cases, you should adjust your speed and the way you ride your bicycle so as not to get in the way of pedestrians. (Violators may be fined ¥20,000 or less.)

#### ● Observe traffic signals and signs

(Violators may be imprisoned for three months or less or fined ¥50,000 or less.)

#### ● Follow the rules for turning left or right

When making a right turn at an intersection, you must go straight to the opposite corner before turning right. If there is a traffic signal, obey the light of the signal in front of you; then be careful of the cars that are moving straight ahead. In addition, when making a left turn, you must slow down as you ride along the left side of the road and turn left. Be careful of any pedestrians who are crossing the street. (Violators may be fined ¥20,000 or less.)

#### ● Park bicycles in parking lots for bicycles and motorcycles

#### ● Check your bicycle for safety before riding it

#### ● Ride your bicycle in a way that does not cause problems for pedestrians

When riding your bicycle, you must be conscious of safety for pedestrians. When riding on a sidewalk, leave enough space for pedestrians; if there is any chance of danger, stop first before proceeding. The roads are not for bicycles only. Be particularly careful not to cause problems for pedestrians when riding on sidewalks. (Violators may be fined ¥20,000 or less.)

#### ● Turn on the front light of your bicycle when it is dim or dark outside

(Violators may be fined ¥50,000 or less.)

#### ● Riding a bicycle while using an umbrella or cell phone is not permitted

(Violators may be fined ¥50,000 or less.)

#### ● You must not ride your bicycle while under the influence of alcohol

(Violators may be imprisoned for five years or less or fined ¥1,000,000 or less.)

#### ● Do not carry passengers on your bike

Bicycles must be ridden without passengers. (Violators may be fined ¥20,000 or less.) However, those who are 16 years of age or older may carry a passenger if that passenger is under 6 years of age and is placed in a seat for toddlers or is a child under 4 years of age and is strapped to the rider's back with a belt or sling. A rider 16 years of age or older may also carry two toddlers if the bicycle meets safety standards for carrying two toddlers and has seats designed for them.

#### ● When changing directions while riding, be sure to look back to check for safety before proceeding

#### ● Have children wear helmets while they are on bicycles

## ■ Parking Lots for Bicycles and Motorcycles

### 👤 Bicycle Countermeasures Section, Traffic Affairs Division

#### 👉 Ask at the parking lot for bicycles and motorcycles you plan to use

Hours: 7 a.m. to 7 p.m. (closed on Sundays, national holidays, and year-end/New Year holidays)

Note: The Takadanobaba Station Daiichi Parking Lot is open from 5 a.m. to 1 a.m. the following day (closed only during the New Year holidays). Takadanobaba Station Daini Parking Lot is open from 7 a.m. to 9 p.m. (closed on Sundays, national holidays, and year-end/New Year holidays)

Bicycles are a convenient means of transportation that anyone can use—you can carry luggage and widen your range of activity. However, if you leave your bicycle on the street, this obstructs pedestrian traffic and makes areas where crowds gather, such as station areas, particularly dangerous.

Shinjuku City has established parking lots for bicycles and motorcycles, on-street parking spaces for bicycles and motorcycles, and bicycle control areas on sidewalks near stations in the city. There are regular use and temporary use (one-day use or hourly use) services. Except for some parking lots, they are available on a 24-hour basis. Fees are charged, and the fee must be paid on the day of use for temporary use. For regular use, please apply with the parking lot you wish to use.

Please note that parking lots may be closed due to community events or construction.

### ● Parking Lots for Bicycles and Motorcycles

These are parking lots constructed within specific properties near train stations. There are also parking lots for motorcycles.

Name	Inquiries and Remarks
Yotsuya Station (🏠 1-5 Yotsuya)	(Only hourly use for bicycles is permitted.)
Kokuritsu-Kyogijo Station (🏠 10 Kasumigaoka-machi)	Shinjuku Station West Exit Parking Center ☎ 03-3340-0448 (Only regular parking for bicycles is permitted.)

