



COPY

REGENT SUKOHARJO  
PROVINCE OF CENTRAL JAVA  
SUKOHARJO REGENCY REGULATIONS  
NUMBER 27 OF 2017014  
ABOUT  
MANAGEMENT GUIDELINES FOR SIMPLE RENTAL OWNED FLATS  
SUKOHARJO REGENCY GOVERNMENT

BY THE GRACE OF GOD ALMIGHTY

REGENT SUKOHARJO,

- Considering:
- a. that in order to manage the Simple Rental Flats owned by the Sukoharjo Regency Government so that they can run in an orderly, safe, smooth, efficient and effective manner, it is necessary to regulate management guidelines;
  - b. that in order to follow up on Sukoharjo Regency Regional Regulation Number 2 of 2012 concerning Flats, it regulates Management Guidelines for Simple Rental Flats Owned by the Government of Sukoharjo Regency;
  - c. that with the enactment of Sukoharjo Regency Regional Regulation Number 12 of 2016 concerning the Formation and Structure of Regional Apparatus, there have been changes to Regional Apparatus, then Sukoharjo Regent Regulation Number 48 of 2014 concerning Management Guidelines for Simple Rental Flats Owned by the Government of Sukoharjo Regency as amended by Sukoharjo Regent Regulation Number 47 of 2015 concerning Amendments to Sukoharjo Regent Regulation Number 48 of 2014 concerning Management Guidelines for Simple Rental Flats Owned by the Government of Sukoharjo Regency, needs to be replaced;
  - d. that based on the considerations as intended in letters a, b and c, it is necessary to stipulate a Regent's Regulation concerning Management Guidelines for Simple Rental Flats Owned by the Government of Sukoharjo Regency;

Bearing in mind: 1. Law Number 13 of 1950 concerning the Establishment of Regency Areas within the Province of Central Java;

2. Law Number 28 of 2002 concerning Buildings (State Gazette of the Republic of Indonesia of 2002 Number 134, Supplement to State Gazette of the Republic of Indonesia Number 4247);
3. Law Number 17 of 2003 concerning State Finances (State Gazette of the Republic of Indonesia of 2003 Number 47, Supplement to State Gazette of the Republic of Indonesia Number 4286);

4. Law Number 1 of 2004 concerning State Treasury (State Gazette of the Republic of Indonesia of 2004 Number 5, Supplement to State Gazette of the Republic of Indonesia Number 4355);
5. Law Number 15 of 2004 concerning Audit of State Financial Management and Responsibility (State Gazette of the Republic of Indonesia of 2004 Number 66, Supplement to State Gazette of the Republic of Indonesia Number 4400);
6. Law Number 33 of 2004 concerning Financial Balance between the Central Government and Regional Government (State Gazette of the Republic of Indonesia of 2004 Number 126, Supplement to the State Gazette of the Republic of Indonesia Number 4438);
7. Law Number 1 of 2011 concerning Housing and Settlement Areas (State Gazette of the Republic of Indonesia of 2011 Number 7, Supplement to State Gazette of the Republic of Indonesia Number 5188);
8. Law Number 12 of 2011 concerning the Formation of Legislation (State Gazette of the Republic of Indonesia of 2011 Number 82, Supplement to the State Gazette of the Republic of Indonesia Number 5234);
9. Law Number 20 of 2011 concerning Flats (State Gazette of the Republic of Indonesia of 2011 Number 108, Supplement to State Gazette of the Republic of Indonesia Number 5252);
10. Law Number 23 of 2014 concerning Regional Government (State Gazette of the Republic of Indonesia of 2014 Number 244, Supplement to the State Gazette of the Republic of Indonesia Number 5587) as amended several times, most recently by Law Number 9 of 2015 concerning the Second Amendment to the Law. Law Number 2 of 2015 concerning Regional Government (State Gazette of the Republic of Indonesia of 2015 Number 58, Supplement to State Gazette of the Republic of Indonesia Number 5679);
11. Government Regulation Number 4 of 1988 concerning Flats (State Gazette of the Republic of Indonesia of 1988 Number 1087, Supplement to State Gazette of the Republic of Indonesia Number 3372);
12. Government Regulation Number 44 of 1994 concerning Occupancy of Houses by Non-Owners (State Gazette of the Republic of Indonesia of 1994 Number 73, Supplement to State Gazette of the Republic of Indonesia Number 3576);
13. Government Regulation Number 58 of 2005 concerning Regional Financial Management (State Gazette of the Republic of Indonesia of 2005 Number 140, Supplement to State Gazette of the Republic of Indonesia Number 4578);
14. Government Regulation Number 27 of 2014 concerning Management of State/Regional Property (State Gazette of the Republic of Indonesia of 2014 Number 92, Supplement to State Gazette of the Republic of Indonesia Number 5533);

