

ANTHONY BYRNE
PROPERTY SERVICES

Letting & Management

Letting Service

- ◆ **Market Appraisal** ~ An experienced property agent will visit your property and provide a rental market appraisal.
- ◆ **Expert Advice** ~ Expert advice is provided to ensure that your property meets Minimum standard for Rented Accommodation and complies Rent Pressure Zones (RPZ's).
- ◆ **Marketing Material** ~ High quality marketing material is prepared allowing for an effective marketing campaign of the property.
- ◆ **Advertisement** ~ Advertising is provided through all typical property portals to ensure maximum exposure to the target market mainly through AnthonyByrne.ie, Daft.ie, Facebook and Instagram.
- ◆ **Viewings** ~ Our agent will conduct viewings with potential clients at suitable times and update the landlord with feedback.
- ◆ **Reference Verification** ~ An important part of our tenant selection process is reference verification. We verify all references provided ensuring that the best possible candidate for your property is secured.
- ◆ **Collection Of Monies** ~ We confirm the receipt of a security deposit and a month's rent in advance through our full time, in house accounts team.
- ◆ **Fixed Term Tenancy** ~ Our experienced letting agents prepare and ensure the signing of a fixed term tenancy compliant with the Residential Tenancies Act 2004-2019.
- ◆ **RTB Registration** ~ The tenancy is registered with the Residential Tenancies Board (RTB). All tenancies within the scope of the Residential Tenancies Act 2004-2019 are required to be registered with the RTB (Residential Tenancies Board).
- ◆ **Utility Transfer** ~ On the letting of your property our agent ensures that utility bills are transferred directly into the tenants name. Meter reads and transfer dates are recorded.
- ◆ **Document Filing** ~ All records and important documents relating to the letting of your property are securely filed for future reference and are available anytime upon request.

Fee: Call us on 041 9849930 to discuss

Management Service

- ◆ **Re-Let** ~ Where a tenant voluntarily vacates your property within 12 months of paying a letting fee we replace the tenant free of a letting fee and prepare a new fixed term tenancy.
- ◆ **Photographic Inventory** ~ At the start of any tenancy a photographic inventory is prepared and filed.
- ◆ **Maintenance Issue Reporting** ~ Our website facilitates for a comprehensive issue reporting tool allowing tenants 24/7 online reporting of maintenance issues through a smartphone, tablet, laptop or desktop 365 days a year.
- ◆ **Maintenance, Repairs and Emergencies** ~ Our team facilitates for all types of repairs through an array of trade experts which hold years of experience in property maintenance. We liaise directly with the tenant to perform works during a time that suits all parties. All works are agreed with the Landlord before works are carried out. In the case of a deemed emergency, arrangements will be made for emergency works to be carried out.
- ◆ **Tenant Liaison** ~ Tenants are issued with relevant contact information for our maintenance team along with correct procedures to log issues as they arise. Our team is contactable 365 days per year and all issues are dealt with promptly. We remain the first point of contact for tenants at all times.
- ◆ **Property Inspections** ~ Detailed photographic and written quarterly inspections are provided to ensure your property is being maintained and is compliant with Minimum Rented Accommodation Standards. A report is emailed to the landlord or posted upon request. A final inspection is conducted once a tenant vacates a property against the initial inventory and a final inspection report is prepared.
- ◆ **Rent Payments** ~ Rent collection and the recording of rental payments is facilitated for. We provide for the administration of rent books and the transfer of monies to the landlords nominated account. Income and expenditure statements are provided to the landlord any time a payment has been made to their account or upon request.
- ◆ **Rent Arrears** ~ Rent arrears are acted upon immediately. Correct procedures are followed in every case to ensure that, should there be a dispute, your obligations as a landlord under the Residential Tenancies Act are fulfilled.
- ◆ **Rent Reviews in accordance with Rent Pressure Zones (RPZ's) and the Residential Tenancies Act** ~ Rent reviews are prepared for and implemented in accordance with everchanging government legislation. We conduct rent reviews in a timely manner keeping both landlord and tenant notified throughout the whole procedure ensuring compliance with the act. *Rent Pressure Zones (RPZ's) are designated areas which are restricted to minimum rent increases.*

