

cairn

MAKING PROPERTY WORK

**LETTING** Our professionally qualified team can offer you a bespoke letting service, from full management to tenant find only. Whether you have one property, large portfolio or serviced accommodation we've got it covered.

Keeping you informed is key whether just to let you know an inspection has gone well, or advising you if some work is needed to maintain your investment. Our team are on hand to guide you through the process.

**HMO** We have specialised in HMO since 1999 and this is one of our areas of expertise. From HMO application guidance, fire-training to full property management or refurbishment we have built a team who can deliver under your obligations as an HMO licensee and landlord.

**ESTATE AGENCY** We cover central Scotland offering FREE, no obligation, realistic market appraisals, from your own home to your

tenanted property our experienced team will market on all major portals and negotiate your property to get you the best price to meet your expectations. We now sell tenanted properties.

**DEVELOPMENT** At Cairn we sympathetically refurbish your property to comply with all your landlord obligations. Work is fast, efficient and on budget. We project manage all work in house to retain complete control to ensure your asset is working quickly for you.

**ASSET MANAGEMENT** A recognised partner to large finance houses our corporate team manage large portfolios, maximise rents and ensuring capital returns are made.

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## About Cairn

### What we can do for you

Founded in 1999, Cairn is now a team of specialists in residential property investment. Managing Director David Rowand saw that his estate agency clients could benefit from more than sales or purchase advice and help with negotiation. Property assets could deliver more return with the right development, refurbishment, letting management and property maintenance programmes.

Now it works mainly with investor clients – sourcing, developing, managing and selling residential investment properties to maximise return for their owners.

### How we do business

Personal connection is central to Cairn's ethos. We want to build long-term relationships with our clients. Agency means standing in our client's shoes and Cairn takes that responsibility seriously.

Clients' individual goals for their properties become Cairn's goals too. We offer honest advice coming from experience and expertise but geared to your own expectations.

### How we add value

Adding value is at the heart of what we do delivering returns is why we make a difference. The reason clients want to use Cairn is because we are an independent company with two decades of property experience. We meet and exceed our client's expectations, whether you are a repeat investor, new landlord or client or a referral from one of our existing clients we have a dedicated, professionally qualified team with local knowledge who are ready to listen.

- Cairn specialises in the profitable but highly regulated HMO (House of Multiple Occupancy) market have a reputation for sourcing and developing properties not only to respected standards, but also to deliver above-market returns.
- Commitment to regular inspection and a robust tenant contact and management programme ensures clients have peace of mind.
- Off market opportunities can offer enhanced returns and Cairn's industry connections bring consistently high quality stock to us.

***With two dedicated branches servicing Glasgow & Edinburgh, our experienced teams are equipped to provide the very best local knowledge & knowhow.***



# Letting

Our qualified team work with integrity to ensure you are kept up-to-date with your obligations as a landlord. We will listen to your requirements and can tailor a service to suit your budget from full managed service to tenant find only service.

We offer honest advice coming from over thirty years of experience and expertise but geared to your own expectations.

Our students remain in situ term after term and many of our professional lets are renewed year on year. It is

important to us and our landlords to develop a relationship with tenants. We want you to expect support, advice and prompt delivery of services.

We don't pay just lip service to tenant protection and we seek to offer only quality accommodation.

Successful tenancies come from a three way communication process, landlord, tenant and Cairn.

We actively operate across all of the leading property portals.





**We want to build long-term relationships with our clients. Agency means standing in your client's shoes and Cairn takes that responsibility seriously. Clients' individual goals for their properties become Cairn's goals too.**

**You are allocated a dedicated property manager**

## Preparing for Tenant Move In

- On-site inspection carried out to ascertain what compliance is required
- Detailed Inventory condition report with photographs
- Keys Handover
- Advise local authority of change in tenancy and update utility suppliers of meter readings
- Delivery Fire and Good Tenant Training

## Tenant source & vetting

- Host open accompanied or virtual (if required ) viewings
- All noted parties presented offering our personal advice
- Extensive tenant vetting and referencing

## Legal Documentation & Funds

- Prepare and sign lease agreement, notices and information packs before tenancy commences
- Collect all move in funds and deposit and transfer to Safe Deposit Scotland within 30 days
- Transfer all sums due to Landlord by electronic transfer on agreed date

