



O'Sullivan McGoldrick Property Plus are one of the Leading and Largest Letting firms in the North West Region. Located in Sligo, we manage numerous residential units from Apartments, Houses to complete Student Campus Villages. We are fully regulated by the Property Services Regulatory Authority (Licence Number 002395)

When it's time to let your property out you want to know that it will be well kept, tenanted and that your monies will be collected promptly each month and lodged directly to your nominated account. Here at O'Sullivan McGoldrick Property Plus, we make it our job to do all of the above and more. In line with our bespoke service, our dedicated team will oversee and carefully handle all components of managing your rental property and keep you up to date on all legal and property matters.

At O'Sullivan McGoldrick Property Plus we offer:

- **Excellent customer service and communication** – We regularly notify our landlords about changing legislation, as well as keeping you up to date on what is happening with your property. You will have your own dedicated O'Sullivan McGoldrick Property Plus employee available to help you at all times and no question or enquiry with us is too small or insignificant.
- **Dedicated and committed employees** – Our team have worked with us for years and regularly attend training to stay on top of the latest laws, legislation and trends in this ever-changing industry.
- **Marketing your property** – We pride ourselves on offering a marketing package that is second to none. You can be assured that we specialise in getting your property seen and tenanted as quickly as possible, for the highest price. We use a bespoke Property Client Relationship Management Package to ensure your property is leased promptly and effectively.
- **Attention to detail** – We will provide you with detailed checklists on what you need to do in order to ensure your property is fit for letting, as well as offering guidance on all things related to current legislation. We pride ourselves on knowing the finer details, and in making letting your property out as painless as possible. We also provide a comprehensive monthly rental statement.

- **Management of the tenancy agreement and tenancy deposit** – From browsing available properties in the area through to signing on the dotted line, our expert lettings team look after everything related to your tenants. As a result, you won't ever need to worry about you tenant's deposit or have the hassle of chasing rental payments.

O'Sullivan McGoldrick Property Plus Rental Division specialise in the letting of quality residential properties in Sligo city center and surrounding areas. Typically, the stock of properties range from 1 bedroomed apartments to Corporate lettings to Family homes. We fully manage your property offering a professional and comprehensive service to both Landlord and tenants alike.

Our letting and management service is designed as a total management and administration system for landlords to maximise the return on their investment. Your property will be managed professionally by ourselves, therefore ensuring your best interests are served. We ensure that both the landlord and tenant are served the highest levels of protection and peace of mind at all times.

O'Sullivan McGoldrick Property Plus Rental Division

- Have an ever-expanding database of potential tenants, references checked.
- Markets your property through the local media and websites
- Lists your property through Third Level Institutions, National and International Companies, Hospitals, Banks etc,
- Conducts Viewings and Reference checks
- Compiles Lease Agreements
- Inspects your property at regular intervals
- Registers your property with the PRTB (Private Residential Tenancy Board) www.prtb.ie
- Handle the transfer of utility bills; electricity, gas and water
- Should any maintenance issues arise we have our own team of plumbers, electricians, painters & cleaners to call upon.

RENTAL MARKETING PROGRAMME

LETTERS OF ENGAGEMENT

Under the Property Services (Regulation) Act 2011 Section 43 all verbally agreed instructions must be confirmed in writing no later than 7 days from working days after the day on which the Agent starts to provide a property service to a Landlord or has reached an agreement with the landlord to provide a property service.

BER Certs:

New BER (Building Energy Rating) regulations came into force on the 9th of January 2013 a BER certificate is compulsory for all homes being sold or offered for rent, agents must include a copy of this rating in advertisements of all residential properties available for letting.

The Landlord is requested to provide a copy of the BER Cert enclosed with the signed Letter of Engagement, if you do not have a currently valid BER Cert we can have one provided by a qualified assessor for your convenience.

DEPOSITS AND RENT PAYEMENTS:

Deposit:

A minimum deposit of one month's rent is required payable in advance by the tenant(s)

Deposits are paid directly to our rent deposit account and held by us on behave of the client, upon written request deposits may be forwarded to the landlord.

TENANCY AGREEMENT:

Tenancies are contracted for a minimum term of 6 months and may be extended at the discretion of the agents upon written consent of the Landlord.

Perspective tenants(s) must complete our screening process through the completion of an application form.

The application forms require that interested parties must provide a work reference, a bank reference and a previous landlord reference. A copy of acceptable photo identification, driver's license, Passport or Garda age card is further required. Our office in turn will verify all documents provided and contact the landlord to together decide on the most suitable tenants.

All tenancies are registered with the Private Residential Tenancies Board.

TENANT CHANGOVERS:

Upon receipt of a valid written notice or upon completion of the tenancy agreement, the Management Agent conduct an inspection of the property, the inventory is checked, E.S.B readings are taken, and we ensure the property is cleaned to a satisfactory level before the deposit is handed over.

Any repairs required exclusive of acceptable wear and tear will be deducted from the deposit in accordance with the tenancy agreement. The balance is then forwarded to the tenant upon receipt of all keys within the tenant(s) possession.

Contact

Jonathan Mc Goldrick MIPAV MMCEPI

Managing Director

Office – 071-9148884

Mobile – 087-9300300

INSPECTION:

We inspect the property at regular intervals, by prior appointment to ensure that the property is being maintained to a good standard and that the tenants are satisfied.

RENT PAYEMENTS:

We recommend that all rental payments are paid either via standing order into O'Sullivan McGoldrick Ltd Rent Account or upon instructions by the tenant(s) directly to our office.

Monies may be deducted and used by the management Agent for payment(s) of any immediately required incidental landlord costs throughout the tenancy (e.g.) plumber/electrician callout etc. and invoices forwarded.

If a rent payment is not received within three working days of its due date the tenant is contacted by telephone, text or e-mail a site visit to the said property will be conducted if warranted – whichever the agent deems to be necessary.

In the event of default by the tenant(s) the procedures laid down in the Residential Tenancies Act 2004 are followed.

BOOKKEEPING:

We keep all records both in hard copy and on our computer system and can provide a detailed statement monthly forwarded to the Landlord by E-mail. A summarized statement is forwarded to the client on a monthly basis, rent received, and expenses incurred for each tenancy agreement.

WORKING WITH THE TENANT:

O'Sullivan McGoldrick Property Plus provides an emergency service for the tenants. Requests for repairs etc can be made to our offices between 9.15 am and 5.15 pm Monday to Friday.

Outside those hours, if a service is genuinely needed (Heating failure, broken windows etc.) we can be contacted through a mobile phone service.

Contact

Fiona Gallen

Rental Division & Block Property Manager

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Mobile – 085-2521789