

つなぐ。答えへ。未来へ。



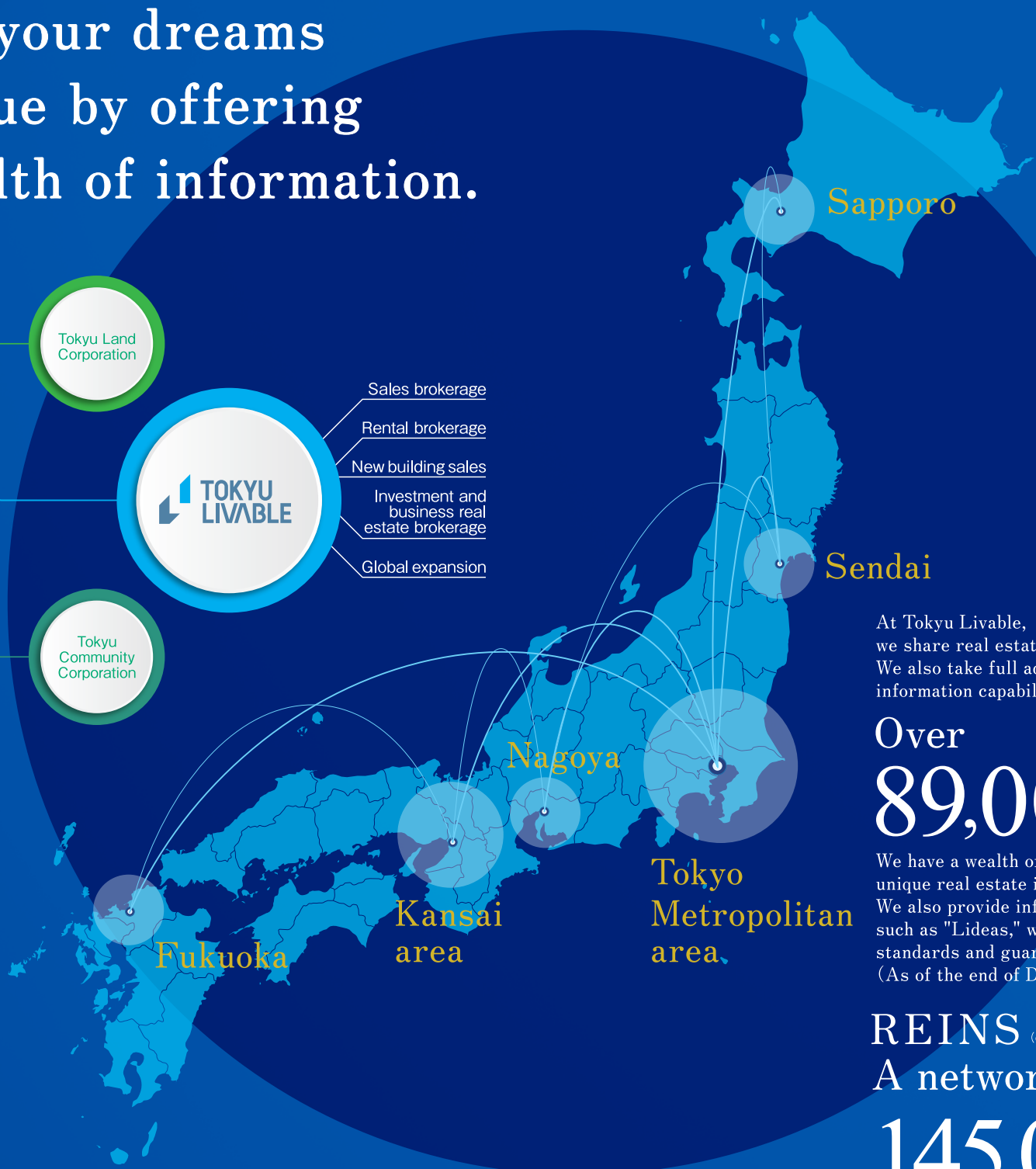
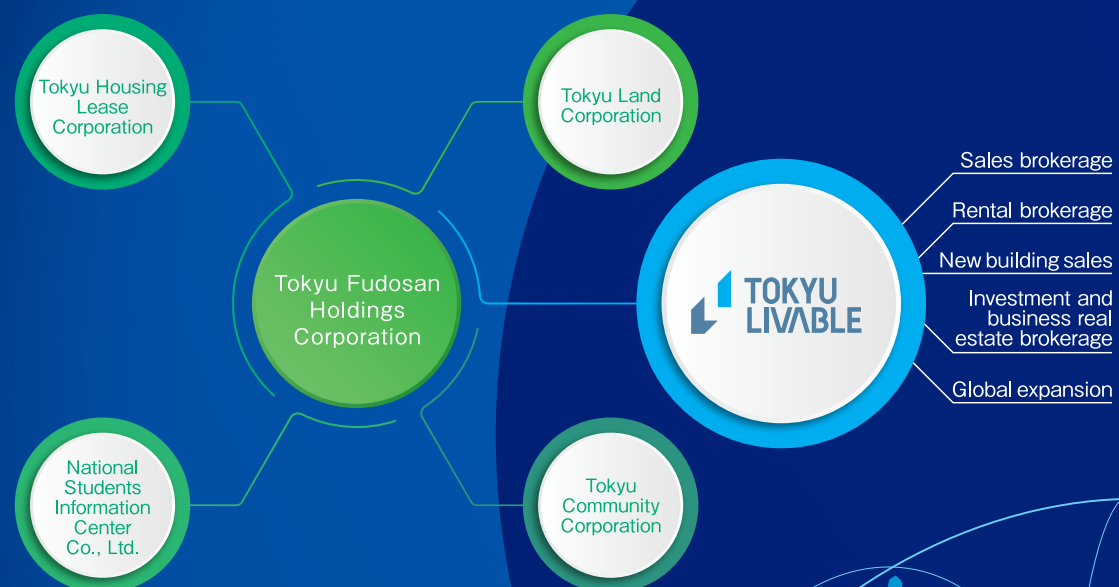
Partner's Book