Akebonobashi Station (🏠 5 Kata-machi)	Akebonobashi Station Parking Lot for Bicycles and Motorcycles ☎ 03-3226-4866 (For bicycles and motorcycles 50 cc or less, only one-day use is possible. For motorcycles over 50 cc, only hourly use is permitted.)
Kagurazaka Station (🏠 104 Yaraicho)	Kagurazaka Station Parking Lot for Bicycles and Motorcycles ☎ 03-3267-0890 (For bicycles only)
Ushigome-Kagurazaka Station (🏠 15 Tansumachi)	
Ushigome-Yanagicho Station (🏠 1-10 and 2-6 Hara-machi)	Kagurazaka Station Parking Lot for Bicycles and Motorcycles ☎ 03-3267-0890 (For bicycles, only regular use is permitted.)
Shin-Okubo Station (🏠 2-3 Hyakunin-cho)	Shin-Okubo Station Parking Lot for Bicycles and Motorcycles ☎ 03-5285-4607 (Both regular and temporary rentals are possible, for all types of vehicles.)
Okubo Station (🏠 2-24 Hyakunin-cho)	(Only hourly use for bicycles is permitted.)
Takadanobaba Station Daiichi (🏠 4-10-2 Takadanobaba)	Takadanobaba Station Daiichi Parking Lot for Bicycles and Motorcycles ☎ 03-5386-3310 (Both regular and temporary rentals are possible, for all types of vehicles.)
Takadanobaba Station Daini (🏠 2-19 Takadanobaba)	Takadanobaba Station Daini Parking Lot for Bicycles and Motorcycles ☎ 03-3368-4032 (For bicycles only)
Takadanobaba Station Daisan (🏠 1-35 Takadanobaba)	Takadanobaba Station Daiichi Parking Lot for Bicycles and Motorcycles ☎ 03-5386-3310 (Only bicycles and motorcycles 50 cc or less are permitted.)
Shimo-Ochiai Station (🏠 1-17 Kami-Ochiai)	Nakai Station Kita Parking Lot for Bicycles and Motorcycles ☎ 03-3954-6211 (Only bicycles and motorcycles 50 cc or less are permitted. For motorcycles 50 cc or less, only regular parking is available.)

Nakai Station Minami (☎ 2-20 Kami-Ochiai)	Nakai Station Kita Parking Lot for Bicycles and Motorcycles ☎ 03-3954-6211 (Only bicycles and motorcycles 50 cc or less are permitted.)
Nakai Station Kita (☎ 1-18 Naka-Ochiai)	Nakai Station Kita Parking Lot for Bicycles and Motorcycles ☎ 03-3954-6211 (Both regular and temporary rentals are possible, for all types of vehicles.)
Nishi-Shinjuku-Gochome Station (☎ 4-5 Nishi-Shinjuku)	(Only hourly use for bicycles is permitted.)
Shinjuku-Nishiguchi Station (☎ 7-1 Nishi-Shinjuku)	(Only hourly use for bicycles is permitted.)

## ○ Usage Fees

Category	Regular Use (1 Month)		Regular Use (3 Months)	
	For Adults	For Students	For Adults	For Students
Bicycles	¥1,800	¥1,400	¥5,000	¥4,000
Motorcycles (50 cc or less)	¥3,000	¥2,400	¥8,400	¥6,600

Category	Regular Use (6 Months)		Regular Use (1 Year)	
	For Adults	For Students	For Adults	For Students
Bicycles	¥10,000	¥8,000	¥20,000	¥16,000
Motorcycles (50 cc or less)	¥16,800	¥13,200	¥33,600	¥26,400

Category	One-Day Use
Bicycles	¥100/day
Motorcycles (50 cc or less)	¥200/day

Category	Metered Parking
Bicycles	¥100/day (Free for the first 2 hours)
Motorcycles (50 cc or less)	¥100/hour (Free for the first 2 hours)
Motorcycles (over 50 cc)	

## ● On-Street Parking Spaces for Bicycles and Motorcycles

These are parking lots with machines (racks) on the street near train stations. There are also parking lots for motorcycles.

Location	Inquiries and Remarks
Yotsuya Station	Shinjuku Station West Exit Parking Center ☎ 03-3340-0448 (For bicycles only)
Shinjuku Station	
Yotsuya-Sanchome Station	Akebonobashi Station Parking Lot for Bicycles and Motorcycles ☎ 03-3226-4866 (For bicycles only)
Shinanomachi Station	(Only hourly use for bicycles is permitted.)
Shinjuku Station New South Exit	(Only hourly use for motorcycles are permitted.)
Sodai-dori Avenue	(Only hourly use for bicycles and motorcycles 50 cc or less is permitted.)
Higashi-Shinjuku Station	Shin-Okubo Station Parking Lot for Bicycles and Motorcycles ☎ 03-5285-4607 (Only regular use for bicycles is permitted.)
Toden Arakawa Line's Waseda Station	Takadanobaba Station Dai-ichi Parking Lot for Bicycles and Motorcycles ☎ 03-5386-3310 (Only regular parking for bicycles is possible.)
Ochiai Station	Nakai Station Kita Parking Lot for Bicycles and Motorcycles ☎ 03-3954-6211 (For bicycles only)
Next to the City Office	(Only hourly use for motorcycles are permitted.)

