



Property Management Service



New Plan Building Co., Ltd.

3-22-10 Nishihara Shibuya-ku Tokyo 150-0066 Japan

TEL : +81-3-3465-3911

FAX : +81-3-3465-3915

URL : <http://www.new-plan.co.jp>



How do I pay my utilities?

I'm worried about my house when I'm not in Japan.

What if an important letter comes?

With 30 years experience, New Plan Building Co., Ltd. will support you once you've purchased your property in Japan.

- dealing with paperwork?
- renovating your property?
- choosing appliances and furniture?
- managing your property when it is vacant?

Why not use our property management service and put your mind at ease?

We offer a variety of plans and options to meet your every need.

Basic Services

| Basic Plan | ¥ 15,000/month+Tax |
|-----------------------------------|--|
| • Payment service | • Utilities (electricity, gas, water, internet, security) |
| | • Building maintenance expenses (apartment management fee, maintenance fee, association fee, etc.) |
| | • Insurance |
| | • Service remuneration for New Plan Building Co., Ltd. |
| • Monthly report | • Account statement |
| | • Payment statement |
| | • Repair work history |
| • Administration of tax payments | • Property acquisition tax |
| | • Property tax |
| • Correspondence with accountants | • C.P.A. and tax accountants |

Property Inspection and Maintenance Plan

¥7,500 per visit+tax (first hour)

- ¥4,500 +Tax for each additional hour
- please note below that an area surcharge is included

- ❑ Inspection report (including in the event of an emergency or natural disaster)
- ❑ Basic cleaning and ventilation of rooms
- ❑ Preventative water discharge

- ❑ Mail collection
- ❑ Arrangement, monitoring and reception
- ❑ Pictorial record

Mail collection

Pick up mail and statements.

Arrangement, monitoring and reception

Arrange and monitor interior and exterior third party construction. Receive any ordered items.

Inspection report
Confirm and report any abnormalities.

Basic cleaning and ventilation

Basic cleaning and let fresh air into the rooms.

Preventative water discharge

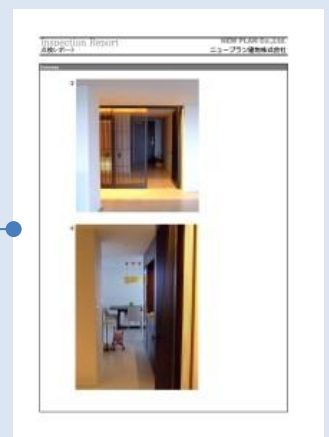
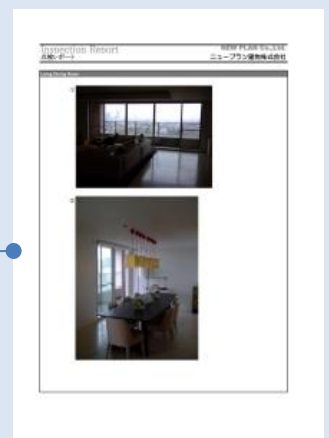
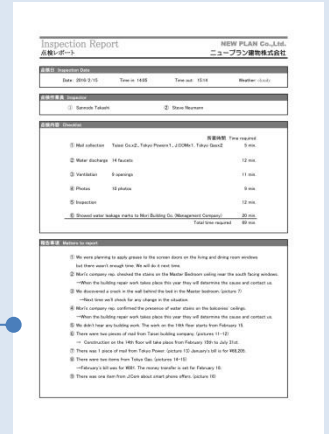
Run the water periodically to prevent smells, harmful insects, and rats from coming through the waste pipes into the kitchen and bath room.

It is easy for dirt and smells to collect in the trap



Pictorial Record

Take pictures of the property's current condition.



<area surcharge>

*Please feel free to ask if your area isn't mentioned below

- ¥0 Shibuya-ku, Minato-ku, Shinjuku-ku, Chiyoda-ku, Nakano-ku, Meguro-ku, Shinagawa-ku
Suginami-ku, Setagaya-ku, Ota-ku, Chuo-ku
- ¥2,500 Nerima-ku, Itabashi-ku, Kita-ku, Toshima-ku, Bunkyo-ku, Arakawa-ku, Taito-ku
- ¥5,000 Sumida-ku, Koto-ku

Additional Services

Opening a bank account

¥35,000 per account+tax



MIZUHO

Open an account in Japan to manage payments for your property.
(Sumitomo Mitsui Bank, Mizuho Bank)

Making a seal

Individual quotation available on request



Make a seal which is used in place of your signature in Japan.

Renovation

Individual quotation available on request



Plan and oversee property renovation.

Interior decoration

Individual quotation available on request

Assist in the purchase of furniture,
curtains and other household goods.

Cassina arflex **B&B** ITALIA **Minotti** Molteni & C. FLOS **HUKLA**
Ritzwell AIDEC **EKORNES** MAXRAY **VORWERK**
etc.

Appliance purchase

¥25,000 per day+tax



Assist in choosing and buying appliances.

Living assistance

Individual quotation available on request



Translate instruction manuals and labels. Help with Wi-Fi rental.

House cleaning

Individual quotation available on request



Provide periodic and/or one off house cleaning,
bed linen cleaning and bed making services.