– Purchasing and Sales Edition –

A reader that can be used to guide you in your desire to purchase or sell,
from consultation to the completion of the transaction.



We are committed to making your dreams come true by offering our wealth of information.



At Tokyu Livable, we share real estate information through our nationwide network. We also take full advantage of Tokyu Fudosan Holdings' extensive information capabilities to quickly propose properties that meet your needs.

Over **89,000** (pre-owned condominium data) buildings nationwide

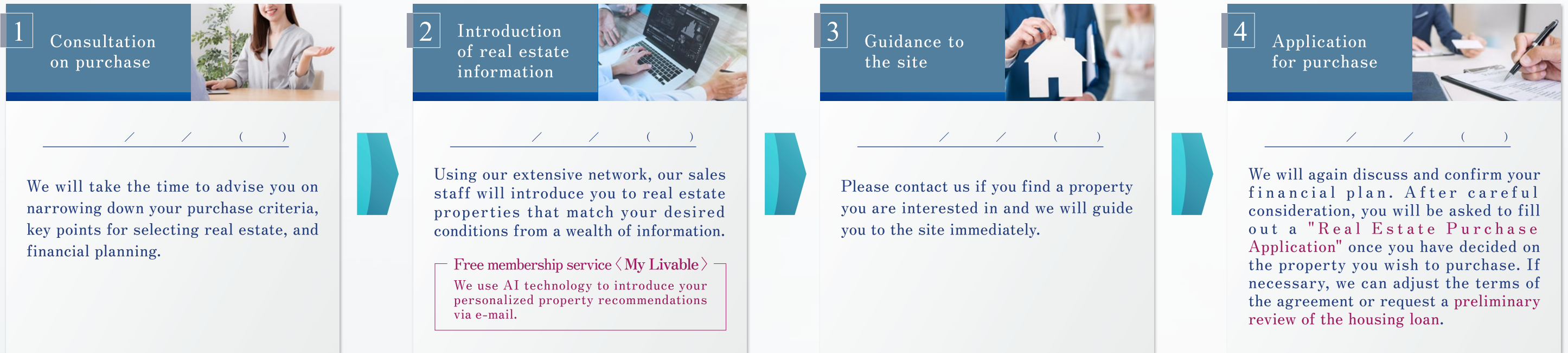
We have a wealth of real estate information, with the largest volume of unique real estate information in Japan for pre-owned condominiums alone. We also provide information on real estate that is difficult to find on the market, such as "Lideas," which are renovated condominiums with our own inspection standards and guarantees, with Tokyu Livable itself as the seller. (As of the end of December 2023)

REINS (designated distribution network system)

A network of approximately **145,000** companies can also be utilized.

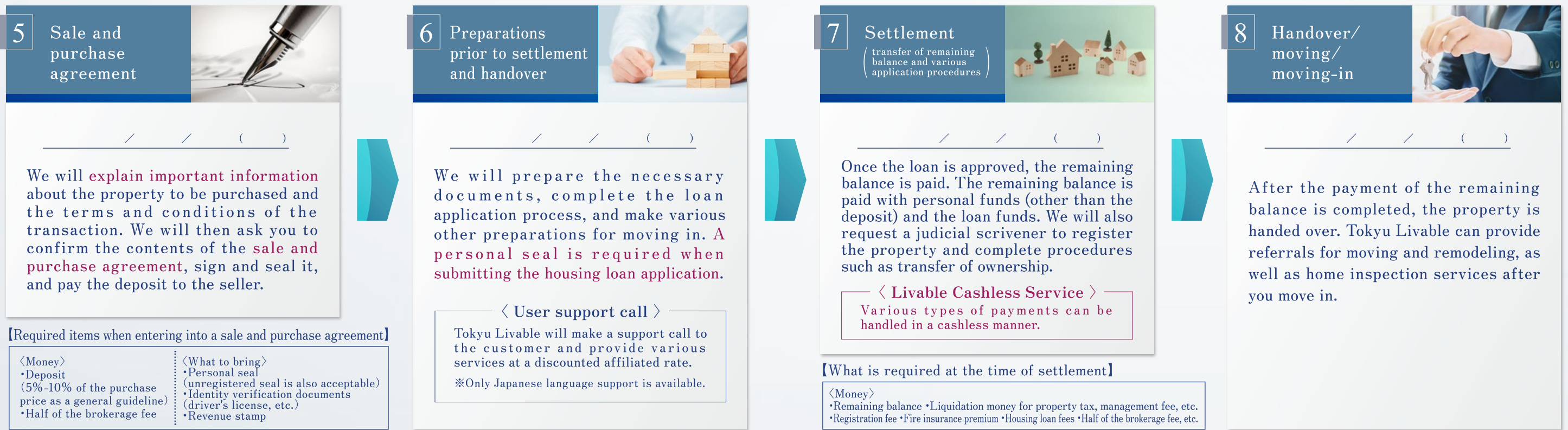
In addition to Tokyu Livable's own information, we can also acquire information through the REINS network. We always keep our antennae up to catch real estate information that is suitable for our customers, and we also offer information from other companies all over the world. (As of the end of 2023)

Real estate purchase flowchart



Typically set after 3 days but within 1 week

【Online housing loan preliminary review】
 •Identity verification documents(driver's license, etc.)
 •Withholding tax certificates for the previous year or three years of final tax returns
 ※Other documents may be required depending on the conditions of purchase.



