A black and white photograph of a classic fireplace mantel. The mantel is made of light-colored stone or marble and features two fluted columns on either side. On top of the mantel sits a round, reflective vase containing a branch of flowers. Above the mantel is a large, dark-framed mirror. The fireplace opening is dark, and the interior shows a metal grate. The background is a plain, light-colored wall.

**WORKING WITH CARTER JONAS**  
RESIDENTIAL LETTINGS SERVICE

**CARTER  
JONAS**

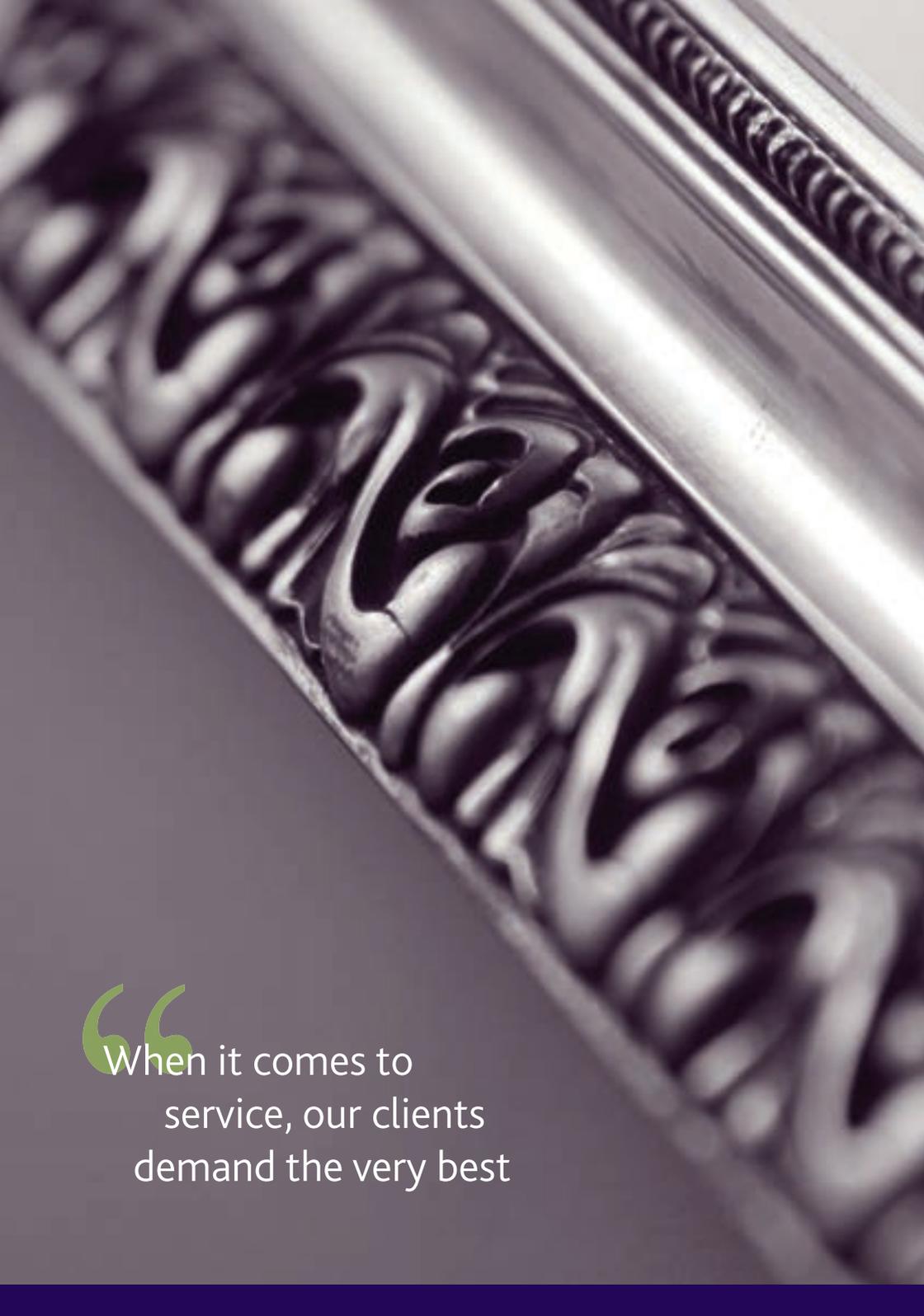




## SUCCESSFUL LETTING

---

- Carter Jonas' national network of offices ensures that your property reaches the widest possible audience
- Our central London offices give us access to tenants from around the world
- From London mansions, city homes and apartments through to cottages, country houses and farms, we let some of the most desirable properties in the country
- Our lettings experts know your local area inside out, which means you are guaranteed the very best advice
- We attract on average 100,000 visits a month to our website
- Our properties feature in national and local media and across leading property portals, giving your property far-reaching exposure
- We're passionate about service and dedicated to achieving the very best results for our clients



When it comes to  
service, our clients  
demand the very best



## INTRODUCING CARTER JONAS

---

### A DISTINGUISHED PAST

With roots that go back more than two centuries, our heritage means a great deal to us. Over the years a strong sense of direction and a focus on expertise and service has made us one of the country's leading multi-disciplinary property consultancies. But it's the future that really matters to us. Backed by a highly knowledgeable Research Department, our drive to remain at the forefront of the property world is as strong today as it's always been.

### PEOPLE AND SERVICE YOU CAN RELY ON

When it comes to service, our clients demand the very best. And we do our utmost to ensure that we meet their standards. This commitment to service means that you will find loyal Carter Jonas clients in villages, towns and cities up and down the country. Never believing that one solution fits all, we treat every client as an individual, tailoring our advice to suit your needs. We make a point of providing the right people with the right expertise, ensuring you receive the best possible advice.



## WORKING FOR YOU

---

At Carter Jonas, we're dedicated to getting the right result for you. When letting your property, our enviable reputation and strong brand enable us to attract the highest quality tenants. With renting the preferred choice of an increasing number of people, our extensive network of offices gives us access to tenants across the country and beyond - from young professionals looking for a city base through to international business people seeking a country retreat and families looking for the perfect home.