## ○ Usage Fees

Category	Regular Use (1 Month)		Regular Use (3 Months)	
	For Adults	For Students	For Adults	For Students
Bicycles	¥600	¥500	¥1,700	¥1,400

Category	Regular Use (6 Months)		Regular Use (1 Year)	
	For Adults	For Students	For Adults	For Students
Bicycles	¥3,400	¥2,800	¥6,800	¥5,600

Category	Metered Parking
Bicycles	¥100/day (Free for the first 2 hours)
Motorcycles (50 cc or less)	¥100/hour (Free for the first 2 hours)
Motorcycles (over 50 cc)	

## ● Bicycle Control Areas

These are temporary parking lots using part of the street. They can be used for regular-use parking for bicycles and motorcycles (50 cc or less).

Location	Inquiries
Yotsuya Station	Shinjuku Station West Exit Parking Center ☎ 03-3340-0448
Shinanomachi Station	
Shinjuku-Gyoemmae Station	
Shinjuku Station	
Nishi-Shinjuku-Gochome Station	
Shinjuku-Nishiguchi Station	
Akebonobashi Station	Akebonobashi Station Parking Lot for Bicycles and Motorcycles ☎ 03-3226-4866
Ichigaya Station	
Ushigome-Kagurazaka Station (For bicycles only)	Kagurazaka Station Parking Lot for Bicycles and Motorcycles ☎ 03-3267-0890
Iidabashi Station	
Wakamatsu-Kawada Station (For bicycles only)	

Waseda Station	Takadanobaba Station Daiichi Parking Lot for Bicycles and Motorcycles ☎ 03-5386-3310
Takadanobaba Station	
Okubo Station	Shin-Okubo Station Parking Lot for Bicycles and Motorcycles ☎ 03-5285-4607
Ochiai-Minami-Nagasaki Station	Nakai Station Kita Parking Lot for Bicycles and Motorcycles ☎ 03-3954-6211

## ○ Bicycle Control Area Handling Fees

Category	Annual Fee
Bicycle	¥5,000
Motorcycle (50 cc or less)	¥8,000

## ● Yearly Application for Parking Spaces

Each year for about a month starting in January, you can apply to use parking lots and on-street parking spaces for bicycles and motorcycles as well as bicycle control areas during the following fiscal year. For details, please read the municipal newsletter or visit the city's website. To apply and register after the period above, please inquire at the specific parking lot or parking area you plan to use. These facilities are listed in the Inquiries section found in each table.

### ● Parking Lots for Bicycles and Motorcycles Built and Operated by Private Businesses

The city has contracted with private businesses that operate mechanical parking facilities on roads or properties. These unstaffed facilities are generally available for hourly use, and some facilities also allow regular use. Only bicycles are permitted at most of these facilities, but some also offer service for motorcycles.