Typically 1 to 2 months ※However, this will vary depending on the type of real estate purchased and the details of the seller's sale.

Consultation on purchase

Information on various costs associated with your purchase.

Financial planning and expenses

When purchasing real estate, you will need to pay various expenses for the purchase in addition to the price of the property. Please confirm the total amount of the purchase price plus other expenses.



Expenses associated with the purchase of real estate

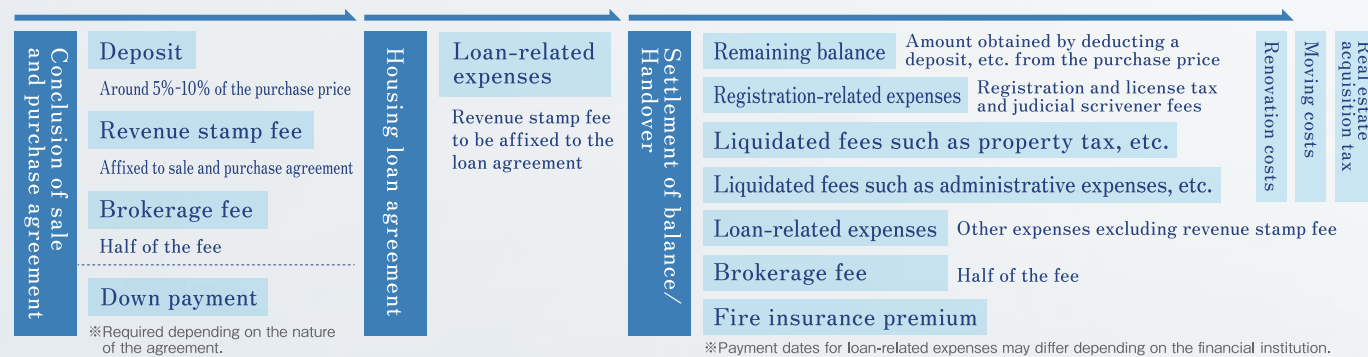
The estimated cost of purchasing real estate is 6-8% of the purchase price.

Revenue stamp fee at the time of sale and purchase agreement	Depends on the purchase price.	
Our stipulated brokerage fee	3% of the purchase price + 60,000 yen (excluding tax) (in the case of a purchase price exceeding 4,000,000 yen)	
Loan-related expenses	Revenue stamp fee	May vary depending on the type of loan, loan term and loan amount.
	Administrative fee	
	Guarantee fee	
	Group credit life insurance premium	
Registration-related expenses (transfer of ownership, creation of mortgage, etc.)	Registration and license tax	It is determined by the assessed value determined by the administrative agency and the amount of loan taken out when a loan is used.
	Judicial scrivener's fee	
Liquidated fees such as property tax, etc.	A pro-rata settlement will be made for those items paid or scheduled to be paid by the seller.	
Settlement of management fees, etc.		
Fire insurance premium	Depends on the period of coverage and whether you have earthquake insurance, furniture/home and contents insurance, etc.	
Real estate acquisition tax	Determined by the assessed value set by the administrative agency.	
Moving cost	Depends on the amount of items and the distance of the move.	
Renovation cost	Depends on the renovation details.	

※Please inquire with our sales representatives for details on the various fees involved in purchasing real estate.

When and what costs will be incurred?

The following expenses are required at each stage from the conclusion of the sale and purchase agreement to the handover of the property.



MEMO

Application for purchase

Information on how to apply for a purchase.

Purchase application and incidental procedures

Once you find a property you like, apply to purchase it. Our sales representatives will assist you in resolving any concerns you may have before you sign the agreement.



chapter1 Terms and conditions of purchase

Purchase price	Enter the asking price based on the buyer's financial plan subject to the selling price.	
Plans to use a loan	Enter whether or not you plan to use a loan and the amount you plan to borrow.	
Payment terms	Deposit	Paid at the time of concluding the sale and purchase agreement. The standard is about 5-10% of the purchase price.
	Down payment	May be set depending on the amount of the deposit and the length of time required for handover.
	Remaining balance	Purchase price - (deposit + down payment).
Schedule	Contract date	Typically set within one week after three days of the application date.
	Settlement date	This is the date for payment of the remaining balance and transfer of ownership from the seller to the buyer. Typically, this date is set on a weekday morning when the legal affairs bureaus and financial institutions are in operation.
	Handover date	In principle, the date is set on the same day as the settlement date, but in some cases, such as when the seller is replacing the property, there may be a grace period of about one week for the property to be handed over to the buyer.
Other conditions	<ul style="list-style-type: none"> ● Indicate whether or not the land has been cleared for actual measurement and the unit price of the land. Indicate any other incidental conditions, if any. ● We will confirm whether or not you wish to have a "building condition inspection" performed as stipulated by the Ministry of Land, Infrastructure, Transport and Tourism, and if so, we will introduce you to an inspection company. 	

chapter2 Re-proposal of financial plan

We will again propose a financial plan tailored to the property to be purchased. The type of housing loan and other costs vary depending on the characteristics of the property.

