

## Notification of unpaid invoices and management fees (請求書兼管理費等未納のお知らせ)

Dear Valued Customer,

We are billing you the following fees on behalf of your condominium's homeowner's association.

For some time now, we have not been able to confirm a deposit for the fees we billed you on behalf of your condominium's homeowner's association.(the re-billed portion).

Therefore, we ask that you please transfer the funds by the date indicated on the transfer request form on the right.

We sincerely apologize if this letter has been issued in error.

The homeowner's association is obligated to make monthly payments for administrative fees (in advance).

Notice of outstanding bills and administrative fees.

Administrative fees are to be paid on the last day of the month (in advance)for the following month.

\*If you are transferring the funds via ATM, please make sure that you have not incorrectly entered your customer number or the amount before you enter the requester name.

請求書兼管理費等未納のお知らせ

拝啓 時下ますますご清栄のこととお喜び申し上げます。

さて、貴マンション管理組合を代行してご請求申し上げました下記費用（再請求分）の入金が未だ確認されておりません。つきましては、右の振込依頼書にて下記期日までにお振込下さいますようお願い申し上げます。

なお、本状と行き違いにお振込の際は悪しからずご容赦下さい。

敬具

Administrative fees 管理費 / Maintenance fees 修繕積立金 / Parking fees 駐車料 / Bicycle parking area 自転車置場 / Water bill 水道料 / Motorbike fees バイク置場 / Association contribution 組合賛助金 / Membership fees 自治会費 / Cable charges 有線放送 / Guestroom ゲストルーム / Special charges 別途徴収 / CATV CATV / Internet インターネット / Neighborhood association fees 町内会費 / General special fees 別途一般 /

### Request

1. The funds detailed in this letter can be transferred online or using an ATM. (Funds cannot be transferred using a convenience store counter) Furthermore, please be aware beforehand, that if you attempt to transfer the funds after the due date, a reissued bill may be sent out.
2. You can use a direct account-to-account transfer to pay administrative and other fees. Please refer to the information on the right to contact us if the procedures have not yet been completed and our company will send you the necessary documents. Also, please transfer the funds using the fund transfer request form, as it takes approximately two months for the account to account transfer procedures to be completed.
3. Please refer to the information on the right to contact us if there is a change in the ownership of you condominium segment, or change in your payment details, or if you have any questions or concerns. Please include our customer number if you have any questions about administrative or any other fees.

お願い

1. 本状のご案内は、インターネット・ATMでもお振込可能です。(コンビニのレジカウンターでは振込み出来ません)なお、期限を過ぎてからお振込されますと再度請求書が發送される場合がありますので予めご了承下さい。
2. 管理費等のご納入は口座振替をご利用いただくこととなっておりますので、まだ手続きがお済でない場合は、右記までご連絡下さい。弊社より必要書類を送付させていただきます。なお、口座振替の手続きには約2ヶ月ほど要しますので、その間は振込依頼書によりお振込下さいますようお願い申し上げます。
3. 区分所有者の変更、お支払内容の変更が生じた場合、その他ご不明な点がございましたら右記までお問い合わせ下さい。なお、管理費等に関するお問い合わせの際はお客様番号をお申し付け下さい。

\*If you are transferring the funds via ATM, please make sure that you have not incorrectly entered your customer number or the amount before you enter the requester name.

The transfer fee, please bear by the customer.

\*ATMからお振込頂く際は、上記「ご依頼人名」に記載のお名前のみ入力して下さい。

(マンション名・部屋番号等は不要です)

なお、振込手数料はお客様までご負担願います。