**Rates for Chargeable Work**

**Property Administrative Work, Maintenance Work, Housekeeping**

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| **Chargeable work done by HTM office and supervisory staff** | | **Charge** |
| **Administrative Work** | * Sourcing of quotes and research for work requested by an owner or management association * Sourcing, procurement, installation of furniture and fittings * Warranty claims and rectifications of defects * 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** | * Grounds maintenance * Internal and external maintenance and upkeep * Property inspection, checks and ‘in hours’ call outs | JPY 3,240 / hour |
| * Out of hours call outs | JPY 6,480 / hour |
| **Housekeeping and Cleaning** | * Accommodation and common areas, includes cleaning equipment and supplies. * Amenities and linen not included in hourly rate. | JPY 3,240 / hour |

**Finance and Administrative Work**

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| **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). Additional hours chargeable at JPY 5,500 / hour | JPY 11,000 |
| Initial consumption tax return – per property (maximum 10 hours). Additional hours chargeable at JPY 5,500/ hour | JPY 55,000 |
| **Payments** | The following payments are included as part of your Letting Agreement:   * 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:   * 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.

Updated: 1 August 2018