Note) Tax incentives and housing loan deductions may not be available depending on the area and age of the purchased property.

chapter3 Conclusion of a mediation agreement

This is an agreement to request us to act as your broker.

chapter4 Housing loan preliminary review

chapter5 Renovation

When purchasing a pre-owned home, renovation work for the home will be required. We will prepare a renovation plan and estimate in accordance with the buyer's requirements and reflect them in the financial plan. ※If the details of the renovation have not been finalized, we will prepare a financial plan with an estimated amount.

[Available services]
 ● Anshin Reform Select ● Fixed-price house cleaning ● Sterilization and deodorization services

chapter6 Cashless service

It is possible to make cashless payments for deposits and other payments.

Adjustment of agreement terms and conditions

Based on the information provided in the purchase application, the terms and conditions of the agreement will be adjusted.

If the seller agrees to all terms and conditions

You are required to sign a sale and purchase agreement as per the terms and conditions.

If any terms and conditions are presented by the seller

We will immediately inform you of the seller's terms and conditions. Once you have reconsidered, we will send your response back to the seller.

※If the seller does not give their consent, you may not be able to purchase the property. ※The application form is valid for two weeks from the date when the application is submitted.

Sale and purchase agreement

Information to ensure a safe and secure transaction.

Advance preparation of agreements

Please prepare the necessary items prior to the execution of the sale and purchase agreement.



What is required when concluding a sale and purchase agreement

- Personal seal (if you are also filling out a housing loan application form, you will need an officially registered seal)
- Identity verification documents (please prepare something with a photo to verify your identity, such as a driver's license)
- Deposit: _____ yen (Approx. 5%-10% of the purchase price. Generally paid in cash)
- Half of the brokerage fee: _____ yen (including tax) ※Total amount of money to be prepared: _____ yen
- Revenue stamp in the amount of _____ yen
- Other: _____

※Non-residents will be required to submit additional documents.

Confirmation of joint owner

- Funding is provided by someone other than yourself
- Housing loan is taken out by someone other than yourself



If any one of the above two items is checked

The name of the buyer may have to be in joint ownership. Typically, ownership interests are determined based on the percentage of investment. Please consult with a sales representative for details. We also offer free legal and tax consultations.

Additional items required if a proxy is signing the agreement

- Power of attorney (signed by the buyer and sealed with his/her own officially registered seal)
- Buyer's certificate of personal seal registration (one copy from a certificate issued within the last three months)
- Personal seal of the proxy
- Identification documents of the proxy
- Other: _____

※You will be required to confirm your intention to do business with us in advance.

MEMO

Information to help complete a smooth sale and purchase agreement.

Sale and purchase agreement procedures

A sale and purchase agreement is concluded with the understanding and consent of both the buyer and seller. Although the content is a bit difficult to understand, our sales representatives will explain it as clearly as possible. Please feel free to ask questions at any time.



Explanation of important matters

A real estate transaction specialist will explain the important details of the real estate transaction to the buyer and deliver a written document. Please check the contents carefully and feel free to inquire about any questions or concerns you may have.

- | | | |
|----------|---|----------------------|
| Contents | ● Rights | ● Legal restrictions |
| | ● Condominium management status | |
| | ● Matters concerning termination of agreement | |
| | ● Whether or not a "building condition inspection" has been conducted, and the details of such inspection | |

Understanding /acceptance

Sale and purchase agreement

After providing an explanation of the important matters of the agreement, we will read over the "Sale and purchase agreement," "Property condition report," and "List of facilities". Please confirm the details of the agreement, the current condition of the property, and whether or not there are any facilities or defects.

※If a special clause is attached, please check the contents carefully as it may include a termination clause.

Understanding /acceptance

Signature, seal, and deposit payment

Application for "Livable Anshin Brokerage Warranty"

After completion of agreement

A user support call will guide you through the necessary arrangements for moving, etc.

Other procedures are carried out concurrently

What is a deposit?

A deposit is issued by the buyer to the seller at the time of concluding a sale and purchase agreement, and is approximately 5-10% of the purchase price. Typically, the payment is made in cash and is applied to a portion of the purchase price. In addition, in the unlikely event that the agreement is to be cancelled due to unavoidable circumstances, according to the clause for release of deposit specified in the sale and purchase agreement, the agreement can be cancelled until a certain date by waiver of the deposit by the buyer if the buyer offers it, or by double return of the deposit by the seller if the seller offers it.

Application for "Livable Anshin Brokerage Warranty"

When purchasing a property that is eligible for the "Livable Anshin Brokerage Warranty," you are required to apply for the warranty at the time of signing the sale and purchase agreement. Please make sure that you have read and understood the important terms and conditions of the warranty before applying for it.



※Only if eligible

MEMO

Settlement

(transfer of remaining balance and various application procedures)

We will guide you through the various procedures related to the settlement and handover of the property.

Settlement procedures

Our sales staff will be responsible for providing assistance with final payment, transfer of ownership, and handover of the property from the seller.