We understand that every property and every person is unique and we work hard to tailor our service and exceed your expectations. Our teams across our London and country offices know their area and the local lettings market intimately, guaranteeing you a thorough and pro-active service.

Our team members are at the forefront of the lettings market and receive regular training on the latest developments. We are members of the Association of Residential Letting Agents (ARLA) and we are governed by the Property Ombudsman Code of Conduct, providing reassurance every step of the way.

Our dedicated Marketing Team ensures that your property is seen by the right people at the right time – online, in print and through our extensive database and network of local contacts.

“  
We're dedicated to getting  
the right result for you

## OUR FLEXIBLE SERVICE

If you're entrusting the letting of your property to an agent, you need to be confident it's in the right hands and the level of service is tailored to your requirements. We offer a flexible choice of service enabling you to stay involved in the letting process or to hand over all the arrangements of letting, rent collection and management to Carter Jonas.

OUR SERVICES INCLUDE	LETTING ONLY	LETTING AND RENT COLLECTION	LETTING, RENT COLLECTION AND MANAGEMENT
Advice on pre-letting prospects and market rent	■	■	■
Advice on statutory duties	■	■	■
Arranging an EPC*	■	■	■
Producing property details	■	■	■
Marketing and advertising	■	■	■
Conducting viewings	■	■	■
Negotiating offers and terms	■	■	■
Applying for references	■	■	■
Preparation of documentation*	■	■	■
Membership of Tenancy Deposit Scheme*	■	■	■
Inventory preparation, check in and check out*			■
Arrangements for electric and gas safety records*			■
Cleaning arrangements*			■
Transferring the utilities			■
Dealing with ongoing receipt of rent		■	■
Payment of invoices			■
Submitting a statement of account to the landlord		■	■
Attending to day-to-day maintenance including minor repairs			■
Carrying out property visits			■
Preparing and serving notices	■	■	■
Negotiating and arranging the deposit return			■

\*Additional fee to pay







## PROPERTY MANAGEMENT

---

Many landlords want more than just a letting agent. They need someone who can take on their responsibilities, safe in the knowledge that their property is in the hands of expert managers. They need to be sure that the ever increasing expectations of tenants are being met, not just in office hours but with full provisions for emergencies, whenever they may occur.

