Since the company was formed in 1982 by my father, Richard, we have strived to deliver outstanding levels of customer service, at fair rates, giving our customers excellent value for money.

I would like to think that this contributes to the volumes of repeat business that we enjoy and some of the wonderful Google Reviews that clients have been kind enough to write (see reverse).

We are to this day a family run company, with professional, qualified letting agents. You can rest assured that we work hard on your rental properties seven days a week, so that you do not need to.

Yours Sincerely,

Andrew R. Cardwell
MSc, BA(Hons), CMgr, FCMI, MNAEA, MARLA, MICBA
Managing Director

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MANCHESTER
T: 0161 794 3434
E: mail@cardwells.co.uk

cardwells.co.uk
<table>
<thead>
<tr>
<th>Inclusions</th>
<th>AT START OF LEASE</th>
<th>Tenant Find Only</th>
<th>Tenant Find &amp; Rent Collection</th>
<th>Fully Managed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>One Month's rent + VAT subject to a minimum fee of £570 inc VAT (£475+VAT)</td>
<td>One Month's rent + VAT subject to a minimum fee of £570 inc VAT (£475+VAT)</td>
<td>One Month's rent + VAT subject to a minimum fee of £480 inc VAT (£400+VAT)</td>
<td></td>
</tr>
<tr>
<td>ONGOING CHARGE</td>
<td>+ 8.4% inc VAT (7%+VAT)</td>
<td>+ 8.4% inc VAT (7%+VAT)</td>
<td>+ 12% inc VAT (10%+VAT)</td>
<td></td>
</tr>
<tr>
<td>Minimum of £60 inc VAT (£50+VAT)</td>
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</tbody>
</table>

- **Qualified ARLA Propertymark letting Agents standard assured**
- **To Let Board**
- **Online marketing, Rightmove, Zoopla, On the market, Cardwells.co.uk**
- **Bespoke property brochures with measurements, photographs & property notes**
- **Facebook advertising to 5000+ followers & Advertising on Twitter**
- **Youtube video published**
- **Arranging viewings 7 days a week accompanied by experienced staff**
- **Initial assessment & suitability of tenants**
- **Independent specialist tenant referencing, to include income check & affordability, current/previous accommodation reference and a right to rent in the UK**
- **Preparation of first Assured Shorthold Tenancy (lease)**
- **Choice of deposit scheme or deposit insurance (DPS or Reposit)**
- **Collecting the holding deposit (if DPS)**
- **Collection of first month's rent**
- **Issue current government guidelines to tenants**
- **Send EPC to tenants**
- **All client monies monitored & audited by chartered accountants**
- **All client money protected with Client Money Protection**
- **Ombudsman Scheme Redress**
- **HMRC fact reporting**
- **Liaise with Rental Protection insurance if appropriate**
- **Advise of gas safety certificate renewal at appropriate time**
- **Monthly BACS Payment**
- **Monthly statements**
- **Chasing any arrears in rent**
- **Notification of payment progress**
- **Negotiate terms of lease renewal**
- **Expert witness schedule of condition report with 100+ photographs & detailed video report**
- **Periodic inspection visits with photographic report**
- **Expert witness schedule of condition on check out & detailed video report**
- **Notifying utilities & council of new tenancy, with photos of meter readings**
- **Issue legal notices as required**
- **Cardwells to be the point of contact for your tenant seven days a week**
- **Arrange quotes for any maintenance issues/repairs**
- **Provide & report evidence of repairs needed & cause/liability to pay**
- **Instruct approved contractors to carry out said works**
- **Liaising with Deposit/Reposit schemes**
- **Providing evidence to Deposit/reposit schemes with any disputes**
- **Negotiating tenancy holding deposit disputes before adjudication ie damages**
- **Act as Agent of Necessity in Landlord’s Absence in an Emergency Situation (eg fire / flood)**

**Additional Costs**

- **Energy Performance Certificate**
- **Gas safety certificate**
- **Rent protection insurance 6 months/12 months**
- **Buildings insurance**
- **Contents Insurance**
- **Electrical safety certificate**
- **Signing of a Statutory Declaration by Solicitor**
- **Court Attendance**

**Price**

- **£75**
- **£60**
- **£90 Per hour (£75+VAT)**
- **£120 inc VAT (£100+VAT)**
- **By quote**
- **By quote**
- **By quote**

*Cardwells.co.uk*