Settlement	After the final payment is made by the buyer to the seller, the transfer of ownership is registered in the real estate registry.
Handover	In the case of a building, the actual right to use the property is handed over from the seller to the buyer in accordance with the terms agreed upon in the sale and purchase agreement, including the handover of the keys.
Property tax	Since the owner of the property as of January 1 of each year is obligated to pay the tax, the seller will pay the tax for the year to the municipality, but the annual tax for the year after the date of handover will be calculated on a pro-rata basis starting from January 1, and paid by the buyer to the seller.

chapter1 Preparation for settlement

Our sales representative will provide you with written notice of the documents, etc. required on the day of settlement, approximately 2 to 3 weeks prior to the day of settlement.

■ We will confirm the denomination of the money to be paid to the seller and the payee in advance.

- [Money] Remaining balance (portion of own funds)
- Liquidation money for property tax, city planning tax, management fees, etc.
- Registration fees (registration and license tax, judicial scrivener fees)
- Half of the brokerage fee
- [Documents, etc.] Personal seal (officially registered seal when setting up a mortgage)
- Certificate of personal seal registration (must have been acquired within the last 3 months)※Only when setting up a mortgage.
- Certificate of residence
- Identity verification documents (please prepare something to verify your identity, such as a driver's license)
- Seal used for bank transactions/bank passbook Other:

※Non-residents will be required to submit additional documents.

chapter2 Final confirmation of the purchased property (pre-handover confirmation)

Before handover, we will confirm that the property is in the same condition as described in the "Property condition report" and "List of facilities" that were exchanged between the buyer and the seller at the time of conclusion of the sale and purchase agreement.

※Aging, wear and tear, and performance degradation due to normal use are exempted.

Final confirmation point at the site

- Contents of the property condition report (e.g., leaks, termite damage, matters related to condominium management, etc.)
- Contents of the list of facilities (confirm whether the facilities are available and whether they are faulty or defective)
- Confirmation of boundary markers with adjacent land (land, detached house)

chapter3

Flow of settlement and handover day

■ Date, time: / / ()

■ Location: _____

※The location will be designated by the buyer, such as the buyer's housing loan lender.

Procedures for registration application

A judicial scrivener will carry out the registration procedures on your behalf.

- ①The judicial scrivener will verify the identity of the buyer and seller.
- ②The judicial scrivener will confirm the documents necessary for the buyer and seller to apply for registration.
- ③The buyer and seller will sign and seal the documents necessary for the registration application.
- ④The judicial scrivener will check the documents and request the brokerage firm and the financial institution to execute the funds.



Payment of remaining balance, liquidation of property taxes, etc.

The loan will be executed in accordance with the instructions of the judicial officer. The buyer will pay the remaining balance, property taxes, and administrative expenses to the seller, registration-related expenses to the judicial scrivener, and brokerage fees, fire insurance premiums, etc. to us. A sales representative will inform you of the denomination of the payment to be made, but in general, the buyer is responsible for the bank transfer fee.



Handover of purchased property

- ①Receipt of keys
- ②Handover of various documents
- ③Other handovers
We will hand over instructions on how to use the facilities and what to expect when living in the house.
- ④Issuance of "Handover completion confirmation certificate"
Upon receipt of the keys and completion of various handover procedures, you will be asked to sign (or affix your name and seal) to a "Handover completion confirmation certificate".

[Reference] Cashless service ... This is a service that saves customers time when making payments.

MEMO

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Real estate sale flowchart



Typically 1 to 2 months ※However, it depends on the type of property sold and the details of the buyer's purchase.

Consultation on sale

Please feel free to contact us to discuss your needs and concerns regarding the sale of your property.

Desired terms and conditions, costs associated with the sale, etc.

Selling a property is a rare event in one's life. To avoid failure, let's sort out your desires and terms and conditions.



chapter1 Motive for sale/desired terms and conditions



1.Details of consultation

- I want to know the market price (selling price) I want to know how to sell and what procedures to follow I want to compare real estate companies

2.Motive for sale

- For replacement by purchase For the sale of unneeded assets due to inheritance, etc. Other (job relocation, funding, etc.)

3.Desired completion date of sale

- As soon as possible By OO (month) OO (day) Not determined, etc.

4.Requests regarding sale price

- I want to sell at a selling price without spending a lot of time I would like to secure 000 million yen in take-home pay I don't have a specific amount in mind, etc.

[Reference] Current loan balance: ___ million yen (as of / /)

5.Preferred method of sale

- I want to sell it without people knowing about it Focus on price rather than timing of sale. Focus on timing of sale rather than price, etc.

chapter2 Estimated costs and proceeds from the sale of property

Revenue stamp fee at time of conclusion of sale and purchase agreement	The amount may vary depending on the condition of the property and the purchase price. Please contact a sales representative for details.
Brokerage fee as stipulated by our company (3% of the purchase price + 60,000 yen (excluding tax) In the case of a purchase price exceeding 4,000,000 yen)	
Registration-related expenses (change of address, cancellation of mortgage, etc.)	
Registration and license tax	
Judicial scrivener's fee	
Surveying costs (e.g., boundary restoration costs)	
Taxes on capital gains	
Repayment of loans such as existing housing loans	
Expenses for moving, disposal of disused items, etc.	

Take home amount = Purchase price - Above expenses

MEMO

Proposals for survey, assessment, and sales methods for property for sale

By accurately grasping the characteristics of the property, we will propose an appraisal price and sales method.