At Carter Jonas we can provide a dedicated manager for your property, who will work hard to get to know your property inside out. They are on hand to assist with pre-tenancy preparation, day-to-day management, ongoing safety checks to ensure the property is compliant with the required statutory regulations and are experienced at resolving more complex issues. We know the quality and reliability of contractors and craftsmen needed for the maintenance of your investment. Equally, we can plan future improvements and returns with you.

Property ownership can be a real worry so communication is essential. That's why we take a proactive approach, with regular inspections and written reports. It's all part of the service, like dealing with notices and advising on the legal aspects of tenancies.

HEAD OFFICE, MOUNT STREET, MAYFAIR





## BUY-TO-LET ADVICE

---

We understand residential property. From needing help on buying your first investment property to adding to a much larger portfolio we have the team to help you. Our in depth knowledge of the property market both locally and nationally means we offer the very best advice on a property's target letting market and rental return. We can guide you on where the best locations are to buy, the top locations for tenants and rental income, what furnishings may be required, what regulations have to be complied with and likely running costs. Our advice is specific to your requirements and tailored to your timescales and goals.

## PORTFOLIO MANAGEMENT

We have enormous experience managing property portfolios for both UK and overseas clients, including private individuals, charities and investment funds. Offering the level of service and client care you'd expect from Carter Jonas, we'll make sure you are kept fully in the picture on every front. Regular reports on the letting and performance of the portfolio, combined with timely accounting, give you real peace of mind.



## DIGITAL PRESENCE

---

The internet and mobile technology are key to the successful marketing of your property. At Carter Jonas we never underestimate the power of 24/7 exposure and we work hard to ensure that your property benefits from the very best online marketing.

All properties registered with Carter Jonas are automatically uploaded onto our website – [carterjonas.co.uk](http://carterjonas.co.uk). Our online search facility allows users to search multiple locations at any one time, giving your property maximum exposure.

Users signing up to MySite on our website can choose to receive property updates by email, save properties for later review and receive selected e-campaigns.

Our properties reach a wide online audience and are featured on leading property portals such as Rightmove, Primelocation and FindaProperty. Our website is also fully integrated with the leading social media websites, giving your property the potential to reach an even wider audience.

Our free app for the iPhone® and iPod Touch® puts your property conveniently into the hands of the prospective tenant when they are out and about.

## MARKET COMMENTARY

---

### RESEARCH

Analysing the market and predicting trends, our in-house Research Department provides an informative insight into what's really happening and we're proud to share this knowledge with our clients. Our range of reports extends across all sectors of our business and provides a tailored detailed view of the various issues and future trends affecting the markets.

### PR

Our in-house press office has close relationships with the leading property writers, so it's no coincidence that our properties and agents are regularly featured and quoted in the property and business sections of national publications. Our regional PR network supports the national press office function with local media relations.

## SEEN IN ALL THE RIGHT PLACES

---

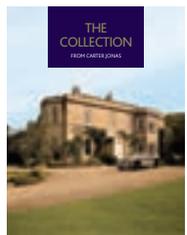
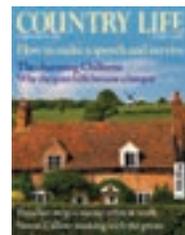
### REACHING WIDER AUDIENCES

Our strategically placed offices provide an essential local presence, attracting people looking to move to your area.