## Throughout Tenancy

- Monthly rent collection, statement and credit control with our online landlord portal
- Regular inspections advising of works/repairs to maintain investment
- Arranging payment of any utility bills, factor invoices and all council tax applications
- 24 HR maintenance line available for tenants
- Seasonal newsletters to tenants and landlords to keep up to date with legislation
- Handling any neighbour complaints
- Updates on compliance renewals

## Marketing

- Advise on staging property in advance of marketing
- Professional marketing photographs of external and internal rooms
- To Let Board erected outside property, poster in window
- Property marketed on all portals including Cairn, Rightmove, Zoopla, Letting Web, Citylets & S1 Homes along with all social media platforms and Cairn window
- Property mailed to existing database of tenants

## Tenancy Termination

- Issue appropriate notices to terminate lease agreement
- Ensure satisfactory move out with tenant and release of deposit
- Arrange any works/clean if required to bring the property back to same standard
- Ensure all keys are handed back to the office

***We ensure you comply with Letting Code of Practice legislation, our staff are highly qualified in Letwell and ARLA and have in-depth knowledge of First Tier Applications.***

***LARN 2002011***





## HMO LICENSING

**Letting HMO's (House in Multiple Occupancy) can deliver greater yields for investors, but is subject to stricter and more complex controls – Cairn's area of expertise.**

### As well as managing HMO's for our landlords our service also covers:

- Expert assessment of property compliant with HMO regulations
- Specification and estimated costings of works required for compliance
- Lodge licence application with appropriate council
- Pre-inspection visit
- Arrange and attend HMO inspection with the HMO department and Fire department
- Deal with any items raised at inspection and liaise with you
- Our experienced team will attend the committee hearing on behalf of you

We offer you a bespoke service depending on your budget. Whether it's just advice on HMO regulations or an expert assessment of your property to comply, we can tailor our services to meet your expectations.

Our HMO Licensing Application Service will ensure you deliver under your obligations as an HMO Licensee and Landlord.

## Did you know we also sell Tenanted Properties?

**One of our other main areas of expertise is selling tenanted properties for our clients.**

As a landlord you want as many options available to you as possible to maximise your investment. Cairn can provide the service of selling your property with tenants in situ. We understand that selling your tenanted property smoothly takes communication. We liaise with you and your tenant. We also keep talking to you, making sure you know what's going on and helping you take the right action.

**Selling with tenants in situ will provide you with full rental payments up to the point of settlement so no loss of income and no additional letting agent fees, we can advise you on tenancy agreements, grounds to serve notice to leave while ensuring your current tenants have a smooth tenancy changeover to new purchasers, eliminating any concerns.**

On the majority of cases our tenanted properties are sold off market to our investment database this advantage ensures lower volumes of viewings so minimal disruption to your current tenants.





## Estate Agency

- Place a 'FOR SALE' sign on, or as near as possible, to your property
- Design hard copy and PDF brochures with:
  - Professional quality photography
  - Description to highlight the key and best features of your property
  - Floor plan
- Create digital marketing:
  - Post property details on all key online residential property portals including Zoopla, Rightmove and Primelocation with downloadable PDF brochure
  - Present your property on Cairn's own website with downloadable PDF brochure
  - Feature your property on social media
  - Proactivate outbound telesales calls to registered buyers
  - Tangible Marketing:
    - Circulate our property list to Cairn's active purchaser database weekly
    - Display a window card

### Market Appraisal

An honest, realistic valuation based on assessment of relevant market data and industry experience