Name	Fees	Inquiries
Shinjuku Station East Exit (☎ 1-17 Kabuki-cho and 11 other locations)	Free of charge for 2 hours. Beyond that, ¥100 is charged per every additional 6 or 9 hours, depending on the location and facility. For bicycles only	Cycle 24h ☎ 0120-090-005
Shinjuku Station Southeast Exit (☎ 3-37 Shinjuku)	Bicycles: Free of charge for 2 hours. Beyond that, ¥100 is charged per every additional 6 or 12 hours, depending on location within the facility. Motorcycles (over 50 cc): Free of charge for 2 hours. Beyond that, ¥100 is charged per every additional hour. Regular use is available.	
Shinjuku Station South Exit (☎ 1-18 Nishi-Shinjuku and 3 other locations)	Free of charge for 2 hours. Beyond that, ¥100 is charged per every additional 6 or 10 hours, depending on location and facility. For bicycles only	
Shinjuku Station West Exit (☎ 1-8 Nishi-Shinjuku and 2 other locations)	Free of charge for 2 hours. Beyond that, ¥100 is charged per every additional 6 hours. For bicycles only	
Seibu-Shinjuku Station (☎ 1-23 Kabuki-cho and 2 other locations)	Free of charge for 2 hours. Beyond that, ¥100 is charged per every additional 6 hours. For bicycles only	
Tochomae Station (☎ 2-1 Nishi-Shinjuku and 2 other locations)	Free of charge for 2 hours. Beyond that, ¥100 is charged per every additional 6 hours. For bicycles only	
Tochomae Station Daini (☎ 2-7 Nishi-Shinjuku and 1 other location)	Free of charge for 2 hours. Beyond that, ¥100 is charged per every additional 6 hours. For bicycles only	
Under the Elevated Structure in front of the Tokyo Metropolitan Office (☎ 2-1 Nishi-Shinjuku, under the elevated structure)	Free of charge for 2 hours. Beyond that, ¥100 is charged per every additional 8 or 12 hours, depending on location. Regular use is available. For bicycles only	Eco Station 21 ☎ 0120-3566-21
Nishi-Shinjuku Station (☎ 6-2 Nishi-Shinjuku and 4 other locations)	Free of charge for 2 hours. Beyond that, ¥100 is charged per every additional 8 hours. For bicycles only	
Nishi-Shinjuku Station Daini (☎ 6-2 Nishi-Shinjuku and 3 other locations)	Free of charge for 2 hours. Beyond that, ¥100 is charged per every additional 6 or 8 hours, depending on location and facility. For bicycles only	
Nishi-Shinjuku-Gochome Station (☎ 4-5 Nishi-Shinjuku and 2 other locations)	Free of charge for 2 hours. Beyond that, ¥100 is charged per every additional 8 hours. For bicycles only	
Shinjuku-Sanchome Station (☎ 2-12 Shinjuku and 5 other locations)	Free of charge for 2 hours. Beyond that, ¥100 is charged per every additional 6 hours. For bicycles only	
Shinjuku-Sanchome (☎ 3-1 Shinjuku)	Free of charge for 30 minutes. Beyond that, ¥100 is charged per hour. For motorcycles over 50 cc only	
Higashi-Shinjuku Station (☎ 7-27 Shinjuku)	Free of charge for 2 hours. Beyond that, ¥100 is charged per every additional 8 hours. For bicycles only	
Wakamatsu-Kawada Station (☎ 10-10 Kawada-cho)	Free of charge for 2 hours. Beyond that, ¥100 is charged per every additional 12 hours. For bicycles only	
Ushigome-Yanagicho Station (☎ 1-10 Hara-machi)	Free of charge for 2 hours. Beyond that, ¥100 is charged per every additional 12 hours. For bicycles only	
Ichigaya Station (☎ 1-9 Ichigaya-Tamchi)	Free of charge for 2 hours. Beyond that, ¥100 is charged per every additional 6 hours. For bicycles only	Cyca Parking ☎ 0120-773-281

### ● Removal of Illegally Parked Bicycles and Motorcycles

With the increase in the use of bicycles, illegally parked bicycles that obstruct traffic have become a social problem across Japan. Shinjuku City removes and stores bicycles and motorcycles that are left on the street near station areas. To reclaim your bicycle, you must pay a handling fee.

#### ○ Fee to Have a Bicycle/Motorcycle Returned

Bicycles	Motorcycles (50 cc or less)	Motorcycles (over 50 cc)
¥3,000	¥5,000	¥8,000

## ■ Bicycle Sharing

The bicycle-sharing system allows you to borrow and return bicycles at any of several “cycle ports” (bicycle borrow/return locations) within the community, typically on a 24-hour basis. You can use any of the cycle ports in Shinjuku, Chiyoda, Chuo, Minato, Bunkyo, Koto, Shinagawa, Ota, and Shibuya cities (as of October 1, 2018).

### ● How to Use the Service

#### 1. Membership registration

Have your credit card and smartphone, etc. (that can receive e-mail) handy and you can apply on the bicycle sharing website.

#### 2. Borrow a bicycle

Designate (reserve) a bicycle at a cycle port via the website. You will receive a four-digit passcode via e-mail. Input the code in the bicycle panel to unlock the bicycle.

Note: You can also borrow a bicycle by registering your IC card (such as your Suica or Pasma) as a card key.

#### 3. Temporary parking

Lock the bicycle manually. If you input the four-digit passcode, the bicycle will automatically unlock.

#### 4. Return the bicycle

Lock the bicycle manually and press the “Enter” button on the bicycle panel to complete return procedures. You will receive confirmation via e-mail that you have completed the return.

#### ○ Fees

Plan	Basic Fee (tax not included)	Extension Fee (tax not included)
Monthly membership	¥2,000 per month First thirty minutes: Free of charge	For each additional thirty minutes: ¥100
One-trip membership	¥150 for first thirty minutes	For each additional thirty minutes: ¥100
One-day pass	¥1,500 per day	Not applicable
Monthly membership (corporate)	¥2,000 per month First thirty minutes: Free of charge	For each additional thirty minutes: ¥100
Regular member (corporate)	¥4,000 per month	Not applicable

Note: You can pay by a credit card, etc. that you list at the time you register for membership.

### ● One-Day Pass

You can obtain a one-day pass without registering for membership. You can purchase this pass at an unstaffed machine (you will need a transportation IC card) or a one-day pass vending location (some form of personal ID is required). Besides the basic fee, a separate fee of ¥500 (tax not included) for issuing a special IC card is required at a one-day pass vending location.

