Chris Lowe

From: Sent: To: Cc: Subject:	Thursday 1 February 2024 10:13 Enda McGuane Lucia Kelly RE: Keyholder contract
CAUTION: This email originated from the sender and know the content is	n outside of the organisation. Do not click links or open attachments unless you recognize safe.
Hi Enda,	
Ok, thanks for the update.	
Thanks,	
Keyholder	
O: + M: +	E:
www.keyholder.ie	
Revolutionising Real Estate	Workflows through Digital Transformation.
may contain confidential info	ntended for the person or entity to which it is addressed only. This email ormation. If you are not the person to whom this message is addressed, be ction, or distribution of this message is strictly prohibited. If you received the sender and immediately delete this email and any attachments.
On Thu, Feb 01, 2024 at 10:0	8:21, Enda McGuane < > wrote:
Hi ,	
@Lucia Kelly	
Thanks	





Asset Management Lead







The Land Development Agency 2nd Floor, Ashford House, Tara Street, Dublin, D02 VX67

T: +353.1.9103400 | www.lda.ie

From: >	
Sent: Tuesday, January 30, 2024 4:16 PM	
To: Enda McGuane <	
Subject: RE: Keyholder contract	
CAUTION: This email originated from outside of the organisation. Do not click links or open	attachments unless you recognize

the sender and know the content is safe.

Hi Enda,

Thanks,

Keyholder

M: +

www.keyholder.ie

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received this in error, please contact the sender and immediately delete this email and any attachments.
On Fri, Jan 26, 2024 at 15:49:20, Enda McGuane < > wrote:
Hi Maria
Left you a vm earlier and called the mobile twice.
Regards
Tiogards
An Ghníomhaireacht Forbartha Talún The Land Development Agency The Land Development Agency The Land Development Agency
The Land Development Agency 2nd Floor, Ashford House, Tara Street, Dublin, D02 VX67 T: +353.1.9103400 www.lda.ie
From: Sent: Friday, January 26, 2024 1:07 PM
To: Enda McGuane < Subject: Keyholder contract
Subject. Reynolder contract
CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognize the sender and know the content is safe.
Hi Enda,
Can you give me a call on when you have a moment?

Thanks,	
Keyholder	
O: + M: +	E:
www.keyholder.ie	

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Chris Lowe

From:

Sent:

Wednesday 31 January 2024 14:43

To:

Lucia Kelly

Cc:

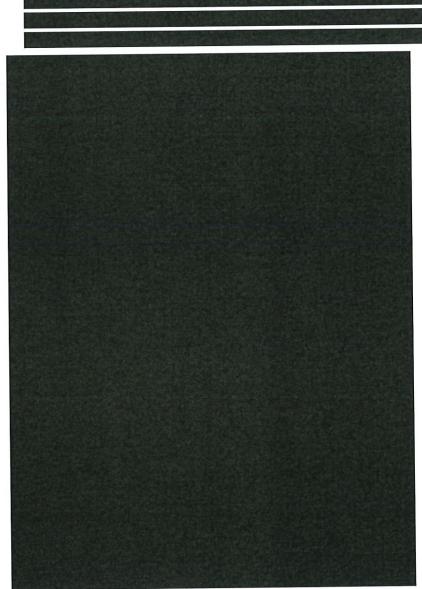
Shani Gilbert; Mairead Monaghan

Subject:

Re: Declined applications

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Lucia,



Kind regards,

Keyholder

O: + M: +

www.keyholder.ie

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On Wed, Jan 31, 2024 at 12:30:03, Lucia Kelly < _____> wrote:

Hi

We understand

advising their application has been declined

As such, can we run a report by

Regards

Lucia













Lucia Kelly

Senior Letting Manager

V. +

The Land Development Agency

2nd Floor, Ashford House, Tara Street, Dublin, D02 VX67 T: +353.1.9103400 | www.lda.ie