### Negotiation

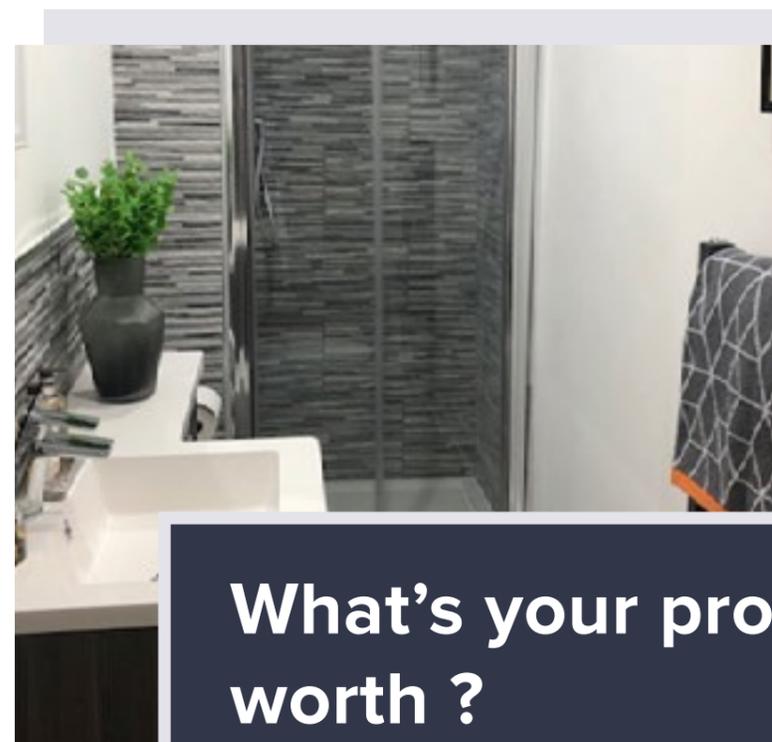
- Liaise with the purchaser's solicitors and mortgage advisors on your behalf in an open negotiation
- Negotiate and agree the sale of your property
- Continue to communicate with both buyers and sellers solicitors to ensure the missive concludes timeously

### Home Report and legal

- Recommend a choice of industry professionals with favourable rates
- Give advice and recommendation on any works suggested by the Home Report
- Carry out repairs where required
- Give introductions to fixed fee conveyancing partners and mortgage advisors

### Viewing and Presentation

- Qualify all viewers position on status, affordability and motivation
- Host open or accompanied viewings or virtual (if required) to present your property to prospective purchasers
  - Provide home staging advice linked to target markets and budget
  - Give suggestions for viewing and sales techniques
  - Follow up queries promptly
  - Give feedback to you promptly on all interest and viewings and report regularly on progress



**What's your property worth ?**



## Development

**Whether you have used us to source a property or you have identified one yourself we can tailor a development package to suit your budget. Here's our full service below.**

### Information

- Advice and information on HMO regulations for licensing and occupation Assessment and Recommendation
- Expert assessment of property compliance with HMO regulations
- Specification and estimated costings of works required for compliance including any options available
- Specialist Architect assessment of potential for capital growth through refurbishment, reconfiguration or extension
- Specification and estimated costings of additional works including budget options

### Project Management

- Identification of project scope & specification of works
- 3 competitive quotations from a panel of Cairn approved experienced contractors

- Negotiate building contracts to include timescales and fixed prices
- Ongoing works inspections
- Snagging inspections with instruction and inspection of further works

### Planning Permission and Building Warrant

- Preparation of planning permission and building warrant applications including drawings and forms
- Service and display of all notifications and notices
- Application for Completion Certificate

### Finishing and Decoration

- Advice on finishes, fixtures and fittings to conform with HMO regulations, budget and investment profile
- 3 quotations from Cairn's panel of trade professionals

## Investment Programme

**Knowing where to look for the right property means understanding both what you want and where the opportunities are. Listening to your investment goals is where we start. Here's what we can do for you.**

### Client Profiling

- Assess your objectives for any property investment or development:
  - Investment budget
  - Yield expectation
  - Capital growth expectation
  - Landlord time commitment let, HMO or single let

### Market Research

- Expert analysis of industry data and trends utilising industry information portals
- Provide in house and subscription data on property prices and market trends

### Industry Connection

- Reputation and presence in sector, leading to direct approach from sellers
- Established relationships with surveyors and other property professionals leading to "off" market opportunities

### Client Briefing and Reporting

- Monthly property list updates
- Monthly review of client objective
- Investment Assessment
- Review of cost/benefit opportunities against investment profile
- Development appraisal
- Capital growth estimates
- Rent and yield estimates

### Development and Project Management

- Project assessment and scope definition
- Obtaining local authority consents and permissions
- Cost tender and specification preparation and agreement
- Contract negotiation
- Contractor appointment and monitoring
- Site inspections and reporting

Stay up to date with all our latest news and sign up to our Online Monthly Newsletter.

We'll keep you up to date with our latest properties, key legislative updates, promotional offers and be first to find out any new investment opportunities.



[www.CairnEstateAgency.com](http://www.CairnEstateAgency.com)

**Have a Question?  
Need a FREE rental/sales valuation?  
We'd love to hear from you**

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