Management Service

- ◆ **Scheduled Maintenance** ~ Our team keep records and inform you of when scheduled maintenance is required in the case of boiler services, smoke alarms, carbon alarms, fire extinguishers and any other periodic maintenance requirements.
- ◆ **BER & ETCI Report Scheduling** ~ We advise of when a BER and ETCI Report is due for renewal to ensure you remain in compliance with the Residential Tenancies Act at all times.
- ◆ **Security Deposit Return** ~ We facilitate for the return of security deposits. We provide advice to both landlord and tenant in instances where there may be deductions due to rent arrears, outstanding bills, damages in excess of normal wear and tear and any other deductions deemed necessary.
- ◆ **Tenant Disputes** ~ In the event of a tenant dispute, an experienced member of staff with an in depth knowledge of the Residential Tenancies Act liaises directly with the tenant on the landlord's behalf. If required, we act on behalf of the landlord by attending RTB (Residential Tenancies Board) dispute resolutions, adjudications or hearings at no additional cost.
- ◆ **Landlord Statements** ~ Landlord incomes and expenditures are recorded through our cloud based property management software. Customised or periodic statements along with any relating copy invoices are provided upon request at any time.
- ◆ **Historical Record Filing** ~ Our cloud based software caters for the safe filing of important files, records, documents, statements, certificates and reports.

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Minimum Standards

Guide to Minimum Standards for Rented Residential Accommodation



By law, landlords must ensure that their rented properties provide tenants with a safe and healthy environment to live in and 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 May 2019 and the information below summarises the Minimum Standards and highlights the new obligations for landlords. Not all standards are applicable to AHBs (housing associations) or local authorities, for further details please contact your local authority.

1

The building must be free from damp and in good structural repair (internally and externally).



12

Efforts must be made to prevent infestation of pests and vermin.



11

Information must be provided to tenants on the property, building services, appliances and their maintenance requirements.



10

Each bathroom or shower room should contain a permanently fixed heater that is properly maintained. The room should be properly ventilated.



2

There must be hot and cold water available to the tenant(s).

► Sanitary facilities should be separated from other rooms in the house, and must be in a safe condition, well ventilated and in good working order.



13

There must be access to suitable and adequate facilities to store refuse that are safe from pests and vermin.



9

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.**



3

All rooms must have adequate ventilation and heating, which tenant(s) can control.



4

For leases of less than 10 years, appliances must be in a good and safe working order. A 4-ring hob, oven, grill, fridge/freezer, microwave and sink that supplies safe drinking water, hot water and adequate draining must be provided. There must also be adequate storage to separately store food and cleaning products.



For leases of more than 10 years, the above applies and dwellings must provide facilities to install white goods, but white goods do not have to be provided.

5

Electrical wiring, gas and water pipes should be in good repair.

► Properties should, where necessary, have a carbon monoxide alarm. These should be in suitable locations and in good working order.



7

Where there is no access to a yard / garden, access to communal laundry facilities, such as a washing machine and a dryer, must be provided.



8

All habitable rooms must have natural lighting and adequate artificial lighting.



6

In houses there must be access to a fire blanket and fire detection and alarm system.

► In multi-unit buildings, there must be a fire detection and alarm system, an emergency evacuation plan and emergency lighting in common areas. It is important that fire safety equipment is maintained.



Source: Housing (Standards for Rented Houses) Regulations 2019.

Safety Guide

Safety Information Guide for Landlords



It is very important that landlords are aware of their responsibilities for safety, in particular on fire safety. The guide below describes the safety requirements from the Housing (Standards for Rented Houses) Regulations 2019. Landlords must also comply with the Fire Service Acts (1981 and 2003) and should refer to the guidance document 'Guide to Fire Safety in Flats, Bedsitters and Apartments'.

Fire Safety

In houses, there must be a suitable, self contained fire detection and alarm system and a suitably located fire blanket. It is recommended that smoke alarms are either mains-wired with battery back up or are 10 year self contained battery operated.



Safety in Multi-Unit Buildings

- ▶ A suitable fire detection and alarm system must be provided in **common areas** in a multi-unit building.
- ▶ It is important that all fire safety equipment and lighting is maintained.
- ▶ Each unit must have a suitably located mains wired smoke alarm.



Ventilation

Rooms should contain suitable and adequate facilities for the safe removal of fumes and other products of combustion to the external air in situations where a heat producing appliance is used.



Ventilation

All habitable rooms should have adequate ventilation.



Emergency lighting

Emergency lighting must be provided in all **common areas** in a multi-unit building.



Gas and Electricity Safety

Installations for supply of gas, oil and electricity including pipework, storage facilities and electrical distribution boxes should be maintained in good repair and safe working order.



Windows

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.



Appliances

All appliances shall be maintained in a safe condition, in good working order and good repair.



Carbon Monoxide Safety

Each house shall contain, where necessary, suitably located devices for the detection and alarm of carbon monoxide.



Fire Safety

Each self contained unit in a multi-unit building* must have a suitable fire detection and alarm system, fire blanket and an emergency evacuation plan.



* A multi-unit building means a building that contains 2 or more dwellings that share a common access.

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