

Rates for Chargeable Work

Property Administrative and Maintenance Work

Chargeable work done by HTM office and supervisory staff		Charge
Administrative Work	<ul style="list-style-type: none"> Sourcing of quotes and research for work requested by an owner or management association Sourcing, procurement and installation of furniture and fittings Warranty claims and rectifications Accounting, tax legal liaison and translation work Lodging and processing insurance claims Statutory compliance, licensing, fire and safety administration Provision of information and access for valuations and sales 	JPY 5,500 / hour
Maintenance Work, including transport vehicles and tools	<ul style="list-style-type: none"> Grounds maintenance Internal and external maintenance and upkeep Property inspection, checks and 'in hours' call outs 	JPY 2,900 / hour
	<ul style="list-style-type: none"> Out of hours call outs 	JPY 5,800 / hour

Finance and Administrative Work

Tax Returns	This charge is for us to liaise between yourself and a Japanese tax accountant. Accountant fees are additional.	
	Income tax return – per property per tax return (maximum 2 hours work). Additional hours chargeable at JPY5,500	JPY 11,000
	Initial consumption tax return - per property per property (maximum 10 hours work). Additional hours chargeable at JPY5,500	JPY 55,000
Payments	The following payments are included as part of your Letting Agreement: <ul style="list-style-type: none"> 1 owner payment to your nominated account monthly All utilities, cleaning, insurance, garbage and Management Association payments in respect of your property Fixed Asset Tax – once per year 	
	Additional payments made from your Trust Account: <ul style="list-style-type: none"> Internet banking JPY 550 Bank Transfer JPY 550 Cash collection JPY 550 Post office transfer JPY 1,650 	

All Charges include consumption tax.
Prices are subject to change.

Effective from 1 May 2014.