Information on how to use the bicycle ports and their locations is provided on the bicycle-sharing website.

 [http://docomo-cycle.jp/tokyo-project/en\\_index.html](http://docomo-cycle.jp/tokyo-project/en_index.html)

 Customer Support Desk, DoCoMo Bikeshare Inc.

 0120-116-819

## Renting Accommodation

### Housing Consultation

#### Residence Support Section, Housing Division

You can use consultation services offered by housing consultants (real estate brokers) dispatched by real estate industry groups within Shinjuku City.

Hours: First through fourth Thursdays and Fridays (excluding national holidays, etc.), 1 to 4 p.m. (Reservations required.)

Location: Housing Division, Shinjuku City Office Main Bldg. 7F

#### ● Relocation Consultation

Information on housing vacancies is provided so that elderly and disabled persons unable to look for a place to live can find private rental places without problems.

#### ● Real Estate Broker Consultation

You can ask for advice about problems related to private rental contracts for the elderly or disabled persons. Advice is also given on real estate transactions, rental contracts and other topics.

### Before Looking for Accommodation

If your company does not have company housing, or if your school does not have a dormitory, or if there is no room available even if there is such housing, then please visit the consultation desk of your company or school and ask if it is possible for them to introduce you to an apartment or other such housing.

If your company or school cannot offer advice, then you must find housing by yourself.

The best way to find housing is to ask your friends who live in Japan, look at housing information magazines (in Japanese) sold at kiosks or book stores, gather information, such as what kind of room (in terms of size and facilities) you can rent in a specific area for a specific rate, and consider your own needs, such as your income and convenience in terms of transportation for your commute to work or school. Then decide on the range of rent you are able to afford and the area where you would like to live.

Please note that it is best to set a limit of 25 to 30% of your income as a maximum ceiling for your rent;

otherwise, it may cause financial difficulties in your everyday life.

#### ● Preparations Before Looking for Housing

1. Have about five to six months' rent ready in advance, as there are many fees involved with finding a room and finalizing a contract.
2. When finalizing a contract, you may need a guarantor. If you are having difficulty finding someone who will share the liability, you might try consulting your school or company.
3. Have your personal seal ready if you are from a country with the custom of using personal seals.

### Looking for Accommodation

Once you have a general idea of where you would like to live, you can start the actual search for housing. In Japan, it is not usual to finalize a contract directly with the landlord of an apartment or house; instead, a real estate agent contracted by the landlord (there are many in front of train stations and along the main streets) handles the procedures from finding and moving into a new home to finalizing the rental contract. There are also agencies that are contracted to supervise the building and tenants.

#### ● Precautions When Looking for Housing

1. If you are not confident about your Japanese-language ability, it is recommended to look for housing with a friend who can speak Japanese well.
2. When consulting with a real estate agent, clearly give your personal information (such as the name of your school or place of employment), your income (whether it is salary or money sent from home), the name of and relationship with your cohabitor/lodger and joint guarantor, and an idea of where you would like to live. Also, it is very important to confirm conditions and restrictions of the room. You may be asked to show some form of identification, such as your residence card, school/company ID card, or salary statement.
3. If you find a room that is close to your idea of where you would like to live, go with the real estate agent to see the apartment for yourself, rather than finalizing a rental contract right away. When visiting the location, the real estate agent should give sufficient explanation of the building, and room facilities (check for any damage); you should check other conditions, such as the surroundings (particularly for shops and means of transportation nearby) and amount of sunshine; ask questions if anything is not clear to you; then, if everything is suitable for

you, make an appointment to finalize the contract and confirm how much money and what documents you will need to prepare.

## ■ Rental Contracts

Prepare the necessary fees and documents (such as the letter of consent from the guarantor) stipulated by the real estate agent before finalizing the contract on the appointed contract date. Contracts may be renewable (after the contract period) or nonrenewable. Usually, the contract is prepared by the real estate agent. The content of the contract varies with the real estate agent and the landlord. Contracts generally use difficult words, and many are difficult to understand with just one reading. The law requires a real estate agent to explain the key terms of the contract to the tenant—such as the dimensions and layout of the room, and the rules and restrictions that need to be followed. In addition, the contract terms must be issued in writing so that the tenant sufficiently understands the content of the contract and conduct a safe negotiation before finalizing the agreement. Any points that are not clear should be clarified by asking questions. If the tenant agrees with the contract terms, he/she should sign or affix his/her name stamp on the contract to finalize it. The contract form includes three copies—one for the tenant, one for the landlord, and one for the real estate agent.

