



<https://h1o-web.com/>



# H<sup>1</sup>O Kojimachi

3 minutes' walk from Yotsuya Station.  
Conveniently located within 5 minutes on foot  
from 2 stations serving 5 train lines.

## Features

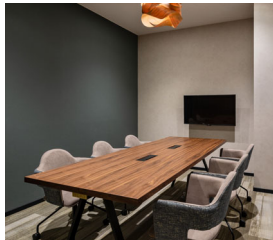
**We protect people and information with personal spaces that ensure privacy and comfort.**

### Up to 5 layers of security

Multi-layer security design prevents unauthorized entry by third parties, ensuring safety and peace of mind by protecting people and information, both important business resources.

### Individual HVAC\* in all rooms to optimize the environment for work

Each of the rooms is equipped with individual HVAC\* to allow every occupant to always work in comfort at their favorite temperature.\*Some properties may differ in specifications.



**Maximum comfort and convenience by combining IoT and human staff**

### The future of work is here with our biometric authentication systems

Our offices utilize biometric (mainly facial) authentication to enable smooth, keyless, contactless access. This eliminates the risk of card key loss or duplication, providing comfort and safety.\*Your FeliCa card may also be used as a security card.

### Remote office management using IoT

Office HVAC and lighting can be controlled remotely using IoT technology. Sensors provide information on how crowded the shared lounges and restrooms are, making things even more convenient for you.



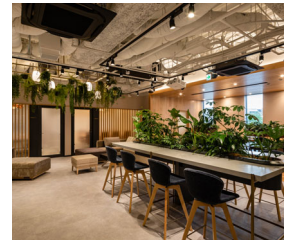
**The office of your choice, for the way you want to work.**

### Office size and interior customizable based on needs

Choose the best room size for your number of users, adjust wall partitions and add or take away furniture as needed.

### Flexible, needs-based office use

The standard fixed-term building lease agreement is two years (which may be terminated early with three months' notice) but we offer contracts as short as three months for projects. The rental offices and common areas are also accessible 24 hours a day, 365 days a year (excluding mandatory i



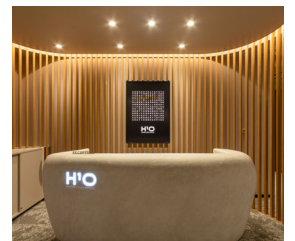
**An environment where workers can be happy, that supports individual mental health.**

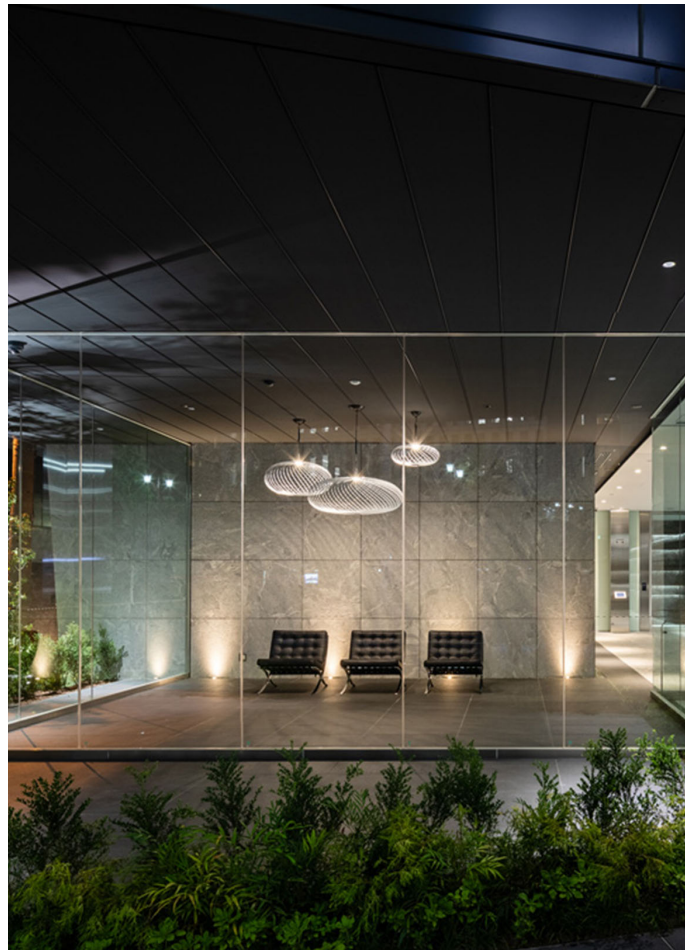
### Common areas for tenants intent on working

The common areas are designed to help workers switch on and off. Aromatic ventilation and showers provide a place to rejuvenate.\*Some properties do not have showers.

### Extensive soft services that stimulate the five senses

Tenant-only exercise and healthy food services support individual mental health. We also have plans for various trainings and events.







## Address

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6-2 Kojimachi, Chiyoda Ward, Tokyo (lot no.)

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## Access

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JR lines, Tokyo Metro Marunouchi Line, Namboku Line

Tokyo Metro Yurakucho Line

**2-min** walk from **Yotsuya Station**

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**6-min** walk from **Kojimachi Station**

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# SERVICES

## Basic Services (included in rental fee)

### Staffed reception service

(weekdays 9:00-18:00)



#### Reception

Staff welcome visitors.



#### Mail service

Mail is delivered to mailboxes.  
\*Some items cannot be received.



#### Package delivery when absent

Packages are delivered to your office even when you aren't there.  
\*Some items cannot be received.

### Shared Spaces/Common Areas

(24/365 \*Excluding mandatory inspection days)



#### Common area wi-fi

A wireless LAN is available in the shared lounges and meeting rooms.



#### Beverage service (coffee, water)

There are coffee and water machines in the shared lounges.