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Chris Lowe < From: Tuesday 30 January 2024 10:02 Sent: Lucia Kelly To: Mairead Monaghan; Shani Gilbert Cc: reports Subject: - 2 Bed.xls; - 1 Bed.xls; Attachments: CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognize the sender and know the content is safe. Good morning, for Please see attached Kind regards, Keyholder M: +

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www.keyholder.ie

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Chris Lowe

From: Sent: Tuesday 2 January 2024 07:00

To: Cc:

Lucia Kelly

Subject:

Attachments:

Mairead Monaghan; Shani Gilbert

Follow Up Flag: Flag Status:

Follow up Flagged

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear all,

Happy new year to you all and I hope you enjoyed the holiday.

As promised, please see attached instructions specifically relating to the screening applicants part of Keyholder. These are intended to be provided to the agents who will be using Keyholder to onboard applicants.

The is attached here again as well.

I suggest we have a call on if that suits when we should have everything ready for the use and I can run through all of this with you.

When could you confirm that the email templates are satisfactory as these need to be configured within as well and I would like to have this done before our call.

Kind regards,

Keyholder

O: + E:

www.keyholder.ie

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е
ļ

From:

Thursday 25 January 2024 12:58

Sent:

To:

Lucia Kelly; Shani Gilbert; Mairead Monaghan

Subject:
Attachments:

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi,

As discussed, please see attached some brief instructions that might be useful to the

Thanks,

Keyholder

O: + E:

www.keyholder.ie

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	part 4 record	29
Chris Lowe		
From: Sent: To: Cc: Subject:	Tuesday 30 January 2024 Lucia Kelly Shani Gilbert; Mairead N Re: Application Form -	
Follow Up Flag: Flag Status:	Follow up Completed	
CAUTION: This email originated for the sender and know the content	rom outside of the organisatio t is safe.	n. Do not click links or open attachments unless you recognize
Hi Lucia,		
This is updated now. Apolog	gies for the inconvenience	e.
Thanks,		
Keyholder		
O: + M: +	E:	
www.keyholder.ie		
Revolutionising Real Esta	te Workflows through Di	gital Transformation.
may contain confidential i	nformation. If you are no eduction, or distribution o	n or entity to which it is addressed only. This email of the person to whom this message is addressed, be if this message is strictly prohibited. If you received diately delete this email and any attachments.
On Tue, Jan 30, 2024 at 16	:04:06, Lucia Kelly <	> wrote:
Hi Hi		
We were just doing a test Request' is linking to	: application for	and the click-through on 'How to Complete a CRA

Please

confirm that the LDA page will be the default click-through for all future application.

You might also correct for

Regards

Lucia













Lucia Kelly Senior Letting Manager

The Land Development Agency
2nd Floor, Ashford House, Tara Street, Dublin, D02 VX67
T: ±353.1.9103400 | www.lda.ie

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Chris Lowe	
From: Sent: To: Cc: Subject: Attachments:	Wednesday 31 January 2024 09:18 Lucia Kelly Shani Gilbert; Mairead Monaghan Re: 'Document Request' email LDA Documents Request email.pdf
CAUTION: This email origin the sender and know the c	ated from outside of the organisation. Do not click links or open attachments unless you recognize ontent is safe.
Good morning Lucia,	
Please see attached.	
Kind regards,	
Keyholder	
O: +	M: + E:
www.keyholder.ie	
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may contain confiden aware that any use, r	mail is intended for the person or entity to which it is addressed only. This email stial information. If you are not the person to whom this message is addressed, be reproduction, or distribution of this message is strictly prohibited. If you received ontact the sender and immediately delete this email and any attachments.
On Wed, Jan 31, 2024	at 09:06:57, Lucia Kelly < wrote:
Hi	
Would you mind con	firming what email is being sent to
Thanks	
Lucia	















Lucia Kelly

The Land Development Agency 2nd Floor, Ashford House, Tara Street, Dublin, D02 VX67