Preliminary survey of property for sale

We will conduct a preliminary survey of matters affecting the price of real estate from the perspective of property sales and purchases.



chapter1 Significance of the survey

Since multiple factors, such as the property itself and its surrounding environment, can affect the price of land and buildings, we conduct surveys from various angles and assess the price of real estate for sale based on the information we obtain from these surveys. In addition, in order to avoid problems in real estate for sale, investigating important matters that must be explained to the buyer is also an important process.

chapter2 Survey details

Items	Survey locations	Details
Survey of rights	Legal Affairs Bureau	Ownership rights, mortgages ^{※1} , leases, surface rights, easements, etc.
Survey of legal restrictions	City Hall	Surveys related to the Building Standards Act, City Planning Act, etc. (building permits, roads, urban planning, etc.)
		Water and sewage piping on the road in front of and on the property
Immediately available facilities	Gas companies	Frontal road piping for gas
	Electric power companies	Electric power suppliers
[For condominiums] Survey of management status	Management companies/ Management associations	Management type, management method, changes in management fees and reserve for repairs, building repairs, management regulations, detailed rules for use, etc. <small>※The seller's cooperation is required with regard to the survey. Power of attorney and other formalities may be required for our survey.</small>

※1 If a mortgage is set up, we will check the balance of the loan and confirm whether the loan can be repaid or not.

■ We will search for properties for sale

Land : Shape, difference in elevation, presence of boundary markers^{※2}, presence of boundary crossings, etc.
Building : Structure, age, layout, facilities, sunlight, view, usage, etc.

※2 Confirmation of presence of boundary markers

We will confirm the presence of boundary markers in order to ascertain the scope of the subject property and the relationship of rights. If boundary markers cannot be found, they must be in place by the time of handing over the property.

【Available services】

- Provisional surveying service (excluding the Sapporo area)

■ We will look into case studies of the surrounding area

Transaction examples : Prices of real estate transactions that took place during a similar time period
Sales examples : Prices of properties that are currently for sale
Public prices : Official land prices, standard land prices, roadside land prices

■ We will check the surrounding environment and facilities

Transportation : Distance to the nearest train station, convenience of buses, distance to commercial and educational facilities, etc.
Environment : Road maintenance status (sidewalks, street lights, street trees, etc.), presence/absence of noise, vibration, and odor, presence/absence of facilities that affect the surrounding environment (hospitals, parks, etc.)

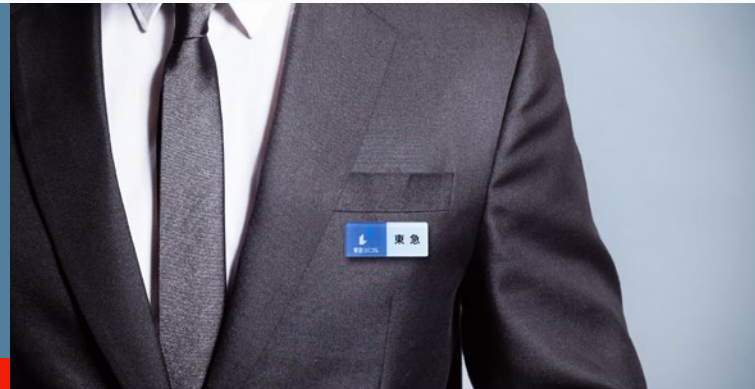
MEMO

Conclusion of a mediation agreement

Information on the procedures to initiate the sale of your property.

About mediation agreements

When you request the sale of a property, the execution of a mediation agreement is required.



chapter1 Types of mediation agreements

There are three types of mediation agreements: "Exclusive full-time mediation agreements," "full-time mediation agreements" and "general mediation agreements".

	Obligation to register with the "designated distribution network system"	Obligation to report sales status (sales activity report*)	Agreements with multiple vendors	Transactions with counterparties discovered by the seller themselves
Exclusive full-time mediation agreement	○ Within 5 business days	○ At least once a week	×	×
full-time mediation agreement	○ Within 7 business days	○ At least once every two weeks	×	○
general mediation agreement	×	×	○	○

*Sales activity report...We will report the content of implemented sales activities, the number of accesses to our homepage, the status of inquiries from buyers, etc., in writing or by e-mail. In addition, our company also conducts periodical contact in a general mediation agreement.

We recommend the conclusion of an exclusive full-time/full-time mediation agreement for the following reasons.

- Our brokerage services are available to ensure high, fast, and reliable sales.
- We can reduce the burden on the seller because we can manage information centrally.
- Although there is only one contact company for the seller, it is possible to introduce the property widely through other real estate companies through registration with the Minister of Land, Infrastructure, Transport and Tourism's designated distribution network system (REINS).
- At Tokyu Livable, we do not "enclose" properties. We actively and widely disclose information not only to our customers, but also to other real estate companies, in order to find buyers.

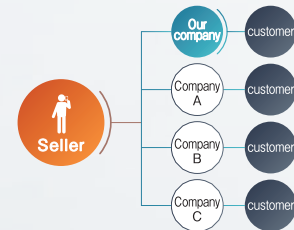
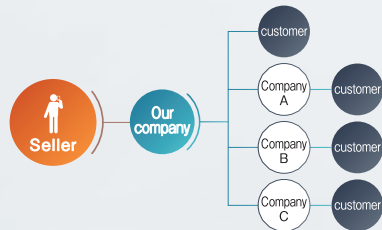
chapter2 Difference between an exclusive full-time/full-time mediation agreement and a general mediation agreement

■ Exclusive full-time/full-time mediation agreement

- Since we are the only point of contact for the seller, information management and sales activities can be conducted smoothly.
- The "Livable Anshin Brokerage Warranty" and other brokerage services are available (subject to terms and conditions).