15. Presidential Regulation Number 87 of 2014 concerning Implementing Regulations of Law Number 12 of 2011 concerning the Formation of Legislative Regulations (State Gazette of the Republic of Indonesia of 2014 Number 199);
16. Minister of Home Affairs Regulation Number 80 of 2015 concerning the Formation of Regional Legal Products (State Gazette of the Republic of Indonesia of 2015 Number 2036);
17. Minister of Home Affairs Regulation Number 19 of 2016 concerning Management of Regional Property (State Gazette of the Republic of Indonesia of 2016 Number 547);
18. Sukoharjo Regency Regional Regulation Number 1 of 2010 concerning Principles of Regional Financial Management (Sukoharjo Regency Regional Gazette of 2010 Number 1, Supplement to Sukoharjo Regency Regional Gazette Number 172);
19. Sukoharjo Regency Regional Regulation Number 2 of 2012 concerning Flats (Sukoharjo Regency Regional Gazette of 2012, Supplement to Sukoharjo Regency Regional Gazette Number 199);
20. Sukoharjo Regency Regional Regulation Number 12 of 2016 concerning the Formation and Structure of Regional Apparatus (Sukoharjo Regency Regional Gazette of 2016 Number 12, Supplement to Sukoharjo Regency Regional Gazette Number 236);

DECIDE :

To stipulate: REGENT'S REGULATION CONCERNING MANAGEMENT GUIDELINES FOR SIMPLE RENTED FLATS OWNED BY THE SUKOHARJO DISTRICT GOVERNMENT.

PIG  
GENERAL REQUIREMENTS

article 1

- In this Regent's Regulation what is meant by:
1. Region is Sukoharjo Regency.
  2. The Regent is the Regent of Sukoharjo.
  3. Regional Government is the Regional Head as an element of regional government administrators who leads the implementation of government affairs which fall under the authority of the autonomous region.
  4. Simple Rental Flats, hereinafter referred to as Rusunawa, is a multi-storey building built in an environment which is divided into sections which are structured functionally in horizontal and vertical directions and are units which are each used separately, the control status of which is rented. and built using funds from the State Revenue and Expenditure Budget and/or Regional Revenue and Expenditure Budget with its main function as a residence.

5. Simple Rental Flats, hereinafter referred to as Sarusunawa, are residential units in Rusunawa which can be used individually based on rental provisions and have connecting facilities to public roads.
6. The owner of the Rusunawa is the Regional Government.
7. Rusunawa Manager, hereinafter referred to as Manager, is a Regional Apparatus appointed by the Rusunawa Owner to carry out the functions of Rusunawa management.
8. The Rusunawa Management Body, hereinafter referred to as the Management Body, is a body that assists the management consisting of elements of Regional Apparatus, related Regional Apparatus work units and/or other parties appointed by the Rusunawa Owner in carrying out the management of the Rusunawa.
9. The Housing and Settlement Area Service, hereinafter abbreviated to DPKP, is the Sukoharjo Regency Housing and Settlement Area Service.
10. Utilization is the utilization of regional property in the form of Rusunawa for use in accordance with the main tasks and functions of Regional Apparatus, in the form of rental carried out by the management to function the Rusunawa in accordance with established rules.
11. Residents are Indonesian citizens with low incomes in accordance with applicable laws and regulations and have entered into a Sarusunawa rental agreement with the management.
12. Rental Rate is a certain value in the form of money as payment for Sarusunawa rent and/or Sarusunawa non-residential rent within a certain period of time based on predetermined rules.
13. Low Income Communities, hereinafter abbreviated as MBR, are people who have income based on the provisions of statutory regulations.
14. Common objects are objects that are not part of the apartment, but are used together inseparably for joint use.
15. Public facilities are all facilities that are outside the residence and are part of the apartment and are shared for common use.
16. Residents' associations or residents' associations are associations whose members consist of residents.