#### Equipment rental service

Cables, connectors, etc. are available for meetings.



#### Document dissolution service

A shared document dissolution service is available.



#### Aroma

H1O original aroma machines are installed at the entrances.



#### Guest use of shared lounges

Groups of up to four people may use the shared lounges for one hour free as guests.  
\*Must be accompanied by a tenant. 400 yen per 15 minutes past one hour.

# Private Spaces/Rental Offices

(24/365 \*Excluding mandatory inspection days)



## Room cleaning

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The rental offices are cleaned (floors cleaned once a week, garbage collected five times a week).

## Utility fees included

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Fees for water and electricity are all included in the rent.



## Individual HVAC in all rooms

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Individual HVAC systems allow everyone to work at their preferred temperatures.

\*Some properties may differ in specifications.

## Corporation registration for rental office tenants

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Rental office tenants can register as corporations.



## Extension telephones

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Reception and the rental offices are connected by telephone.

# Other

(24/365 \*Excluding mandatory inspection days)



## Keyless security using biometric authentication

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Security systems use facial or fingerprint recognition.

\*IC cards can also be used.



## Remote control using IoT

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Office HVAC and lighting can be controlled remotely and how crowded the shared lounges, restrooms and other common areas are can be visualized.



## Healthy food service

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Wellness-conscious breakfasts and lunches will be provided as needed.



## Tenant interaction

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Events for tenants to interact will be planned regularly.



## Company nameplate display

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You can display your company's name at the entrance.



## Showers

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\*Not available at all properties.

# Optional Services (not included in rental fee)

## Shared Spaces/Common Areas



### Meeting rooms

Meeting rooms are reserved in 15-minute increments

\*Monitors and whiteboards are free.

1 person: 250 yen/15 min

4 people: 800 yen/15 min

6 people: 900 yen/15 min

8 people: 1,000 yen/15 min

10 people: 1,100 yen/15 min



### Multifunction machines

Combination printer-copier-scanners are available for use.

B&W: 10 yen/sheet, color: 30

yen/sheet, scan: free



### Tea service

Tea can be served to the meeting rooms (water, tea, coffee: 150 yen per bottle)

## Private Spaces/Rental Offices



### Optional furniture

Rental offices can be furnished with our designated furniture.

\*Consult regarding fees.

### Movable wall partitions

These can be removed to accommodate more people.

\*Consult regarding fees.

### Dedicated internet lines

Tenants can run LAN lines into their rental offices.

### Corporation registration for joint tenants

One joint tenant per office; 10,000 yen per month to register.

\*There is a screening process for joint tenants.

## Other



### Training services

New employee training, management training, etc. will be offered as needed.

\*Taxes such as consumption tax are not included in the usage fees.

\*Please note that services are subject to change.

# T&Cs

## Contract Terms and Conditions

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Parties	Corporations and individuals
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Type	Fixed-term building lease agreement
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Period	24 months (terminable early with 3 months' notice)
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Initial fee	Administrative fee: 1 months' fee
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Monthly fee	Calculated by number of days from usage start date
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\*In principle, we ask tenants to sign a guarantor agreement with our designated guarantor (for a separate guarantor fee).

\*Please consult regarding a deposit.

Recontract fee: 1 month's fee

## Usage Fees



**Max. registrants: 2**

\*Rates vary by property and office.  
\*All private offices, 24/7 access, biometric authentication security system and individual HVAC



**Max. registrants: 8**

\*Rates vary by property and office.  
\*All private offices, 24/7 access, biometric authentication security system and individual HVAC



**Max. registrants: 13**

\*Rates vary by property and office.  
\*All private offices, 24/7 access, biometric authentication security system and individual HVAC

- Max. registrants is the number allowed by the security system, not the number stipulated in the Office Hygiene Standards.  
- Contact us for details of the sections and fees.



# Contract Process

1  
Reserve a visit

Please inform us of your preferred date to visit.  
\*Visits may be scheduled between 10:00 and 17:00 on weekdays.

## By email

Contact us >

We will respond between 9:00 and 17:40  
excluding Saturdays, Sundays and  
holidays.

2  
Apply

Please prepare the required documents and apply. We will evaluate your application and interview you.  
\*Please note that based on the evaluation, we may not be able to fulfill your preferences.

## Required Documents

Applying as a corporation  
-Application form  
-Company overview (that explains your  
business and shareholder composition)  
-Company seal registration certificate (no  
older than three months)  
-Certificate of Full Registry Record (no older  
than three months)  
-Copy of representative ID (photo ID such as  
driver's license, passport, etc.)  
-Financial statement (two periods; detailed)

Applying as an individual  
-Application form  
-Copy of ID (photo ID such as driver's  
license, passport, etc.)  
-Seal registration certificate (no older than  
three months)  
-Certificate of Residence (no older than  
three months; domicile omitted)  
-Resumé  
-Income statement (Tax Certificate slip, Tax  
Payment Certification, etc.)

\*In some cases, we may require additional documents.

3  
Sign contract  
and pay

We will notify you of the evaluation results a few days after you submit the required documents. If successful, the contract date and move-in date will be decided. The contract starts after we receive the initial payment.

## Initial Fee

Administrative fee: 1 months' fee  
Monthly fee: Calculated by number of days from usage start date

\*In principle, we ask tenants to sign a guarantor agreement with our designated guarantor (for a separate guarantor fee).

\*Please consult regarding a deposit.

\*Please note that based on the evaluation, we may not be able to fulfill your preferences.

4  
Receive office  
and move in

Once the contract process is complete, you will receive a facility explanation and security registration and can begin using your office.

\*The usage fees above do not include consumption tax, etc.

\*Please note that services are subject to change.