Interior Decoration Options

Coordination and Decoration

¥ 250,000 + Tax (up to 3LDK/80m²)
¥ 350,000 + Tax (up to 4LDK/100m²)
¥ 500,000 + Tax (from 100m² to 200m²)

Travel surcharge

- Tokyo ¥0
- Yokohama ¥0
- Other areas travel costs

- Visit the property for inspection and measurements
- Meet with the client
- Create the coordination plan
- Visit showrooms with the client
- Set-up discounts and place orders
- Arrange delivery and reception of goods
- Move and/or install goods to match the coordination plan
- Provide aftercare (eg. Contacting maker on behalf of the client should something break)

Purchase only

Price of Goods + Delivery + Tax

- Mail Catalogue to the client
- Set-up discounts and place orders
- Provide aftercare

Cassina arflex **B&B** **ITALIA** Minotti Molteni & C FLOS **HUKLA**
Ritzwell AIDEC **EKORNES** maxRAY **VORWERK**

etc.

Sample Schedules

Chart 1 Sample yearly schedule for non-residential client

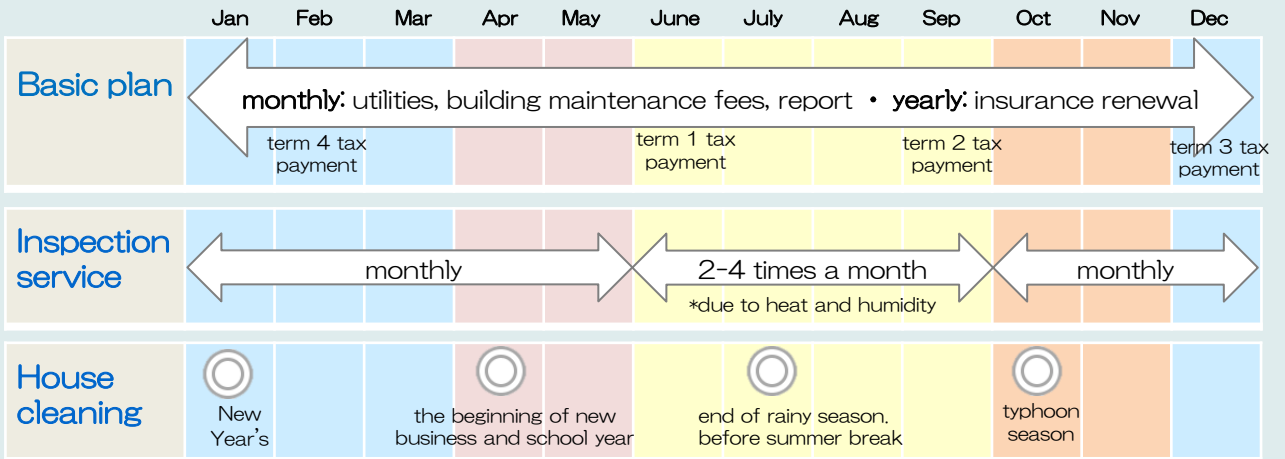


Chart 2 Sample normal monthly schedule with two week visit by client

Proposal plan: inspection service (the first Wednesday), bed linen cleaning service (including bed making), house cleaning service

| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|-----------|--------------------------|-------------------------|-----|-----------------|-----|-----|
| 1 | 2 | 3 inspection service | 4 | 5 bed making | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| your stay | | | | | | |
| 15 | 16 exchange bed linen | 17 | 18 | 19 | 20 | 21 |
| your stay | | | | | | |
| 22 | 23 bed linen cleaning | 24 house cleaning | 25 | 26 | 27 | 28 |

Chart 3 Sample monthly summer schedule with one week visit by client

Proposed plan: inspection service (the first and third Wednesdays), bed linen cleaning service (including bed making), house cleaning service

| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|-----------|--------------------------|--------------------------|-----|-----|-----------------|-----|
| 1 | 2 | 3 inspection service | 4 | 5 | 6 bed making | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| your stay | | | | | | |
| 15 | 16 | 17 inspection service | 18 | 19 | 20 | 21 |
| 22 | 23 bed linen cleaning | 24 house cleaning | 25 | 26 | 27 | 28 |

Company Profile

Company Name: New Plan Building Co., Ltd.
Founded: January 15, 1985 (Showa 60)
Capital: ¥ 12,000,000
Managing Director: Takashi Sannodo
Board Members: Iwao Sannodo (Chairman), Taturou Fujiwara, Isao Yoshida
Licenses: Construction License No. 101456, Registered Real-Estate Broker License No. 47949
Primary Banks: Mizuho Bank, Shinjuku Shintoshin Branch
Sumitomo Mitsui Bank, Shinjuku East Gate Branch
Primary Business Partner: Mitsui Fudosan Residential Co.,Ltd.
Mitsui Fudosan Realty Co., Ltd.
Sumitomo Fudosan Building Services Co., Ltd.
Ken Corporation Ltd.

Business Activities:
Designing • Planning • Consulting
Interior Design • Building Extensions and Alterations
Mechanical and Electrical Work • Carpentry Work
Exterior Design • New Build Construction
Demolition Works • House Cleaning • Ordering and
Installing Furniture, Curtains, Lighting and all things
related to Interior Design • Real Estate Purchases
Real Estate Introductions • Property Management

Company History:
1985 (January) Started in Koganei, Tokyo
1986 (May) Became a Public Company
1990 (April) Opened the Shibuya office in Tomigaya,
Shibuya, Tokyo
1992 (June) Capitalization reached ¥10,000,000
1995 (October) The Main Office moved to Nishihara,
Shibuya, Tokyo
2003 (April) Capitalization reached ¥12,000,000

Completed Projects :
Building, office and store remodeling
Hospital and school renovation
Condominium and apartment interior remodeling
Renovating and remodeling private residences



*Please feel free to contact us with your queries

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