



Letting & Management Service • Refurbishments & Property Maintenance
Furniture Packages • Sales & Valuations



The property services sector, like many Irish industries, is undergoing a transformation. Some might say a complete overhaul is necessary to meet the challenging times in which we find ourselves. New innovative concepts are needed to keep up with the ever-changing landscape of the property market.

Trinity Property Services was formed with these views in mind and with the belief that new businesses must adapt, innovate and, most importantly, seek to become part of the solution. The aim of Trinity Property Services is to take the best practices of the past, and join them with creative new approaches to quite simply provide the most comprehensive property services company in the industry.

Investors will know first-hand the stresses which can be associated with property ownership and management. Constantly having to deal with multiple people and agencies, from auctioneers and letting agents to tenants, builders, maintenance contractors and furniture suppliers. For investors with multiple properties or portfolios, this can become very time consuming and costly. A scenario which becomes all the more stressful when the properties are in need of construction or are vacant and in need of refurbishment.

The concept of Trinity Property Services was to address these scenarios. The company is divided into five separate and fully-staffed departments, each one responsible for a different area of the management service.



Letting & Management Service



Refurbishments & Property Maintenance



Furniture Packages Fit Out Service



Sales & Valuations



Construction & Civil Engineering

The combined services of these four departments give us the ability to take care of every aspect of our clients' properties, making the service more efficient, organised, and cost-effective, cutting out third party agencies, and passing on the savings directly to our clients. One company, one point of contact and as little or as much input from the client as they choose.

Specialising in distressed property, the structures of our business give us the ability to take buildings or portfolios from any stage or condition and take them from construction or refurbishment right through to full management, or on to the market for sale if required, with no effort from the client. In many cases, our clients have handed us keys to properties which were in various stages from needing a slight touch up to uninhabitable, and we have handed them a copy of the keys back with the property refurbished, tenanted and fully managed.

Since our formation in 2008 we have gone on to become market leaders in the property services industry, constantly evolving and introducing new services, in response to the changing market. From the outset the aim of the company has been to break the status quo in the industry while placing great emphasis on innovation and client satisfaction.

One example of this was the introduction earlier this year of our new, **portfolio rescue service**. The service includes staged financial packages for landlords with portfolios or properties in need of refurbishment, and who due to the present climate have limited cashflow. Each package is tailor made based on an assessment of the portfolio and depending on the circumstances of the client and the stipulations of their creditors. The aim of the service is to assist clients in getting vacant properties back into the market and producing revenue. This ground-breaking new service has been widely welcomed by both our clients and their creditors, and fits perfectly with the ethos of our company.

Whether you have one property in pristine condition or twenty in poor condition, we have a service which can make things easier.



“The most comprehensive property services company in the Industry”.



Trinity Letting Agents is operated to the very highest professional standards, incorporating best past practices and new industry standards. The agency is fully licensed and bonded and holds comprehensive professional indemnity insurance.

Letting Service

Valuation & Advice

- ✓ Our Professional property manager will visit your property free of charge and will make a realistic rental assessment based on location, size, condition and demand. This can be done with or without your presence.
- ✓ We will liaise with you in relation to any special conditions you wish to apply i.e. the allowance of pets, smokers, length of tenancy.
- ✓ We will advise you on any works required prior to letting, which should be completed before the property is shown to any potential tenants.
- ✓ We will provide you with information regarding your responsibility as a landlord to third parties when letting your property; it will then be your responsibility to notify where applicable your mortgage lender – insurance company.
- ✓ Your property can be let furnished or unfurnished, but we would always advise you to let the property furnished as, with our experience, 9 out of 10 tenants do not own their own furniture.
- ✓ We will advise you on the new legislation relating to the Private Residential Tenancy Board.
- ✓ We will complete the PRTB form and ensure that it is sent to the PRTB directly.

(There is a nominal fee per submission)

Viewings

- ✓ Our experienced property manager will meet potential tenants at the accommodation.
- ✓ We will carefully select and vet potential tenants for your property. We will secure bank & employers references from suitable tenants.
- ✓ We will then convey all information on potential tenants to you, before making a selection.



Marketing

- ✓ We will market your property on the following websites: daft.ie, let.ie, myhome.ie, trinitylettingagents.ie, myhome2let.ie.
- ✓ We will also erect a Trinity Letting Agents' sign outside the property.

Inventory

- ✓ We will prepare a detailed inventory of contents and forward it to the landlord free of charge.
- ✓ Letting service is tax-deductable.

