



STAYJP 2025

# Contract Guide

## Your Management Agreement

Plan terms, timeline, key clauses—  
everything in your contract with StayJP.

CONTRACT BY PLAN

# Terms by Plan

Compare contracts across all four plans—¥0 setup, 1-year minimum

Item	Light 10%	Standard 15%	Pro 20%	Premium 30%+
<b>Commission</b>	10% of revenue	15% of revenue	20% of revenue	30%+ of revenue
<b>Minimum Term</b>	1 year	1 year	1 year	1 year
<b>Cleaning</b>	Separate	Separate	Separate	<b>Included</b>
<b>OTA Fees</b>	Separate	Separate	Separate	Separate
<b>Regional Limits</b>	None	None	<b>Shinjuku · Shibuya</b>	None
<b>Multi-Property</b>	Yes	Yes	Yes	Yes
<b>Settlement</b>	Monthly	Monthly	Monthly	Monthly
<b>Account Manager</b>	Shared	Shared	Assigned	<b>Dedicated</b>
<b>Status</b>	Consult	Consult	Consult	<b>Now Open</b>

※ ¥0 setup / No earnings/occupancy/review guarantees / 30-day notice for changes / 3-month notice for cancellation

CONTRACT TIMELINE

# 4-Week Onboarding

From initial chat to launch—roughly one month

1

## W1: Initial Call

- Property review
- Service overview
- Plan recommendation
- On-site visit (if needed)
- Set expectations

2

## W2: Negotiate Terms

- Finalize commission
- Agree on scope
- Discuss special terms
- Draft contract
- Answer questions

3

## W3: Sign & Setup

- Sign contract
- Create account
- Register on OTA
- Share manual
- Initial briefing

4

## W4: Launch

- Optimize listing
- Handle bookings
- Start reporting
- Confirm hotline
- Gather feedback

## Deliverables by Week

Week	Outputs	Owner
W1	Property report, plan proposal, revenue forecast	StayJP
W2	Term agreement, special provisions, cost estimate	Both
W3	Signed contract, OTA registration, operations manual	Both
W4	Live listing, first monthly report (month 1)	StayJP

KEY CLAUSES & OBLIGATIONS

# Contract Essentials

Required disclosures & mutual responsibilities per housing law

## Required Disclosures (12 Items)

#	Topic
1	Management fee rate & calculation
2	Report contents & frequency
3	Termination conditions
4	Scope of services & methods
5	Subcontracting details
6	Damage liability limits
7	Manager registration number
8	Emergency response system
9	Privacy & data handling
10	Dispute resolution process
11	Insurance coverage
12	Contract duration & renewal

## Your Responsibilities

- ✓ Property maintenance & safety
- ✓ Maintain fire & liability insurance
- ✓ Provide required documentation
- ✓ Pay management fees on time
- ✓ Notify of property changes
- ✓ Ensure legal compliance

## StayJP Responsibilities

- ✓ Act with proper care
- ✓ Monthly settlement & reports
- ✓ 24/7 emergency response
- ✓ Maintain guest ledger
- ✓ Protect guest privacy
- ✓ Professional management

## Mutual Duties

- ✓ Confidentiality · Legal compliance · Good faith
- ✓ Mediation before disputes escalate
- ✓ Contract performance in good faith
- ✓ Mutual respect & transparency