Ella-Reno

The Ella-Reno Guide

How to brief a renovation and compare proposals in Cyprus

Part 1 · Write your brief

A clear brief is the reason proposals can be compared at all. Write it once, before you ask anyone for a price.

1. The problem, not the product: what is wrong or missing today.
2. Rooms and areas involved, and the district and village.
3. Property type, and whether you will live there during the works.
4. Must-have items, and nice-to-have items priced as options.
5. Who supplies materials: you or the contractor.
6. Your preferred start window and any fixed deadline.
7. Photos: one wide shot per room, close-ups of problem areas, ceilings and floors too.
8. Questions for the contractor: permits, engineer, waste removal, working hours.

> Keep ID, bank details and your exact address out of the first message.

ella-reno.com

Ella-Reno is operated on an interim basis by VERTEKS S.A. Construction Ltd, which may also submit proposals; they are labelled "affiliated". Ella-Reno itself does not carry out works.

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Part 2 · Seven lines to check in every proposal

1	**Price**	Net, VAT and gross written separately.
2	**Scope**	Exactly what is included, room by room.
3	**Exclusions**	What is not included, and who pays for it.
4	**Materials**	Product type or brand, grade, quantity basis, who supplies.
5	**Duration**	Start date, working days and what happens if dates move.
6	**Payment stages**	Each payment tied to a finished, visible piece of work.
7	**Warranty**	What is covered, for how long, and how to report a problem, in writing.

Compare scope first and the total second. A lower total often means a smaller job.

Want proposals laid out like this? Describe your job once at ella-reno.com

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