When you pay the necessary fees, be sure you obtain a receipt. Furthermore, although there are differences in the fees and their amount depending on the landlord and real estate agent, the following are customary in the metropolitan area:

### ● *Ya-chin* (Rent)

The fee for using the building (room) and affiliated facilities (paid in monthly units). When finalizing the contract, pay the rent for the month of the contract starting date. For most contracts, rent is paid in advance at the end of the month for rental the following month. There are many payment methods, so be sure to confirm the payment method when finalizing the contract. The rental rate is rarely changed during the effective period of the contract.

### ● *Kyoeki-hi* (Common Utility and Maintenance Fees)

A fee for use of electricity in and the cleaning of common areas, such as the stairs and hallways, as well as maintenance fees.

### ● *Shikikin* (Deposit)

This is money that is deposited with the landlord as security for paying the rent and fulfilling other rental contract obligations (usually, one or two months' rent). Although the entire deposit is returned when you vacate the premises, in some cases, costs for repairs or any unpaid rent are deducted, depending on the situation.

### ● *Reikin* (Gift Money)

This gift money paid to the landlord is not legally required, but is paid as a custom of the community (usually, one or two months' rent). This money is not returned.

### ● *Chukai-Tesuryo* (Agent's Fee)

This is paid to the real estate agent as a handling fee. The typical amount required is one month's rent plus consumption tax.

## Procedures When Moving Out

If you plan to move out, you must notify the electric power company, the gas company, the water bureau, NTT and the post office at least two or three days in advance. On the day of your move, employees from the companies will conduct a meter check to close your account. Post offices will forward your mail to your new address (for one year).

Please remember to complete the following procedures:

1. Resident registration—Family and Resident Registration Division, Shinjuku City Office
2. National Health Insurance—Medical Insurance and Pension Division, Shinjuku City Office
3. Driver's License—Police Department

### Inquiries:

#### ● Change of address form for mail

Please obtain a change of address form at your local post office, complete it with the necessary information and mail the completed form.

#### ● For information on driver's licenses:

Shinjuku Driver's License Renewal Center, ☎ 03-3343-2558

Koto Driver's License Center, Metropolitan Police Department, ☎ 03-3699-1151

Samezu Driver's License Center, Metropolitan Police Department, ☎ 03-3474-1374  
Fuchu Driver's License Center, Metropolitan Police Department, ☎ 042-362-3591

● **Water services**

Bureau of Waterworks, Customer Center, ☎ 03-5326-1100

● **Electric power**

Tokyo Electric Power Company, Tokyo Customer Center

- For moving out, contract renewal, or electric bills, ☎ 0120-995-005
- Power failures and other concerns related to equipment, ☎ 0120-995-007
- Other matters related to electric power, ☎ 0120-995-006

Note: If you contract with a company other than Tokyo Electric Power Company, please contact that company.

● **Gas**

Tokyo Gas Customer Center  
☎ 0570-002211

Note: If you use propane gas, please contact the particular propane gas company.

● **Telephone services**

NTT East, ☎ 116 (without area code)

## Daily Life

### ■ When You Move In

After moving in, you will be starting life in your new home. If you live in group housing, it is important to always remember to keep the volume of noise down so that you will not be a nuisance to your neighbors. Noise from everyday living, such as conversations, TV/radio, and household noises (noise from the kitchen, bathroom, toilet, laundry machines, and vacuum cleaners), can be heard by your neighbors. Footsteps in the hallways or stairwell at night, conversations through an open window, and the opening/closing of doors can be surprisingly loud. Noises in the middle of the night particularly can cause lack of sleep. Please be careful about maintaining a peaceful and quiet environment.

In addition, if you do not fulfill the eligibility requirements and observe the restrictions (prohibited matters) written in the rental contract, this will often lead to trouble with the neighbors, and you may even be asked by the landlord to move out of the premises. Please be aware of this. Troubles arise especially if you increase the number of people living with you, let your friends borrow your home, keep pets (pets are not allowed in many places), keep your personal belongings in the hallway or stairwell, or violate the rules for garbage disposal.

Be particularly careful about observing the rules for garbage disposal. Separate your garbage and take it to the appropriate garbage collection site in designated containers or garbage bags on the morning of the collection day.

If you plan to move out before the end of the contract term, be sure to tell your landlord (or real estate agent) no later than the date designated in the rental contract.

### ■ Neighborly Ties

To make friends with Japanese people and become a part of the community, it is important to take the initiative to talk with your neighbors. When moving into a new place, it is customary to pay a visit to formally greet your next-door neighbors. It is also important to participate in town councils and other neighborhood activities. Town councils and local children's associations hold recycling activities, parties, and other events. You can learn about your community through such events.

