

Renting out a Home with Champion Lettings

Renting out a buy to let home or a family home means, dealing with tenants and maintenance, collecting rents, keeping paperwork and complying with licensing and health & safety laws as well as keeping good financial records,

Step 1: Initial Meeting Tailoring our letting package to meet your needs.

Whether you would like to call into our office; or arrange to meet at your property, we are flexible and available to co-ordinate a suitable time any day of the week to suit your needs. During this meeting we can discuss & advise on the following in order to achieve the best possible return on your investment.

Overview of the current rental market

Your priorities & preferences

Address any queries you may have,

Agree what type of letting package that is most suited to your needs,

Current rental value

Advice on preparing the property for market

We will assist you in maximizing the true potential of your property.

- Decor
- Furnishings
- Cleanliness
- Heating System & Appliances
- Outside

Step 2: Documentation

Once we receive your instruction to proceed, you will be required to sign a 'Letter of Engagement' (in line with the National Property Services Regulatory Authority's code of practice).

We will also require you to provide a certified copy of your ID and copy of a recent utility bill.

A copy of the BER (Building Energy Rating) Certificate must also be provided for the property before advertising can commence.

Step 3: Marketing

In order to showcase your property in its best light we will secure a full selection of quality images. These, along with a detailed description will be displayed on our website www.championlettings.ie & www.daft.ie www.rent.ie. www.let.ie & other social media sites. The agent that is appointed will update you with a email of daft link or a advert once it is loaded.

We keep an active data base of professional tenants, & will immediately contact all suitable parties & invite them to view your property.

With your agreement we will provide a free, advertising sign.

Step 4: Access

In order to carry out viewings on your behalf, we will require a set of keys (together with any additional information alarms codes, fobs and parking), which will be held securely at our office.

Step 5: Viewings

All tenants will be initially vetted before viewings are confirmed. In this way we are confident that the people we are meeting are the right profile for your property.

All viewings will be accompanied, and we will take the time to speak with each individual to find out more about them, and assess their interest.

We know feedback is important, & therefore we will update you after each visit to your property.

Step 6: Securing the tenant

We will follow up with each viewer, & all offers made will be put forward to you. We will provide you with a full profile of the prospective tenant(s) to assist you in making a decision.

Our aim is to secure the best calibre of tenant, at the highest possible rent.

Step 7: References

Offers accepted are subject to the provision of valid and suitable references. All tenants must provide the following documents to us;

Employer reference or Accountant reference for each tenant.

This must be provided on headed paper

3 Months Bank statements

Previous landlord reference

Copy of photo ID

PPS number

Previous utility bill.

All referees will be contacted, and references stringently checked & validated.

Step 8: Collection of Deposit & First Month's rent

We will arrange collection of the agreed deposit from your tenant; along with first month's rent.

Copy of receipts provided to the tenant for Rent and Deposit.

This will be transferred to you once the letting is complete.

Step 9: Tenancy Agreement & Documentation

Draw up Lease Agreement.

A.Fixed Term

B.Part Four.

We will arrange the tenancy agreement on your behalf. Two copies will be signed by the tenant(s) before the handover of keys.

Tenants will be required to complete a standing order form for all future rental payments.

We will ensure this standing order is set up on time.

The tenancy will be registered on time with the PRTB (Private Residential Tenancies Board). Cost of registration is currently €90.

Cost of admin €35.00.

For further information on the PRTB please visit the following website www.prtb.ie.

Step 10: Moving In....

In order to start off “on the right foot” it is important that your property is completely ready for the arrival of your tenants.

The property must be fully cleaned throughout; appliances checked; and any outstanding maintenance issues resolved.

We require full sets of keys for each tenant, along with any other relevant access details.

On the day the tenants move in we will meet them at our office for the completion of paper work, collection of first month’s rent & hand over of keys.

Meter readings will be taken and utility accounts transferred on the day.

We will confirm that the letting process has been completed; and provide you with the tenants contact details if required.

Step 11: Completion of your account

Your account will be processed within 5 working days.

We will transfer your funds (minus our fees) into your preferred bank account.

Both copies of the tenancy agreement will be posted to you for your signature along with your invoice.

Step 12: Forward on user name and password to access your account

Access to the Landlord login platform 24/7. Provides you with access to your accounts with information on rent, invoices and withholding tax.

The logo for Champion Lettings, featuring the company name in white serif font on a blue rectangular background with a yellow horizontal bar at the bottom.

Champion
Lettings