Deposits

- ✓ We will secure a security deposit equal to one month's rent and one month's rent in advance upon signing of the lease.
- ✓ We will set up standing orders to the landlord's account. This will be forwarded on after deductions, fees and outlay. It is then the landlord's responsibility to hold the security deposit and return to the tenant on completion of the lease.

(Trinity Property Services will hold security deposits for landlords availing of the Management service).

Transfer of Utilities

Meter readings will be taken for the Gas and ESB and the accounts will be transferred into the new tenant's name.

Lease Agreements

The preparation of lease agreements between landlord and tenant. Our lease agreements comply with legal requirements, special conditions and requests from individual landlords can be added.

FOR FURTHER INFORMATION CALL US ON 01 845 7438



Management Service

Trinity Property Services prides itself on its management service.

Services Include

- ✓ Liaison with the landlord and tenant.
- ✓ Collection and forwarding of rent to the landlord each month, less fees and outgoings. (Normally sent within seven days of collection).
- ✓ Production of annual statements to the landlord for taxation and financial purposes.
- ✓ Inspection of the property every four months.
- ✓ Transfer of tenant to new lease agreement (where property has already been occupied).
- ✓ If this is the case and deposits have already been secured by the landlord, they must be forwarded to us for holding.
- ✓ Co-ordination of repair or maintenance. We have our own professional and fully-insured tradesmen for dealing with all areas of maintenance. We will contact the landlord before carrying out any maintenance or repairs.
- ✓ Production of inventory and check of inventory at beginning and end of tenancy. Report to landlord on results of inventory check at termination of tenancy.
- ✓ Processing of insurance claims on behalf of the client.
- ✓ Sourcing and replacement of furniture and appliances, when necessary.
- ✓ Managing tenancy renewals and minimising vacancy periods.

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“Your investment properties are safe with us”





Trinity House Doctors is our dedicated maintenance and refurbishment department staffed with a professional workforce skilled in every aspect of Property Maintenance. This department has been of great benefit to our customers and has eradicated the need for chasing up third party agencies, who usually work for numerous letting agents.

Our team only has one portfolio to maintain, focusing all our energy on providing a fast reliable and cost-effective service to our clients alone. This is another step we have taken in our goal to provide the total management service

Refurbishment Service

We have over twenty five years' combined experience in both construction and property management. In this time, we have gained a wealth of knowledge in refurbishing and renovating properties in preparation for letting. We have also built up a highly qualified staff of tradesmen around our business, who we employ on a full-time basis for the sole purpose of renovating properties in preparation of re-letting.

With seven vans on the road, our team has a very quick turn-around time, keeping vacancy time to a minimum. The team can handle everything from a slight touch-up to a total renovation, and can finish a property to any standard requested by the client.

Projects

Since our formation we have worked hand in hand with our clients to complete a wide range of projects, renovating over 80 individual houses in preparation for sale or letting.

We have also totally refurbished a number of pre sixty three buildings, taking them from an uninhabitable condition and restoring them to former glory.

Project Management

A project manager is delegated to each project we undertake. The managers' priority is to ensure the works are being carried out to the highest industry and safety standards, while providing the client with a point of contact and regular updates on the status of the works.



"Turning Problems Into Profits"

Trinity Portfolio Rescue Service

Due to the difficult times we find ourselves in, both investors and Landlords are in uncharted waters. We have spoken to many of our clients to better understand the problems they are facing and the areas they are increasingly coming under pressure in.

One of these areas understandably was cash flow, with many landlords and investors simply not having the capital to put into the properties they have, which need work, the result of this is the property usually lying empty. Either way they are losing much needed revenue, and in most cases are coming under increased pressure from creditors.

The result of these discussions was the introduction by Trinity of a groundbreaking new service to assist landlords in this area. The service includes staged financial packages for landlords with portfolios in need of refurbishment, and who have limited cashflow. Each package is tailor made depending on the circumstances of the client and the stipulations of their creditors if any. The aim of the service is to assist clients in getting vacant properties back into the market and producing revenue, with minimum outlay and no effort.

**The service has greatly benefited many of our clients and in most cases has been crucial.
FOR FURTHER INFORMATION CALL US ON 01 845 7438**





Property Maintenance Service

Trinity Property Services maintenance department provides complete maintenance solutions to both commercial and domestic customers.

Our professional team of fully-qualified tradesmen covers all possible services required by our clients.

