

# LETTINGS GUIDE

## FOR LANDLORDS

Morrison  
ESTATES

First in Letting



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

# MORRISON ESTATES

## FIRST IN LETTING

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

Morrison Estates (Morrison's) is one of Dublin's top professional Lettings Companies, with a friendly professionally qualified team covering the entire Dublin region and bordering Counties.

For two decades 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 one 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 Ireland's top relocation companies 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 professional 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.

Our website offers a full 24/7 tenancy repair service to our tenants and converts into 42 different languages for reporting any issues along with a full interactive service whereby tenants can view self help videos to assist in emergencies and they can also upload photographs to explain any issue.

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 more quality properties, and we attract the right clients. Its 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

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, we are contactable 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, and also considering the Government legislation that applies to certain Rent Pressure Zones (RPZ).

Discuss the marketing plan and strategy that would be most appropriate for your property, including whether the property should be furnished or unfurnished, short lease or long lease, colour brochures, online and premium, press and PR, and any signage.

- 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/ or fixed term lease and give information about the RTB (Residential Tenancies Board, and the Private Residential Tenancies Amendment ACT 2015), and all legislation changes and updates to give a clear view of all procedures that are required.

## GETTING YOUR PROPERTY ON THE MARKET

Once confirmation of your instruction has been received, we will issue a PSRA (Property Services Regulatory Agreement) which confirms our terms and fees, the ALV (Advised Letting Value) of your property, our PI insurance details and that we are licensed to carry out the service.

This then should be signed and returned to us by the landlord. We will begin to process your property and we will prepare a detailed marketing plan specific to your property.

## PHOTOGRAPHY, FLOOR PLANS AND BER



We will also then arrange to call to your property in order to arrange professional photography internally and externally. We can also arrange full floor plans 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 worthwhile to consider all options including a model almost exclusively used by Morrisons for two decades known as – Short Lets. A short let is a property which can be let from a few weeks to a few months. (Not to be confused with Holiday Lettings, as our Short Let term is typically longer, typically 3 - 6 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. Clients that are doing building renovations works and house extensions also require flexible accommodation that can be typically three months or more whilst they have to move out during the building time. 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. Morrisons are Dublin's experts in Short Lets.

## CONSIDER PROPERTY MANAGEMENT

Many tenants, especially corporate tenants, prefer to rent managed properties. It keeps the relationship professional and has an 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 include reviewing rent charged when it needs to be reviewed and assistance with more complex issues and the provision of our 24/7 Request a Repair Software on our website which allows tenants to access 24/7 to request repairs.

Our repair software converts into 42 different languages and provides a fully interactive system whereby tenants can report their repairs, see how to do certain minor fixes themselves, such as how to change light bulbs and shows them what they are responsible for, which can save landlords hundreds of euros in unnecessary callouts, and we also provide an emergency help-line. This guarantees compliance with all regulations and ensures that any legal changes in legislation is always complied with, and avoids any potential costly legal issues down the line.

## SAFETY REGULATIONS AND LEGAL REQUIREMENTS (GUIDE TO MINIMUM STANDARDS FOR RENTED RESIDENTIAL ACCOMMODATION 2017)



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. By law, landlords must ensure that their rented properties provides tenants with a safe and healthy environment to live in to comply with the Minimum Standards. Local Authorities are responsible for the enforcement of the regulations. If your property does not comply with these Minimum Standards, as a landlord, you could be prosecuted. New standards came into effect on 1st July 2017 and the information below summarises the Minimum Standards and highlights the new obligations for landlords.

1. The building must be free from damp and in good structural repair (internally and externally).
2. There must be hot and cold water available to tenants.
3. The building must have adequate ventilation and heating, which tenants can control.
4. Appliances must be maintained in good and safe working order. A 4 ring hob, oven, grill, fridge, freezer (or combined fridge freezer) and microwave must be provided.
5. Electrical wiring, gas and water pipes should be in good repair.
6. In houses there must be access to a fire blanket and fire detection and alarm system.
7. Where there is no access to a yard / garden, access to a communal laundry facilities, such as a washing machine and a dryer must be provided.
8. There must be suitable safety restrictors attached to a window which has an opening through which a person may fall and the bottom of the opening is more than 1400mm above the external ground level. Suitable safety restrictors must secure the window sufficiently to prevent such falls. Lockable restrictors that can only be released by removable keys or other tools should not be fitted to window opening sections.

9. Each bathroom or shower room should contain a permanently fixed heater that is properly maintained.
10. Information must be provided to tenants on the property, building services, appliances and their maintenance requirements.
11. There must be access to refuse bins.
12. Efforts must be made to prevent infestation of pests or vermin.

Building Energy Rating Certificate (BER) - 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

A photo 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. We will supply all ledger statements as required by landlords both by email and we can also give landlords web portal access to their accounts so that a detailed account of each property is available on request which is handy for tax return purposes and good record keeping.

## COMPLETION

We will arrange the handover of your property with your tenant and ensure that we take the Gas & Electricity readings, and arrange the transfer of these utilities into the name of your tenant, and that the keys are handed over.

## CONGRATULATIONS

Congratulations, your property is now let!

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.

Morrison Estates also have a comprehensive list of independent (fully vetted) tradesmen, including electricians, plumbers, carpenters, flooring contractors and painters throughout the entire Dublin region.

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

### Morrison Estates

10 Sandyford Office Park  
Sandyford  
Dublin 18

T: 01 293 7100

77 Sir John Rogersons Quay  
Dublin 2

T: 01 649 9012

E: [lettings@morrisonestates.ie](mailto:lettings@morrisonestates.ie)

W: [www.morrisonestates.ie](http://www.morrisonestates.ie)

PSRA License No. 002958





First in Letting

For further information on how we can help you maximise your rental property and find the best tenants, in the shortest possible timeframe call our lettings team on 01 293 7100.

**South City** - 10 Sandyford Office Park | Sandyford | Dublin 18  
**City Centre** - 77 Sir John Rogerson's Quay | Dublin 2

Email : [lettings@morrisonestates.ie](mailto:lettings@morrisonestates.ie)  
[www.morrisonestates.ie](http://www.morrisonestates.ie)

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