



Powell Property is a dynamic and leading property management company based in the heart of Cork City Centre. We are licensed and insured to provide an unrivalled boutique service to our influential clients and specialise in sales, lettings and property management.

Our professional and dedicated team is trusted to oversee the management of hundreds of properties throughout Munster. We are driven by the satisfaction of our clients and administer a comprehensive service, understanding that each investor's needs and expectations differ when it comes to managing their asset.

Our team possess years of experience in the industry across a broad spectrum and within very fast paced environments. Together, we have the wisdom and skills to handle any issues that may occur, whilst remaining firm and fair to our tenants. We will always endeavour to go that extra mile to ensure that our service is consistently of the highest quality for our clients.

At Powell Property, we pride ourselves on being one of the most progressive property management firms in our area of service. We are exceptionally keen to thrive in this competitive field. We consistently research and implement new and innovative strategies and technologies to our working environment. Our team strive to continuously develop our skill set, acquire knowledge and apply this to our working policies and procedures.

We have invested heavily in cloud-based technology, allowing for the input and recording off all data specifically related to property management. Our systems manage each account in its entirety and offers our clients the convenience of transparent account reporting through a private and secure connection. Detailed property inspection reports can also be uploaded to this

portal for our client's review, thus ensuring that each asset is maintained to the highest standard. Automated email notifications are issued to the client as financial summaries, inspection reports and all related property documents become available.

Our customary **PROPERTY MANAGEMENT** service for single and multi-units include the following:

- Assess and determine the advised market value of the asset via initial inspection. At this time an introductory inspection will be carried out throughout the properties and common areas. A full, photographic inspection report will be prepared and uploaded to the shared online portal, with a schedule of works to be completed and quotes for same
- Arrange for routine maintenance, (to include annual boiler services, fire alarm services, provision of fire safety devices and emergency light servicing), and repairs to be carried out, with approval, and arrange for such costs as may arise on foot of such repair and maintenance costs to be deducted from rent received, such deductions will be accounted for on the monthly rental statement
- All maintenance will be carried out by registered and insured contractors known to and frequently used by Powell Property, following approval for works. Preferential rates are passed on to the client
- Manage the utility bills by way of transfer of same to the name of the agent PROVIDED ALWAYS that the client shall be responsible for discharging any usage fees incurred during any period while the property is vacant
- Advertise the property through various media platforms and top property portals
- Attend & supervise the viewing of the property. We offer flexible viewing times throughout evenings and weekends.
- Obtaining detailed references to include the applicant's previous landlord and current employer information and carrying out thorough vetting of potential tenants.
- Procurement of holding deposit from all interested applicants
- Following the rigorous vetting process, notifying the successful applicants and obtaining the balance of deposit and rent

- Preparing Lease/ Letting Agreement. Initial 12-month fixed term tenancies are policy as this mitigates loss and risk to our clients
- Preparation of inventory - a copy of which to be retained on file and a copy to be provided to the tenants
- On receipt of all requested information, documentation, payment and signing of the lease, access will be granted to tenants
- We produce and provide tenants with manuals which include a 'Tenant Handover' document with access information including access codes, alarm codes, etc. Powell Property's 'Tenant Information Pack' is a more comprehensive guide for the tenants and includes 24hr emergency contact information, instruction for general upkeep of the property, etc.
- Ensure that all accounts including electricity, gas, Irish Water are transferred to the new tenants with current meter readings provided. All transfers are recorded and retained on file.
- Registering the tenancy with Residential Tenancies Board, where applicable
- We will hold all security deposits on behalf of the landlord, if desired
- Pay our client the rent received, each month and provide monthly remittances through online portal
- Liaise with the client regularly and notify them of any changes to the tenancy, maintenance issues or rent arrears
- Implement rent reviews and lease renewals when applicable
- Powell Property assure our client that we will oversee and manage all property compliance regulations

Powell Property guarantee an unparalleled service. We will work diligently to ensure that the maximum capital value can be sustained and increased. We will help our clients to maximise the rental income and minimise rental problems. The core of our philosophy are the principals of clear and effective communication, accessibility and visibility, and a willingness to always go that extra mile for our clients

Powell Property wish to take this opportunity to sincerely thank you for taking the time to assess the above and for your consideration.