**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
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| 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
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All charges include consumption tax.

Prices are subject to change.

Updated: 1 August 2018