

# Congratulations,

## your property is now let!

## Lettings Guide for Landlords

We trust that this **Landlord information guide** has given you a brief insight into our services and the lettings process in general, should you require any more information please do not hesitate to contact us.

### USEFUL CONTACT NUMBERS

ESB / Electric Ireland . . . . .	1850 372 372
Bord Gais . . . . .	1850 427 729
Aitricity . . . . .	1850 81 22 20
Eircom . . . . .	1901
Sky . . . . .	0818 719 852
Magnet . . . . .	1800 819 999
UPC . . . . .	1890 940 624
Greenstar Waste . . . . .	01 294 7900
Panda Waste . . . . .	1850 62 62 62

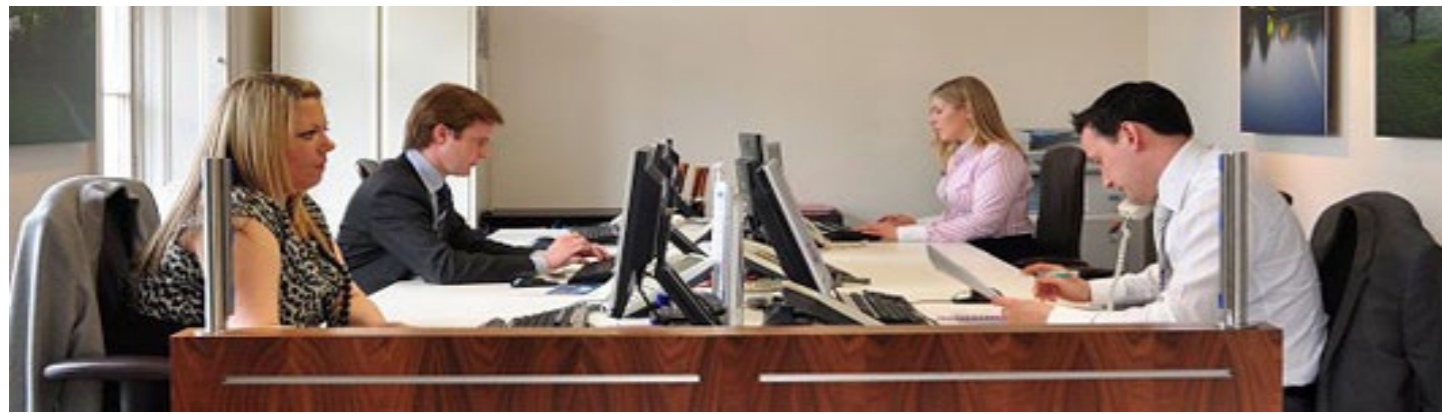
Morrison Estates also have a comprehensive list of independent [fully vetted ] tradesmen, including electricians, plumbers, carpenters, flooring contractors and painters throughout Dublin City.

We are always available for advice during the term regardless of the service level of letting only or full management chosen by you.



- **Quality Lettings**
- **Property Management**
- **Short Lets**
- **Expert Advice**
- **Premier Service and Guarantee**





# YOUR GUIDE TO LETTING PROPERTY

## Morrison Estates – First in letting

If you are thinking of renting out your property in Dublin, you are in the right place!

Morrison Estates is one of Dublin's top professional Lettings Companies, with a friendly professionally trained team covering the entire Dublin region and bordering Counties. In the last 10 years we have built up an excellent property base of upmarket properties mainly through word of mouth and client referrals. We specialise mainly in middle to upmarket lettings, giving us a unique insight into the property business, and a great selection of excellent properties from a 1 bed to a mansion and everything in between to choose from.

## Access to high calibre tenants

We have many high calibre private and corporate tenants listed at any one time, with most looking to move quickly. We deal with most of the world's largest companies and we have some of Ireland's leading senior personnel as our tenants.

We also have a specialist Corporate Services department working with providing full relocation services for a wide spectrum of the world's most admired companies and Embassy's finding homes for their key personnel, including arranging full service and short term letting options.

This is why Ireland's best landlords choose our team as their exclusive lettings agency, and that is why our property list is one of the best available. You can be sure that when a property is listed with us, it is a sign of a quality landlord that takes their business seriously.

Longer Opening Hours and A first class service... we are open longer to suit our clients, you can view our properties by appointment from 8am to 8pm weekdays, and 9am to 5pm weekends, and our phone lines are open from 8am to 8pm 7 days a week and bank holidays.

As part of our premium service, our properties are always at the top of all of the top property portal websites in each area listings 24/7 to ensure that your property is presented first and at its best to all potential clients.