CHAPTER II  
PURPOSE AND OBJECTIVES

Section 2

This Regent's Regulation was prepared with the aim of:

- a. Rusunawa management so that it runs in an orderly, targeted, efficient and effective manner; And
- b. Rusunawa is a decent, safe and comfortable place to live for Low Income Communities (MBR).

Article 3

This Regent's Regulation was prepared with the aim of providing guidelines for implementing Rusunawa management in Sukoharjo Regency.

CHAPTER III  
SCOPE

Article 4

The scope of Rusunawa management includes:

- a. owner and manager;
- b. requirements, registration and determination of residents;
- c. business units and/or other activities;
- d. monitoring, evaluation and reporting;
- e. financing; And
- f. maintenance.

CHAPTER IV  
OWNER AND MANAGER

Part One  
Owner

Article 5

The owner of Rusunawa is the Regional Government of Sukoharjo Regency.

The second part  
Manager

Paragraph 1  
General

Article 6

- (1) Implementation of Rusunawa Management is handed over to DPKP.
- (2) DPKP in carrying out Rusunawa management assisted by the Management Body.

- (3) Membership of the Management Body as intended in paragraph (2) consists of elements of Regional Apparatus, related Regional Apparatus work units and/or other parties.
- (4) Membership of the Management Body as intended in paragraph (3) is determined by a Regent's Decree.

Paragraph 2  
Manager's Authority and Duties

Article 7

- (1) Rusunawa Manager as intended in Article 6 paragraph (1) has the authority:
  - a. selecting and determining prospective residents;
  - b. terminate the rental agreement if the occupant violates the provisions of the rental agreement;
  - c. collect/receive rental fees and/or other fees that have been determined;
  - d. impose fines for late payments which are the occupant's obligations as well as violations of residential regulations as regulated in the rental agreement and residential regulations;
  - e. carry out administrative regulations and discipline relating to the rights, obligations and restrictions of residents;
  - f. carry out technical arrangements and control relating to the management of Rusunawa; And
  - g. provide special treatment for people with disabilities and the elderly in providing housing and accessibility.
- (2) Rusunawa Manager as intended in paragraph (1) has duties:
  - a. make rental agreements with prospective residents;
  - b. providing Rusunawa facilities and infrastructure;
  - c. carry out regular inspections, care, maintenance and repairs of all elements and components of the Rusunawa as well as regular and incidental inspections which can be carried out together with the relevant SKPD;
  - d. creating a clean and orderly environment;
  - e. maintaining environmental security situations and conditions and establishing cooperation with security forces;
  - f. holding regular outreach including training and guidance about emergencies and fire dangers to residents;

- g. return the security deposit from the occupant, if the rental agreement between the Manager and the Occupant ends/ cancels;
- h. respond to complaints/complaints regarding reports submitted by the Occupant;
- i. provide basic electricity and clean water infrastructure as agreed in the Sarusunawa rental agreement;
- j. prepare residential rules and regulations and provide socialization to Rusunawa Residents, including rights, obligations and prohibitions;
- k. monitor the suitability/correctness of residents living in Rusunawa in accordance with the signed rental agreement; And
- l. maintain, care for and maintain infrastructure, facilities and utilities.

Part Three  
Management Body

Paragraph 1  
Management Body Structure

Article 8

- (1) The organizational structure of the Management Body consists of at least a head, secretary, treasurer, administration section, residential section and maintenance section.
- (2) The Head as intended in paragraph (1) is *ex officio* held by the Head of the Housing Sector at the DPKP.
- (3) The secretary as intended in paragraph (1) is held by the Head of the Milk House Management Section in the DPKP Housing Sector.
- (4) The treasurer, as intended in paragraph (1), is preferred to be a civil servant who has served as treasurer or has experience in the financial sector.
- (5) The administration section, residential section and maintenance section can come from Civil Servants or non-Civil Servants and are appointed in accordance with applicable regulations.
- (6) The Management Body has its office within the DPKP office or at managed Rusunawa locations.