## ■ Town Councils and Community Groups

### 👤 Branch Offices Regional Community Division

Shinjuku City has a local association of town councils for each of its 11 administrative districts. Each association is composed of many town councils and community groups. These councils and groups are independent organizations that voluntarily carry out various activities aimed at promoting friendship and maintaining community safety and security.

Today there are 200 town councils and community groups in Shinjuku City conducting programs in the local community.

## ■ Pets

### 👤 Shinjuku Public Health Center; Maintenance Section, Sanitation Division

#### ● Pet Dog Registration and Rabies Vaccination

The registration of pet dogs and vaccination against rabies is required by law in Japan, and registration within 30 days of acquiring a dog is required by law as well. Upon registration, you will be issued a dog tag.

Registration is required only once. However, if you move into Shinjuku or from here to another city, notification is required. Your dog must also receive a vaccination against rabies once a year by a veterinarian. After the vaccination, you must report to a Public Health Center or Branch Office and receive proof of vaccination.

#### ● Rules for Dog Owners

- When stepping out to walk your dog, have your dog relieve itself at home before going out.
- Take a bag with you to collect your dog's waste (to take home and dispose of at home) and some water to clean the area.
- When walking outside, be sure to put your dog on a leash.
- Be sure to attach the dog tag and proof-of-rabies-vaccination tag on your dog's collar.

## Rules for Using the Sewage System in a Comfortable Way

👉 **Public Relations Service Section, General Affairs Division, Bureau of Sewerage, Tokyo Metropolitan Government**  
☎ 03-5320-6511

● **Do not pour gasoline or kerosene down the drain**  
Pouring volatile, combustible items down the drain may cause serious accidents, such as an explosion.

● **There are various items that should not be poured down the drain**  
If you flush disposable diapers and paper that does not dissolve in water down the toilet, this could cause clogged pipes.

In addition, do not dispose of chopsticks and plastic sheets down the kitchen or bathroom sink.

● **Let hot water cool down before pouring down the drain**  
Pouring hot water down the drain as is, may damage the pipes.

● **Do not pour oil down the drain**  
If you pour used cooking oil, such as leftover oil from stir-fried or deep-fried items, down the sink in your kitchen, it could clog the sewage pipes and cause odors as well. Take care of leftover oil by using it up completely, wiping the pan before washing, or absorbing the oil in cloth or paper.

● **Be careful of torrential storms during the rainy season and typhoon season**  
When rainfall is heavy, rainwater from surface streets can easily flow into semi-basements and basements, creating a danger of flooding.

Since opening the door may become difficult due to the pressure of water flowing in, it is wise not to go into semi-basements and such areas.

Rain information can be accessed via Tokyo Amesh (☎ <http://tokyo-ame.jwa.or.jp/>) (in Japanese and English).

## Banks

In Japan, cash is generally used when shopping. However, it is recommended that you save any cash that you will not be using right away in a bank, regardless of the amount. The reason is because keeping a bank account is safe, and interest is earned. Saving money is called “*yokin*” or “*chokin*.” The meaning is the same in that you keep money in a financial institution.

Financial institutions where you can keep your money include banks, credit and savings, credit unions, agricultural cooperative unions, post offices, and industrial banks.

## Opening an Account

Savings accounts include *futsu-yokin* (ordinary deposit) and *teiki-yokin* (time deposit) accounts. Although interest for ordinary deposits is low, you can deposit and withdraw money freely, and take advantage of various services, such as automatically debiting utility charges, sending money, paying credit card bills, and depositing your salary. At the same time, if you apply for a cash card, you can also take advantage of the convenience of using ATMs (automatic teller machines) and CDs (cash dispensers).

To open an account, please ask the financial institution you wish to use for application details.

## How to Pay Utility Charges

Fees for electricity, gas, water services, telephone, and NHK must be paid to each company by a certain day of the month. If you have an ordinary account at a financial institution, you can pay these bills by using the convenient account debit service, which automatically debits the charges from your account by the designated day. With this method, you do not have to go to the financial institution or company to pay your bills, and there is no fear of forgetting to pay by the deadline.

For more information on the procedures for this service, please ask at the counter of your bank or financial institution.

## Consumer Life Consultation

### Shinjuku Consumer Life Center

Shinjuku City Office Annex 2, 3F, 5-18-21  
Shinjuku, Shinjuku-ku

03-5273-3830

FAX 03-5273-3110

Hours: Monday through Friday (except on national holidays and during the year-end/New Year's holiday period)

Phone consultation: 9 a.m. to 5 p.m.