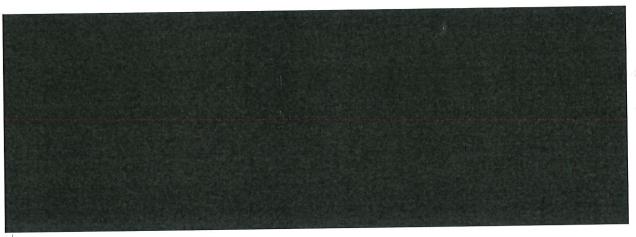
T: +353.1.9103400 | www.lda.ie

Senior Letting Manager

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	part 4 record 31
Chris Lowe	
From: Sent: To: Subject:	Friday 26 January 2024 12:02 Lucia Kelly RE: Keyholder Report - Ineligible / Affordability
CAUTION: This email originated from the sender and know the content is	m outside of the organisation. Do not click links or open attachments unless you recognize safe.
Hi Lucia,	
Will be back to you shortly too	day to discuss this and with some details that might help.
Thanks	
Keyholder	
O: + M: +	E:
www.keyholder.ie	
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may contain confidential info aware that any use, reproduc	ntended for the person or entity to which it is addressed only. This email rmation. If you are not the person to whom this message is addressed, be ction, or distribution of this message is strictly prohibited. If you received he sender and immediately delete this email and any attachments.
On Fri, Jan 26, 2024 at 11:56:5	55, Lucia Kelly < vrote:
Hi and	

I've categorised the household sizes into Unit Types if this makes it easier to report on. See below





Lucia Kelly Senior Letting Manager

The Land Development Agency

in

The Land Development Agency
2nd Floor, Ashford House, Tara Street, Dublin, D02 VX67
T: +353.1.9103400 | www.lda.ie

From: Lucia Kelly <
Sent: Thursday, January 25, 2024 2:17 PM
To:
Cc: Mairead Monaghan <
Subject: RE: Keyholder Report - Ineligible / Affordability

Hi

Thanks for your email. Might be easier to explain on a call if you are available?

Regards

Lucia



Lucia Kelly Senior Letting Manager M: +

The Land Development Agency

Cc: Mairead Monaghan < ; Shani Gilbert <

Subject: Re: Keyholder Report - Ineligible / Affordability

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Lucia,

Here is a

It sounds like you would like the houeshold size added to this?

We currently have one status and do not distinguish between

Kind regards,

Keyholder

O: + M: + E: www.keyholder.ie

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On Thu, Jan 25, 2024 at 13:11:12, Lucia Kelly <	
We are required to provide reports on Monday for each scheme which illustrates:	
1.	
2.	

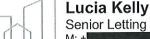


Please let me know if you have any questions or need to clarify as this report is required on Monday.

Regards

Lucia





Senior Letting Manager













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Chris Lowe	
From:	Friday 22 December 2023 17:03
Sent: Го:	Lucia Kelly
Subject:	RE: Keyholder/LDA set-up & training
Attachments:	
Follow Up Flag:	Follow up
Flag Status:	Flagged
	The second state of the se
CAUTION: This email origina	ated from outside of the organisation. Do not click links or open attachments unless you recognize
the sender and know the co	ontent is safe.
o maco	
Hi Lucia,	
	process. There may be some adjustments that can be added to include other
Here is draft of the	
details but it does map	the process correctly.
Kind regards,	
Keyholder	
	M· +
O: +	M: +
www.keyholder.ie	
www.itoyrioidorne	
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aware that any use, r	reproduction, or distribution of this message is strictly prohibited. If you received
this in error, please c	contact the sender and immediately delete this email and any attachments.
	wrote:
On Thu, Dec 21, 2023	at 11:59:23, Lucia Kelly < wrote:
Hi	
Thanks, that's great.	Appreciate it is all very rushed and in the run up to the holidays, so much
appreciated.	