## Paragraph 2

## Duties of the Management Body

## Article 9

- (1) The Management Body is tasked with assisting the DPKP in managing the Rusunawa to create comfort and suitability for residential and non-residential as well as the continuity of the life of the Rusunawa building.
- (2) The Management Body in carrying out its duties is responsible to the Head of the DPKP.

## CHAPTER V

REQUIREMENTS, REGISTRATION AND DETERMINATION  
RESIDENTS

## Part One

## Condition

## Article 10

- (1) Prospective residents of Rusunawa must fulfill the requirements determined by the Management Body.
- (2) The requirements for prospective residents of Rusunawa as intended in paragraph (1) consist of:
  - a. Indonesian citizens resident in Sukoharjo Regency as evidenced by a legalized photocopy of KTP and photocopy of Family Card;
  - b. married or previously married, proven by a legalized photocopy of a marriage certificate or divorce certificate;
  - c. do not have a house/place to live, proven by a certificate of not having a house from the head of the village/head of the place of origin;
  - d. workers whose income is at most the Regency Minimum Wage is proven by a certificate of income from the village/sub-district head and/or from the head of the company; And
  - e. willing to comply with and comply with the rules/residential provisions as well as the sanctions imposed as evidenced by a statement of capability;
  - f. able to pay levies and non-levies according to the agreement of the residents, proven by a statement of ability; g. Applicant's passport size photo and 4x6 respectively
  - 3 (three) sheets; And
  - h. Police Record Certificate (SKCK) from the Police.
- (3) The statement form as intended in paragraph (2) letter e and letter f is as listed in Appendix I which is an inseparable part of this Regent's Regulation.

The second part  
Registration

Article 11

- (1) Prospective residents submit a written application for registration to the Head of DPKP through the Head of the Management Agency by attaching the requirements as intended in Article 10 paragraph (2).
- (2) The registration application form as intended in paragraph (1) is as listed in Appendix II which is an inseparable part of this Regent's Regulation.

Part Three  
Determination

Article 12

- (1) After registration of prospective occupants as intended in Article 11, the Head of the Agency will then determine the prospective occupants Management with the following procedures:
  - a. selecting prospective residents who have registered and meet the requirements;
  - b. determine a list of eligible prospective residents condition;
  - c. announce and call prospective residents;
  - d. carry out the Rusunawa housing draw process;
  - e. ask residents to provide a rental deposit of 3 (three) times the levy rate through the Managing Treasurer;
  - f. prepare the signing of the rental agreement; And
  - g. submit a list of residents of the Rusunawa to the head of the local neighborhood association for recording.
- (2) The term of the rental agreement for residents as referred to in paragraph (1) letter f is 3 (three) years and can be extended as long as the requirements are met.
- (3) The rental agreement for Sarusunawa Residents as referred to in paragraph (1) letter f includes at least:
  - a. identity of both parties;
  - b. the time the agreement occurs;
  - c. contains general provisions and mandatory regulations obeyed by both parties;
  - d. rights, obligations and prohibitions of the parties;

- e. term and expiration of the agreement;
  - f. circumstances beyond capabilities (*force majeure*); And
  - g. sanctions for violations.
- (4) The form of rental agreement for residents as intended in paragraph (3) is as stated in Attachment III which is an inseparable part of this Regent's Regulation.

CHAPTER VI

BUSINESS UNITS AND/OR OTHER ACTIVITIES

Article 13

- (1) In the event that the Rusunawa Manager cannot provide business units and/or other activities, the ground floor and/or area determined by the Rusunawa Manager can be used for business units and/or other activities.
- (2) The business units as intended in paragraph (1) are prioritized for use by residents to provide basic needs.
- (3) Other activities as intended in paragraph (1) including for:
- a. educational activities;
  - b. health activities;
  - c. social activities;
  - d. religious activities; and/or
  - e. other activities determined by the Management.
- (4) If none of the residents are interested in using the business unit as intended in paragraph (2), then the Management can provide opportunities for non-residents to use the business unit.