■ General mediation

- The seller can directly request multiple companies to conduct sales activities.
- The seller will be responsible for all contact with the contact companies. (Coordination of viewing times, etc.)



chapter3 About the "building condition inspection"

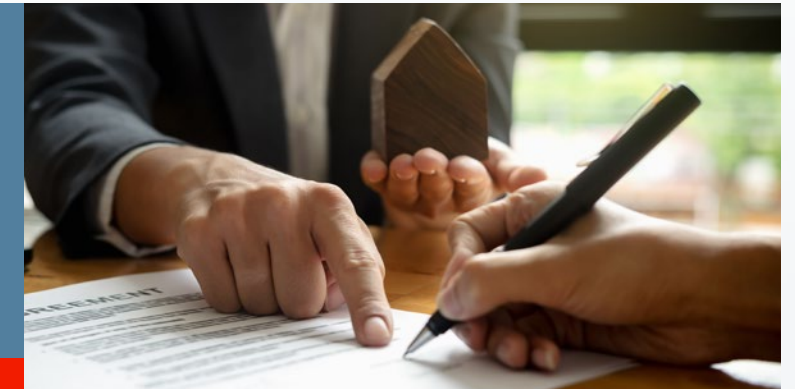
When concluding a mediation agreement, we will confirm whether or not you wish to have a "building condition inspection" as stipulated by the Ministry of Land, Infrastructure, Transport and Tourism, and if you wish to have one, we will introduce you to an inspection company. In addition, we offer our unique building inspection and warranty service "Livable Anshin Brokerage Warranty" to customers who conclude exclusive full-time/full-time mediation agreements. (There are various conditions.)

MEMO

Introducing the documents required in conjunction with a mediation agreement.

Procedures incidental to a mediation agreement

After concluding a mediation agreement, preparation is required before entering into sales activities.



chapter1 Completion of property condition report and list of facilities

■ What is a property condition report?

This is a document to inform the buyer of matters known to the seller regarding the real estate for sale (e.g., rain leaks, termite damage, water supply and drainage pipe failures, corrosion, additions and alterations, matters agreed upon with neighbors, matters related to condominium management, etc.).

■ What is the list of facilities?

This is a document to inform the buyer about the existence and condition of the facilities of the real estate for sale.

*Please be advised that the above two types of documents will be communicated not only to the buyer but also to prospective buyers.

chapter2 Confirmation of sales activities

We will confirm the seller's wishes regarding the sales method by means of an advertising activity consent form. We will propose a sales method according to the seller's request, such as "I want to sell the property without it being known to others".

chapter3 Entrustment of surveys at government offices, etc.

A power of attorney from the seller is required for us to conduct a survey of the real estate for sale. We ask for your cooperation in preparing the power of attorney in order to facilitate the survey.

chapter4 Selection of brokerage services

Our original services are available.

MEMO

Sale and purchase agreement

Various documents are required for the execution of a sale and purchase agreement.

Advance preparation of agreements

Please prepare the necessary items prior to the execution of the sale and purchase agreement.



What is required when concluding a sale and purchase agreement

- Registration documents (certificate of registered rights or information for registration identification)
※We will confirm the location of the original copy and make a photocopy of it.
- Personal seal (officially registered seal) Certificate of seal registration
- Identity verification documents (please prepare something to verify your identity, such as a driver's license)
- Property tax payment form Half of the brokerage fee: yen
- Revenue stamp in the amount of yen Property condition report
- List of facilities Other:

※Non-residents will be required to submit additional documents.

About the money required on the day of concluding the agreement

Money required on the day of concluding the agreement (half of the brokerage fee): yen

Deposit to be received from the buyer: yen

※Any money required on the day will be allocated from the deposit and the remaining amount will be taken out of the deposit.

Additional items required if a proxy is signing the agreement

- Power of attorney (signed by the buyer and sealed with his/her own officially registered seal)
- Buyer's certificate of personal seal registration (one copy from a certificate issued within the last three months)
- Personal seal of the proxy
- Identification documents of the proxy

※You will be required to confirm your intention to conduct the transaction in advance.

Reconfirmation of property condition report and list of facilities

Please reconfirm whether there are any differences from the contents prepared at the time of execution of the mediation agreement, and fill in the latest status on each document. The documents to be prepared at this time will become part of the sale and purchase agreement.

MEMO

Information on the sale and purchase agreement process.

Sale and purchase agreement procedures

A sale and purchase agreement is concluded with the understanding and consent of both the buyer and seller. Although the content is a bit difficult to understand, our sales representatives will explain it as clearly as possible. Please feel free to ask questions at any time.



Explanation of important matters

A real estate transaction specialist will explain the important details of the real estate transaction to the buyer and deliver a written document.

- Contents
- Rights
 - Legal restrictions
 - Condominium management status
 - Matters concerning termination of agreement
 - Whether or not a "building condition inspection" has been conducted, and the details of such inspection

Understanding /acceptance

Sale and purchase agreement

After providing an explanation of the important matters of the agreement, we will read over the "Sale and purchase agreement," "Property condition report," and "List of facilities". Please confirm the details of the agreement, the current condition of the property, and whether or not there are any facilities or defects.