Services

- ✓ Property maintenance
- ✓ Carpentry
- ✓ Electrical
- ✓ Plumbing
- ✓ Tiling
- ✓ Painting
- ✓ Plastering
- ✓ Carpet fitting
- ✓ Furniture removal
- ✓ Cleaning
- ✓ Appliance repairs
- ✓ Insurance repairs
- ✓ Key cutting
- ✓ Locksmith



State-of-the-Art Technology

Trinity Property Services use state-of-the-art field management software to record maintenance jobs and liaise with work crews via digital hand-held devices, shortening waiting times for tenants and customers.

24 Hr Emergency Line

In emergency circumstances, tenants and clients can access our 24hr emergency call-out line.

Insured

Our work crews are fully covered for on-site and public liability insurance.

**FOR FURTHER INFORMATION CALL US ON
01 845 7438**



*“Maintaining your
investments”*



Trinity Furnishings

Trinity Furnishings is our dedicated furniture department, tasked with providing furniture to our clients and landlords in general. We offer a complete range of quality products suitable for every room in the property and have a large range of furnishings from which to choose.

We generally keep to durable, strong furniture with lettings in mind, but also stock higher quality items for landlords who may wish to fit units out to a higher standard.

Our aim is to provide better products and a better service to landlords than the main retailers at a lower cost.

Furniture Supplied

- ✓ Dining
- ✓ Kitchen
- ✓ Sitting Room
- ✓ Bedroom
- ✓ Accessories
- ✓ Bathroom
- ✓ White Goods

*“Furnishing solutions
for landlords”*



Fit-Out Service

We offer a range of packages to suit every property and every pocket, from basic to high-end contemporary design.

Delivery

We provide free delivery in the Dublin area.

Assembly Service

Our items can be purchased and delivered flat-packed or fully-assembled.

Collections

Furniture can also be viewed and collected at our commercial unit

Blind Fitting

We supply and fit both venetian blinds and net curtains

Trinity Furnishing's Catalogue

A copy of our catalogue containing our complete range and prices, including special offers, can be picked up at our offices or delivered to your property if requested.

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Trinity Estate Agents

Trinity Estate Agents are the final piece in the Trinity project. If a client should need to sell properties under our management, they do not have to go through the unnecessary stress of finding and dealing with another agent, instead the sale is all handled in house. The administration aspect of the sale is also greatly reduced due our familiarity with the property, and our ability to project the valuation and future profitability of the property based on records held during management.

The agency is tasked with providing valuations, making acquisitions and selling properties, focusing primarily on our client's property, and making good on our promise to provide them with the most complete property services package in the industry.

The agency is fully licensed and bonded, operating to the very highest industry standards. Our professional and dedicated staff are focused and results driven with an emphases on client satisfaction.

Consultation

Our mission is to provide a premium property consultancy services founded upon integrity, trust, dedication to quality service, and personal client care.

Valuations

We provide a reliable, accurate and speedy valuation service. Covering both the commercial and residential sectors assisting you in making the best decisions in the current market regarding your property.