Article 14

Residents who are potential users of the business unit Rusunawa as intended in Article 13 paragraph (2) must fulfill the following requirements:

- a. have a Sarusunawa rental agreement;
- b. have a Resident Identity Card and Family Card; And
- c. have proof of Sarusunawa rent payment for the last 1 (one) month.

Article 15

Non-residents who can be potential users of the unit Rusunawa business as intended in Article 13 paragraph (4) must fulfill the following requirements:

- a. have a Resident Identity Card and Family Card; And
- b. has a rental agreement for the use of the business unit.

## Article 16

Residents and/or non-residents who have fulfilled the requirements as intended in Article 14 or Article 15 can register to become prospective users of the Rusunawa business unit by submitting a written application to the Head of DPKP through the Head of the Management Body.

## Article 17

(1) After registration of prospective business unit users as intended in Article 16, the prospective business unit users are then determined

Rusunawa by the Head of the Management Body with the following procedures:

- a. selecting prospective business unit users who have registered and meet the requirements;
- b. announce and call potential unit users business;
- c. carry out the lottery process for users of the Rusunawa business unit;
- d. ask business unit users to fill out a statement to comply with residential regulations;
- e. ask business unit users to provide a rental deposit of 3 (three) times the monthly rental rate through the Management Body Treasurer; And
- f. prepare the process of signing the rental agreement.

(2) The term of the rental agreement for business unit users as referred to in paragraph (1) letter f for 3 (three) years and can be extended.

(3) The rental agreement for business unit users as intended in paragraph (1) letter f includes at least:

- a. identity of both parties;
- b. the time the agreement occurs;
- c. contains general provisions and mandatory regulations obeyed by both parties;
- d. rights, obligations and prohibitions of the parties;
- e. term and expiration of the agreement;
- f. circumstances beyond capabilities (*force majeure*);
- g. Dispute resolution; And
- h. sanctions for violations.

(4) Form of rental agreement for unit users business as intended in paragraph (3) as stated in Appendix IV which is an inseparable part of this Regent's Regulation.

CHAPTER VII  
MONITORING, EVALUATION AND REPORTING

Article 18

- (1) The Head of DPKP carries out monitoring and evaluation of the implementation of the duties of the Rusunawa Management Agency at least once every 6 (six) months or at any time if necessary.
- (2) The results of monitoring and evaluation as intended in paragraph (1) are reported to the Regent through the Regional Secretary.

CHAPTER VIII  
FINANCING

Article 19

- (1) Funding for Rusunawa management activities is obtained from APBD, grants, and/or other legitimate efforts.
- (2) Financial management is carried out by DPKP.

CHAPTER IX  
MAINTENANCE

Article 20

Rusunawa maintenance is carried out by the Management in the following manner:

- a. inventory of building components, infrastructure, utilities and environment;
- b. prepare a checklist of components  
Rusunawa building;
- c. create a maintenance plan schedule;
- d. carry out outreach to residents about the plan  
maintenance and repair; And
- e. carry out maintenance and repairs if there is damage.

CHAPTER X  
CLOSING

Article 21

When this Regent's Regulation comes into force, Sukoharjo Regent's Regulation Number 48 of 2014 concerning Guidelines for Management of Simple Rental Flats Owned by the Government of Sukoharjo Regency (Sukoharjo Regency Regional Gazette of 2014 Number 276) as amended by Sukoharjo Regent's Regulation Number 47 of 2015 concerning Amendments to Sukoharjo Regent Regulation Number 48 of 2014 concerning Management Guidelines for Simple Rental Flats Owned by the Government of Sukoharjo Regency (Regional Gazette of Sukoharjo Regency of 2015 Number 48), is revoked and declared invalid.

Article 22

This Regent's Regulation comes into force on the date of promulgation.  
So that everyone is aware, this Regent's Regulation is ordered to be promulgated by placing it in the Regional Gazette of Sukoharjo Regency.

Stipulated in Sukoharjo on  
February 23 20173

REGENT SUKOHARJO,

signed

WARDOYO WIJAYA

Promulgated in Sukoharjo on  
February 23 20173

REGIONAL SECRETARY  
SUKOHARJO DISTRICT,

signed

AGUS SANTOSA

REGIONAL NEWS SUKOHARJO DISTRICT  
YEAR 2017 NUMBER 27