※If a special clause is attached, please check the contents carefully as it may include a termination clause.

Understanding /acceptance

Signature, seal, and receipt of deposit

Application for "Livable Anshin Brokerage Warranty"

After completion of agreement

A user support call will guide you through the necessary arrangements for moving, etc.

Other procedures are carried out concurrently

■ What is a deposit?

A deposit is issued by the buyer to the seller at the time of concluding a sale and purchase agreement, and is approximately 5-10% of the purchase price. The deposit is applied to a portion of the purchase price. It is typically paid in cash, so the remainder of the money, minus the money required for the agreement, will be taken out of your pocket. In addition, in the unlikely event that the agreement is to be cancelled due to unavoidable circumstances, according to the clause for the release of deposit specified in the sale and purchase agreement, the agreement can be cancelled until a certain date by the buyer's waiver of the deposit if the buyer requests it, or by the seller's doubling of the deposit if the seller requests it.

■ Application for "Livable Anshin Brokerage Warranty"

If the inspection for the "Livable Anshin Brokerage Warranty" is carried out, and if the property conforms (partially conforms), you are required to apply for the warranty at the time of the sale and purchase agreement. In this case, please make sure that you have read and understood the important details of the warranty and the terms and conditions before applying for it.



※Only if eligible

MEMO

Settlement

(transfer of remaining balance and various application procedures)

We will guide you through the various procedures related to the settlement and handover of the property.

Settlement procedures

A sales representative will be responsible for assisting in the receipt of final payment, transfer of ownership, and handing over of the property to the buyer.



Settlement	After the final payment is made by the buyer to the seller, the transfer of ownership is registered in the real estate registry.
Handover	In the case of a building, the actual right to use the property is handed over from the seller to the buyer in accordance with the terms agreed upon in the sale and purchase agreement, including the handover of the keys.
Property tax	Since the owner of the property as of January 1 of each year is obligated to pay the tax, the seller will pay the tax for the year to the municipality, but the annual tax for the year after the date of handover will be calculated on a pro-rata basis starting from January 1, and paid by the buyer to the seller.

chapter1 Preparation for settlement

Our sales representative will provide you with written notice of the documents, etc. required on the day of settlement, approximately 2 to 3 weeks prior to the day of settlement.

■ We will confirm in advance the denomination of the money to be received from the buyer, and the payee to which the money will be transferred to.

- Registration documents (certificate of registered rights or information for registration identification)
- Seal used for bank transactions
- Officially registered seal
- Documents to be handed over to the buyer
- _____ Brochure at time of construction and sale, instruction manuals and warranties for facilities, management bylaws, notice of verification of building construction, statement of confirmation of property boundaries, survey map, etc.
- Half of the brokerage fee
- Identity verification documents (please prepare something to verify your identity, such as a driver's license)
- Bank passbook (with the payee's name and address)
- Certificate of residence () copies
- Certificate of seal registration () copies (Must have been acquired within the last 3 months)
- Keys
- Other: _____

※Non-residents will be required to submit additional documents.

chapter2 Final confirmation of sold property (confirmation prior to handover)

As a duty of the seller, the property must be handed over to the buyer in the same condition as described in the "Property condition report" and "List of facilities" at the time of concluding the sale and purchase agreement. In addition, the seller has a "duty to clearly indicate the boundary marker" (excluding transactions of condominiums and other owned building units). For the final confirmation, a pre-handover confirmation will be held at the site in the presence of the buyer before the settlement of accounts. If there are any discrepancies, please contact our sales representative as soon as possible.

Final confirmation point at the site

- Contents of the property condition report (e.g., leaks, termite damage, matters related to condominium management, etc.)
- Contents of the list of facilities (confirm whether the facilities are available and whether they are faulty or defective)
- Confirmation of boundary markers with adjacent land (land, detached house)

chapter3

Flow of settlement and handover day

■ Date, time: / / ()

■ Location: _____

※The location will be designated by the buyer, such as the buyer's housing loan lender.

Procedures for registration application

- A judicial scrivener will carry out the registration procedures on your behalf.
- ①The judicial scrivener will verify the identity of the buyer and seller.
 - ②The judicial scrivener will confirm the documents necessary for the buyer and seller to apply for registration.
 - ③The buyer and seller will sign and seal the documents necessary for the registration application.
 - ④The judicial scrivener will check the documents and request the brokerage firm and the financial institution to execute the funds.

Receipt of remaining balance and settlement of property taxes, etc.

Based on the instructions of the judicial scrivener, the buyer shall pay the remaining balance and the liquidation money for property tax, etc., and the liquidation money for management fees, etc. Payment is generally made by bank transfer. The seller will be required to pay registration-related expenses and brokerage fees.

※Money received from the buyer may be used to cover the costs.

Handover of sold property

- ①Handover of keys
 - ②Handover of various documents
 - ③Other handovers
 - ④Issuance of "Handover completion confirmation certificate"
- We will hand over instructions on how to use the facilities and what to expect when living in the house.
- Upon receipt of the keys and completion of various handover procedures, you will be asked to sign (or affix your name and seal) to a "Handover completion confirmation certificate".

[Reference] Cashless service ... This is a service that saves customers time when making payments.

MEMO
