

List of Documents

[Translation for references purposes only.]

The original copies of the following documents are required:

1. Monthly Statements of rent revenue and expenses (for the period commencing as of the date of the loan agreement to the most recent month);
2. Statements of the running costs (for the past twelve months);
Materials for the items listed below are required (if applicable):
 - a) Property management fees;
 - b) Building management fees;
 - c) Utility expenses;
 - d) Regular cleaning fees;
 - e) Internet (Wi-Fi) fees;
 - f) Advertising fees;
 - g) Restoration fees (only regular maintenance and repair expenses);
 - h) Certificate evidencing payment of property taxes (*Koteishisan-zei Nouzei Shomei-sho*) issued by the relevant authorities or the payment slip of such property taxes (*Koteishisan-zei Nofusho*) issued by the relevant authorities; and
 - i) Security fees.
3. Rent-roll (as of the date of the loan agreement);
4. Business Plan / Summary of spreadsheet of income and expenditures, if applicable (as of the date of the loan agreement);
5. Passbooks indicating receipt of the relevant rent (for the period commencing as of the date of the first rent payment to the most recent month); if unavailable, please ask the relevant bank(s) to issue a copy of the ledger.
6. Sale and purchase agreement(s) of the property (including all of the amended agreements and relevant memorandums, if any);
7. Building Construction Agreement (if applicable);
8. Copies of tax returns (for the period commencing as of the year the loan agreement was entered into to the most recent year) (Please let us know if any of the tax returns are missing);
9. Photo I.D. (such as a residence card, a Japanese driver's license or My numbers card); and
10. Name Seal (Registered under Suruga Bank Account)

(Notes)

Any fees required to be paid in order to obtain the above-listed documents shall be borne by the customer.

Additional documents may be required following examination.