**We're always looking for quality properties. And we attract the right clients. It's the perfect match!**

**Over 40% of our viewings are done during evenings and weekends!**

## Here is your guide to Letting Property and the Letting Process.

### The Letting Process

#### Free Valuation

To request a free valuation of your property you can either:

**Call us on 01 293 7100**

**Email us on [lettings@morrisonestates.ie](mailto:lettings@morrisonestates.ie)**

***Remember, our phone lines are open from 8am to 8pm 7 days a week and Bank Holidays.***

We will then visit you in your home in order to do the following:

- Provide you with a verbal marketing appraisal on the rental value of your property, based on current market conditions and recent property lettings in your area. Discuss the marketing plan and strategy that would be most appropriate for your property, including signage, colour brochures, online, press and PR.
- Provide useful tips for presenting your home in its best possible layout for viewings.
- Discuss and agree the appropriate rental price for the property.
- Explain in detail, the leasing procedure, terms of lease, legal legislation including Part 4 tenancies and give information about the PRTB [Private Residential Tenancies Board, and the Private Residential Tenancies ACT 2004].

## Getting your Property On The Market

Once confirmation of your instruction has been received, we will begin to process your property and we will prepare a detailed marketing plan specific to your property.

## Professional Photography, Floorplans and BER [Building Energy Rating]

We will also then arrange to call to your property in order to arrange professional photography internally and externally. We can also arrange full floorplans and a B.E.R [Building Energy Rating Certificate] if required. We will then prepare professional full colour online brochures with written details and photos of your property for circulation to prospective tenants.

This will be given time and effort in order to present your property in its best possible light, so that it may be placed in the appropriate media quickly, professionally and efficiently.

## Consider a Short Let...

When letting your property, it is worth while to consider all options including a relatively new letting model that is growing in the current market – Short Lets.

A short let is a property which can be let from a few weeks to a few months. Many Companies re-locate personnel around the world on short term contracts and require flexibility for their staff. Many tenants prefer a short let instead of a Hotel as it provides a more personal cost effective option. Many insurance companies require flexible accommodation for clients experiencing flooding or fire damage. Generally Short let properties are offered fully furnished with all bills included in the rent price, however this is all optional depending on the property and duration of the short let.

## Consider Property Management...

Many tenants, especially corporate tenants, prefer to rent managed properties. It keeps the relationship professional and has a value added service to a premium property product.

Instructing Morrison Estates to manage your property guarantees full time care for both your property and your tenant. After finding you a tenant, we take care of both them and you throughout the tenancy, including everything from collecting rent and handling all administration to assistance with more complex issues and the provision of an emergency help-line.

## Safety regulations and Legal requirements

As a landlord, you have an obligation to ensure that your property complies with all the necessary regulations covering the safety of gas appliances, electrical installations and any furnishings supplied for the tenancy.

Building Energy Rating Certificate - From January 1st 2009, all properties offered for sale or to let in Ireland must have a BER [Building Energy Rating] certificate. This is a compulsory requirement according to SEI [sustainable Energy Ireland], all info on [www.sei.ie/ber](http://www.sei.ie/ber). Note that the BER cert lasts for 10 years.

## Viewing

Viewers will see your property details online at the **top of the area listings 24/7**, and viewings can be conducted by appointment between 8am to 8pm Monday to Friday and 9am to 5pm on weekends.

Our agents are professionally trained to focus on the key selling points of your property in a friendly professional manner. It is the agents job to be completely familiar with all aspects of your property, as well as the area including all local amenities such as schools, Parks, Shopping, Transport Links etc.

## Receiving an Offer

As soon as an offer is received we will notify you. Once this is agreed we will arrange to confirm everything in writing with your tenant and we will collect and check all references.

## Tenancy Agreement

To achieve a smooth running tenancy it is essential to have a professional agreement in place. Morrison Estates will draw up the relevant paperwork based on the most up to date legislation – the Private Residential Tenancies Act, and years of experience, ensuring all necessary documents are signed by both parties

## Inventory

An inventory of the contents and condition of the property is usually produced prior to commencement of the tenancy. This will be supplied to both landlord and tenant.

## Rent and deposit

Morrison Estates will collect the first months rent and deposit on your behalf. If the property is managed by us we will monitor payments and collect the rent each month on your behalf and forward directly to your account.

## Completion

We will arrange an official check in to your property with your tenant and ensure that we take the Gas & Esb readings, and arrange the transfer of these utilities into the name of your tenant, and that the keys are handed over.