Service counter consultation: 9 a.m. to 4:30 p.m.

If you have any problems as a consumer, such as falling victim to malicious sales practices or a fraudulent contract, including the cancellation of a contract, you can consult a specialist free of charge. Depending on the subject matter, free legal consultation may also be available at the same center.

### Main Consultation Topics

- Trouble related to a contract, including canceling a contract (such as for investing, renovations, health foods, study materials for licensing or other purposes, aesthetic salon services, or cosmetics)
- Trouble moving in or out of a rental apartment or condominium
- Multiple debts, such as from loans and the overuse of credit cards
- Fictitious charges taking advantage of cell phone users and fictitious fees of websites



## Service Counters Where Counseling in Foreign Languages Is Available

★ Shinjuku Foreign Resident Advisory Corner	General everyday living	English		☎ 03-5272-5060
		Chinese	(Mon. through Fri.)	☎ 03-5272-5070
		Korean		☎ 03-5272-5080
● Shinjuku Multicultural Plaza	General everyday living	Korean (afternoon only)	(Mon.)	
		Chinese, Thai, and Nepalese	(Tue.)	
		English (excluding 2nd and 4th Wednesday of the month)	(Wed.)	☎ 03-5291-5171
		Myanmar (Burmese) and Chinese	(Thu.)	
		Korean English (3rd Friday of the month)	(Fri.)	
● Consultation Support Center for Foreign Residents	Consultations concerning immigration, visa procedures, and everyday living	English and Chinese		☎ 03-3202-5535
		Spanish and Portuguese		☎ 03-5125-4039
		Bengalese, Vietnamese, and Indonesian		
● Immigration Information Center	Visa consultations	English, Spanish, Chinese, Korean, etc.	(Mon. through Fri.)	☎ 0570-013904 ☎ 03-5796-7112
● Tokyo Metropolitan Consultations for Foreign Residents	General everyday living	English	(Mon. through Fri.)	☎ 03-5320-7744
		Chinese	(Tue. and Fri.)	☎ 03-5320-7766
		Korean	(Wed.)	☎ 03-5320-7700
● Japan Legal Support Center	Introduction to information on Japanese legal systems and consultation centers	English, Chinese, Korean, Spanish, Portuguese, Vietnamese, and Tagalog	(Mon. through Fri.)	☎ 0570-078377
● Police Department Comprehensive Consultation Center	Consultations for victims of crimes	English, Chinese, Korean, etc.	(Mon. through Fri.)	☎ 03-3501-0110
● Police Department Consultation for Foreign Residents	Consultations for victims of crimes	English, Chinese, etc.	(Mon. through Fri.)	☎ 03-3503-8484
● Tokyo Legal Affairs Bureau Information on Human Rights Counseling in Foreign Languages	Human rights consultations	English, Chinese, Korean, Filipino, Portuguese, and Vietnamese	(Mon. through Fri.)	☎ 0570-090911
● Shinjuku Employment Assistance and Instruction Center for Foreigners	Labor consultations Introduction of employment/part-time jobs	English and Chinese	(Mon. through Fri.)	☎ 03-3204-8609
● Advisory Services for Foreign Workers	Labor consultations	English	(Mon., Thu., and Fri.)	
		Chinese	(Second and Fourth Mon.; Tue., and Thu.)	☎ 03-3512-1612
		Tagalog	(Tue. and Wed.)	
		Vietnamese	(Wed. and Fri.)	
● Tokyo Metropolitan Labor Consultation Center	Labor consultations	English	(Mon. through Fri.)	
		Chinese	(Tue., Wed., and Thu.)	☎ 03-3265-6110
● Himawari (Tokyo Metropolitan Health and Medical Information Center)	Medical institutions and medical system	English and Chinese Korean, Thai, and Spanish	(Daily)	☎ 03-5285-8181
● Japan Anti-Tuberculosis Association	Telephone consultations for foreign residents concerning tuberculosis	English, Chinese, Korean and Vietnamese Myanmarese (Burmese; twice a month, morning only)	(Tue.) 10 a.m. to 12 noon, 1 to 3 p.m.	☎ 03-3292-1218/9
● Tokyo English Lifeline	Consultations on everyday living	English	(Daily)	☎ 03-5774-0992
● Japan Post Customer Service Center	Postal services	English	(Daily)	☎ 0570-046-111
● NTT East Information	Telephone services, etc.	English, Chinese, Portuguese and Spanish	(Daily)	☎ 0120-005-250
● JR East Infoline	Information on JR East Japan	English, Chinese, and Korean	(Daily)	☎ 050-2016-1603

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