You'll see our name and properties in a wide cross section of local, national and international press, targeting specific markets including rentals. We regularly advertise in Country Life and appear in other high profile national publications. Carter Jonas' flagship publication, The Collection, showcases some of our best instructions.

### DATABASE

Our vast database of applicants, corporate tenants and relocation agents from both the UK and overseas has been developed over many years and enables us to find the perfect tenant for your property.





KENDAL

HARROGATE

YORK

LEEDS

HUDDERSFIELD

NORTH WALES

SHREWSBURY

PETERBOROUGH

WORCESTER

NORTHAMPTON

CAMBRIDGE

SUFFOLK

OXFORD

MARLBOROUGH

WELFORD

BATH

NEWBURY

WELLS

BASINGSTOKE

WINCHESTER

LONDON  
OFFICES

# CONTACT US

## LONDON OFFICES

### HOLLAND PARK & NOTTING HILL

T: 020 7371 3377  
E: hollandpark@carterjonas.co.uk

### HYDE PARK & BAYSWATER

T: 020 7402 1552  
E: hydepark@carterjonas.co.uk

### KNIGHTSBRIDGE & CHELSEA

T: 020 7584 7020  
E: knightsbridge@carterjonas.co.uk

### MARYLEBONE & REGENT'S PARK

T: 020 7486 8866  
E: marylebone@carterjonas.co.uk

### MAYFAIR & ST JAMES'S

T: 020 7493 0676  
E: mayfair@carterjonas.co.uk

### MAYFAIR COMMERCIAL

T: 020 7016 0720  
E: mayfair.commercial@carterjonas.co.uk

## COUNTRY OFFICES

### BASINGSTOKE

T: 01256 473388  
E: basingstoke@carterjonas.co.uk

### BATH

T: 01225 750900  
E: bath@carterjonas.co.uk

### CAMBRIDGE

T: 01223 368771  
E: cambridge@carterjonas.co.uk

### HARROGATE

T: 01423 523423  
E: harrogate@carterjonas.co.uk

### HUDDERSFIELD

T: 01484 842105  
E: huddersfield@carterjonas.co.uk

### KENDAL

T: 01539 722592  
E: kendal@carterjonas.co.uk

### LEEDS

T: 0113 203 1090  
E: leeds@carterjonas.co.uk

### MARLBOROUGH

T: 01672 514916  
E: marlborough@carterjonas.co.uk

### NEWBURY

T: 01635 263000  
E: newbury@carterjonas.co.uk

### NORTHAMPTON

T: 01604 608200  
E: northampton@carterjonas.co.uk

### NORTH WALES

T: 01248 362536  
E: northwales@carterjonas.co.uk

### OXFORD

T: 01865 511444  
E: oxford@carterjonas.co.uk

### PETERBOROUGH

T: 01733 568100  
E: peterborough@carterjonas.co.uk

### SHREWSBURY

T: 01939 210171  
E: shrewsbury@carterjonas.co.uk

### SUFFOLK

T: 01787 882881  
E: suffolk@carterjonas.co.uk

### WELFORD (SUTTON GRIFFIN ARCHITECTS)

T: 01488 657657  
E: newbury@suttongriffin.co.uk

### WELLS

T: 01749 677667  
E: wells@carterjonas.co.uk

### WINCHESTER

T: 01962 842742  
E: winchester@carterjonas.co.uk

### WORCESTER

T: 01905 371261  
E: worcester@carterjonas.co.uk

### YORK

T: 01904 558200  
E: york@carterjonas.co.uk



## MULTI-SERVICE AGENCY

---

Whatever your property needs, our dedicated teams are here to provide unrivalled service and expertise, acting for individuals, companies and major institutions.

- Architecture and Building Consultancy
- Asset Management
- Commercial
- Country House Solutions
- Farm and Estates Agency
- International Sales
- London and Country Residential Sales
- London Country Department
- Minerals and Waste Management
- New Homes
- Planning and Development
- Property Management
- Renewable Energy
- Rural
- Valuations



