

# Slashing Costs and Ending Hassles in Renting Office Space!



Ever shocked by the astronomical initial costs involved with renting an office in Japan? Ever overwhelmed by punishing rent and endless work to keep your office tidy and running?

Many foreign entrepreneurs like you share with us comments that boil down to this: **“the offices we want to rent in Japan are simply unaffordable after adding in those additional and unfamiliar expenses”**.

Building upon our years of experience, we at Tokyo Synergy Office are revolutionizing the office rental business to offer a more conducive environment for entrepreneurs in an ideal location in downtown Tokyo.

**Location:** 5-minute walk from the North Exit of JR Hamamatsu-cho Station  
**Address:** Yokosuka Building No. 8, 1-12-8, Hamamatsu-cho, Minato-ku, Tokyo 105-0013

## Have a look at our rental office



**Contact / Appointment for an on-site visit**

**TSO Team**

Email: [tso@tokyo-synergy-office.com](mailto:tso@tokyo-synergy-office.com)

Tel.: +81-3-3861-5299

URL: [eng.tokyo-synergy-office.com](http://eng.tokyo-synergy-office.com)

Operated by Yokosuka Real Estate Appraisal Corporation

**Representative: Tatsuo Hayashi**

**Service charge**

Booth capacity	Monthly rent	Common-area
1-person	¥40,000	¥10,000
2-persons	¥70,000	¥15,000
3-persons	¥100,000	¥20,000
4-persons	¥105,000	¥20,000

+ consumption tax

## Try Tokyo Synergy Office!

Our shared rental office brings down the initial costs and rent and minimizes the random tasks involved in maintaining your office. Here is how we help individuals or small groups of entrepreneurs to gain success in Japan:

1. Our booths can accommodate 1-4 persons for a very reasonable price
2. The meeting room and other common areas are designed to encourage exchange among fellow entrepreneurs sharing the office
3. The office is equipped with a large multifunction (all-in-one) copier, shredder, internet, key-card lock system, coat hooks, and more
4. We provide cleaning and trash disposal services and take care of utility bills and maintenance. Free from such maintenance tasks, you can focus on your business.

**Flip over and see the advantages of Tokyo Synergy Office over typical rental offices in downtown Tokyo.**

# Tokyo Synergy Office vs. Typical Rental Offices

	Tokyo Synergy Office	Typical rental offices in Hamamatsu-cho
Rental fee/ Common-area charge	Booths designed for 1-4 persons Rental fee: ¥40,000 for 1-person booth – ¥105,000 for 4-person booth Common-area charge (¥10,000 for one person – ¥20,000 for four persons)	Small office spaces designed for 4-5 persons Rental fee: ¥100,000–200,000 (mostly used by one or two persons) Common-area charge (¥20,000–50,000 or included in the rental fee)
Security deposit, key money, guarantee deposit, renewal fee, etc.	Initial membership fee: flat rate of ¥100,000 Renewal fee or security deposit: ¥0 Termination fee is ¥0 for any termination according to the procedure stipulated in the relevant provisions Replacement fee for keycards or keys is ¥0 Office nameplate costs ¥0 (included in the initial membership fee)	- Security and guarantee deposits: 1- to 6-months' rent, amounting to several hundred thousand yen - Key money: 0 to 2-months' rent, amounting up to several hundred thousand yen - Renewal fee: 1 month's rent once every few years - Termination charge: A few months of rent out of the security and guarantee deposits - Key replacement fee: around ¥10,000 (office nameplate needs to be arranged by yourself)
Brokerage fee	No brokerage fee (¥0) is charged to anyone renting the space directly from us. (The fee may apply to any rental through a broker)	- Brokerage fee: 1 month's rent, or around ¥100,000–200,000
Utility bills	No additional payment ¥0 (already included in common-area charge)	Utility bills are by no means negligible in office building, which average around ¥15,000-25,000. Some individual entrepreneurs end up paying more than ¥20,000.
Copier/Shredder	A high-performance copier is available for use for a reasonable price of ¥10 for B&W and ¥50 for color photocopy. The combined scanner function is available for free. A high-performance shredder is also installed for free use. (The ID management system of the printer ensures data security.)	The same type of high-performance copier and shredder would cost you ¥1.5-2 million and ¥1.5-35 for maintenance, not to mention the paper and other logistic costs. Much cheaper models are available. But a small group of entrepreneurs cannot easily afford ones with fast-feeding and fast-scanning functions.
Internet	¥0 (already included in common-area charge)	You need to sign a separate agreement with an internet service provider and pay for the installation. The connection would cost ¥5,000-10,000 every month.
Trash disposal	Combustible and non-combustible trash are collected with no additional payment for trash bags and the designated stickers. ¥0 (already included in common-area charge)	You need to buy both trash bags and the designated stickers costing ¥310 to be able to dispose trash according to the rules in Minato-ku.
Cleaning	Our cleaning agency vacuum cleans each booth and rest room, who also replenishes toiletry supplies. ¥0 (already included in common-area charge)	You need to buy a vacuum cleaner for roughly ¥10,000 and clean the office and restroom by yourself. You will waste a lot of time purchasing tissue, toilet paper, detergents, and other supplies.
Chair, desk, cabinet, and meeting room	Ample furniture is available for use. You can freely use the meeting room and resting space. ¥0 (already included in common-area charge)	You need to buy your desk, chairs, and cabinet and transport them to the rented office. On average, that would cost around ¥50,000 per person. Renting a meeting room, even the cheaper one, costs you roughly ¥50,000-100,000.

## The Bottom Line

- Tokyo Synergy Office helps you to start-up a business for an initial membership fee of only ¥100,000 whereas doing the same in other offices typically costs you at least ¥500,000 to even ¥1 million.
- Your operating costs are brought to a minimum while you fully benefit from our comprehensive services. Tokyo Synergy Office is your reliable partner for success in Japan.