

## Rates for Chargeable Work

### Property Administrative and Maintenance Work

Chargeable work done by HTM office and supervisory staff	Charge
<b>Administrative Work</b> <ul style="list-style-type: none"> <li>Sourcing of quotes and research for work requested by an owner or management association</li> <li>Sourcing, procurement and installation of furniture and fittings</li> <li>Warranty claims and rectifications</li> <li>Accounting, tax legal liaison and translation work</li> <li>Lodging and processing insurance claims</li> <li>Statutory compliance, licensing, fire and safety administration</li> <li>Provision of information and access for valuations and sales</li> </ul>	JPY 5,500 / hour
<b>Maintenance Work, including transport vehicles and tools</b> <ul style="list-style-type: none"> <li>Grounds maintenance</li> <li>Internal and external maintenance and upkeep</li> <li>Property inspection, checks and 'in hours' call outs</li> </ul>	JPY 3,240/ hour
	<ul style="list-style-type: none"> <li>Out of hours call outs</li> </ul>

### Finance and Administrative Work

<b>Tax Returns</b>	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
<b>Payments</b>	The following payments are included as part of your Letting Agreement: <ul style="list-style-type: none"> <li>1 owner payment to your nominated account monthly</li> <li>All utilities, cleaning, insurance, garbage and Management Association payments in respect of your property</li> <li>Fixed Asset Tax – once per year</li> </ul>	
	Additional payments made from your Trust Account: <ul style="list-style-type: none"> <li>Internet banking JPY 550</li> <li>Bank Transfer JPY 550</li> <li>Cash collection JPY 550</li> <li>Post office transfer JPY 1,650</li> </ul>	

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

Effective from 1 Nov 2017