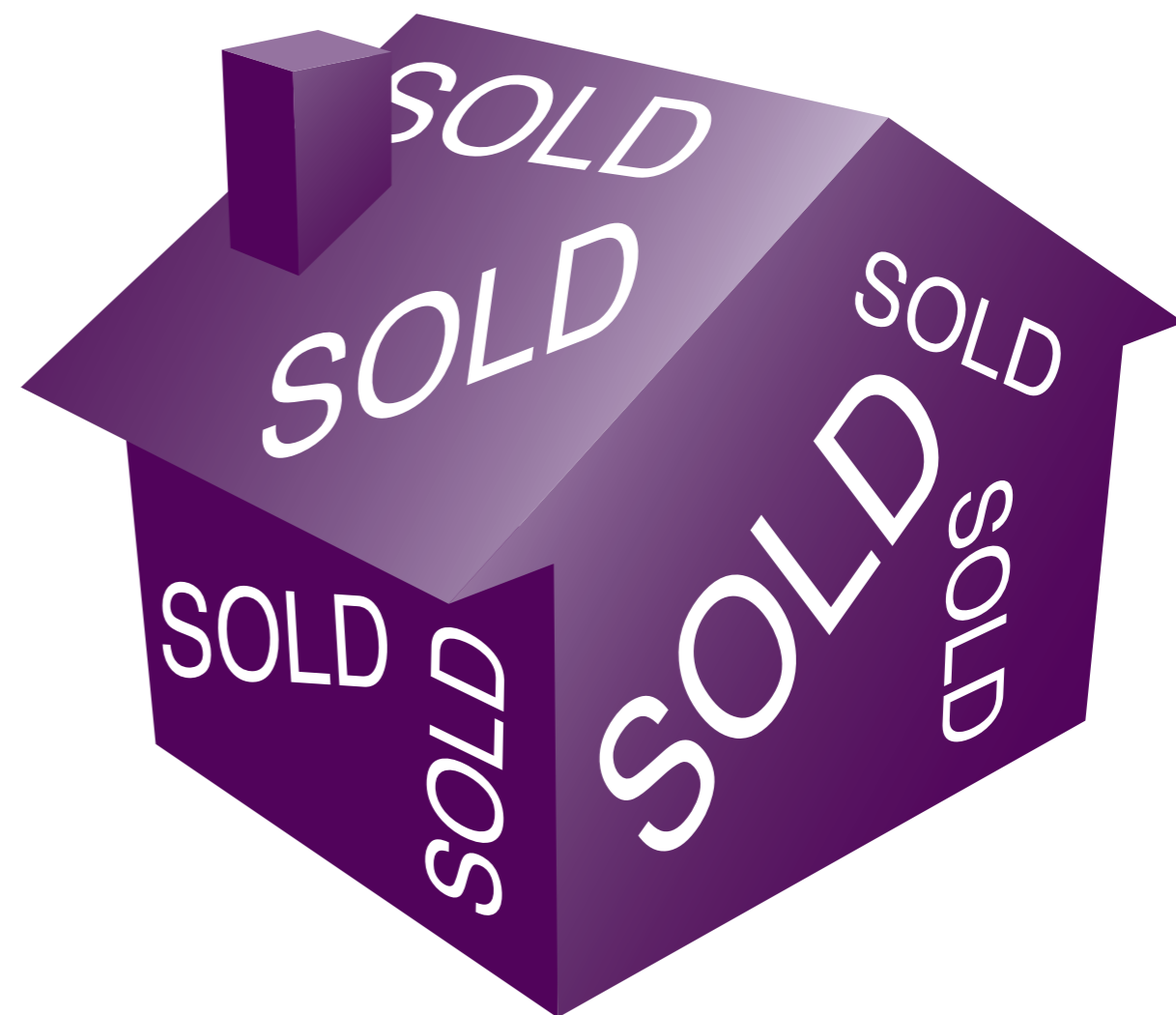
*"Getting the best prices
for your investment"*



Marketing and sales

We are dedicated to innovation and to finding new ways to market your property. We advertise with all the major property sites as well our own state of the art website , we place a great emphasis on photography believing a picture is worth a thousand words.

We use contemporary brochures and our for sale signs are designed to stand out from the crowd. We believe in pulling out all the stops to delivers maximum return for your investment, and also place advertisements in all the major newspapers.





Trinity Construction & Civil Engineering

With highly skilled staff and technical experts at its disposal Trinity Construction and Civil Engineering (Trinity Construction) is the ideal choice for your construction needs. Our team members boast many years experience in the construction industry in residential, commercial and retail developments.

Trinity Construction can fulfil your construction requirements whether they involve work to restored or new build projects. We strive to ensure that Clients receive the highest possible level of service and professionalism. Our keystone is attention to detail and close monitoring of all quality requirements ensuring the Clients aspirations are fulfilled. Our systems ensure that contracts are completed efficiently and safely and in accordance with the project requirements.

Trinity Construction can enter the construction process at any stage. We can provide a design service culminating in a turnkey design and build solution. We offer peace of mind to our customers ensuring that the initial quotation will represent the final project cost. Trinity Construction can enter into contract on a broad base of arrangements including traditional, cost plus percentage or fixed fee or indeed on a management basis.

Work can be undertaken all over Ireland although our main region would be the Greater Dublin and Leinster areas. Trinity Construction's staff will take ownership of all projects and are professional, committed and enthusiastic.

"Building a better future"



It is the Goal of Trinity Construction to ensure that its activities promote the safety, health, and welfare of all persons affected by such activities, whether they be employees, sub-contractors, or members of the public.

Trinity Construction is committed to the completion of all projects:

- ✓ In accordance with the highest standard.
- ✓ In accordance with the Drawings, Details and Specifications.
- ✓ Complying with best practice.
- ✓ Complying with Building Regulations.
- ✓ Complying with planning and other local and national government requirements.

Trinity Construction would be an excellent choice for your building project whatever its stage of construction. We can incorporate Client's own preferred subcontractors or specialists where required and work side by side as a team leading to a successful project completion.



We do it all!



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Service**



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Fit Out Service**



Sales & Valuations



**Construction
& Civil Engineering**

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