Key info we need for the agents is how the process works. Ideally if we have screenshots for the slides and a demo version of the back-end where they can see their part of the process.
Regards
Lucia
Lucia Kelly Senior Letting Manager M: ± The Land Development Agency 2nd Floor, Ashford House, Tara Street, Dublin, D02 VX67 T: +353.1.9103400 www.lda.ie
From: Sent: Thursday, December 21, 2023 10:52 AM To: Lucia Kelly < Subject: Subject
CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognize the sender and know the content is safe.
Hi Lucia,
I will send application process and slides by end day tomorrow (if not before!).
Can you send me the template LDA

Thanks,

Keyholder
O: + M: + E:
www.keyholder.ie
Revolutionising Real Estate Workflows through Digital Transformation.
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On Wed, Dec 20, 2023 at 17:18:29, Lucia Kelly < > wrote:
Hi Real Control of the Control of th
We are hoping to pull the information together for the agent briefing on 9 January before the holidays as lots going on when we return in the new year.
When might you be able to send through the application process and slides for inclusion?
If you can include screenshots of the backend where the agents will login to access the documents which applicants have uploaded and step-by-step on how the application process works, including auto-call ups of next applicant on list etc.
Regards
Lucia



Lucia Kelly
Senior Letting Manager
M: +

The Land Development Agency
2nd Floor, Ashford House, Tara Street, Dublin, D02 VX67
T: +353.1.9103400 | www.lda.ie

From: Lucia Kelly
Sent: Tuesday, December 19, 2023 12:31 PM To: Cc: Shani Gilbert < >; Mairead Monaghan < >
Subject: Keyholder/LDA set-up & training
Hi
Thanks for your time this morning and run-through on how to set-up developments & unit types on the Keyholder system.
You might also forward:

Kind regards

Lucia



Lucia Kelly
Senior Letting Manager
M: +

The Land Development Agency
2nd Floor, Ashford House, Tara Street, Dublin, D02 VX67
T: +353.1.9103400 | www.lda.ie

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Chris Lowe	part 4 record 33
From: Sent: To: Cc: Subject: Attachments:	Tuesday 30 January 2024 09:12 Lucia Kelly Mairead Monaghan; Shani Gilbert RE: reports - 3 Bedroom.xls; 4 bed - 2 storey.xls; 4 bedroom - 3 storey.xls
Follow Up Flag: Flag Status:	Follow up Completed
CAUTION: This email originated fro the sender and know the content is	m outside of the organisation. Do not click links or open attachments unless you recognize safe.
Good morning,	
Please see attached	
Will send others for other pro	operties by separate email shortly.
Kind regards,	
Keyholder	
O: + M: +	E:
www.keyholder.ie	
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may contain confidential info aware that any use, reprodu	ntended for the person or entity to which it is addressed only. This email ormation. If you are not the person to whom this message is addressed, be ction, or distribution of this message is strictly prohibited. If you received the sender and immediately delete this email and any attachments.
On Mon, Jan 29, 2024 at 14:1	9:52, Lucia Kelly < wrote:
Hi T	

Yes, we want to know the number of applicants in the range

. As each unit has a different rent, that's the variable, so if you can provide the same for each unit type x scheme, that will give us the information we need.

Е	20	a	٦r	ds
г	١e	20	าเ	us

Lucia





M









The Land Development Agency
2nd Floor, Ashford House, Tara Street, Dublin, D02 VX67
T: +353.1.9103400 | www.lda.ie

From:
CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognize the sender and know the content is safe.
Hi Lucia,
Is it just that you want to know how many? And the same for the other categories that you mentioned?
Thanks,

Keyholder

O: + E:
www.keyholder.ie
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On Mon, Jan 29 2024 at 12:47 pm, Lucia Kelly <
Thanks
That's great. For, we can pull all those with but below the minimum for That's the range which identifies the cohort who fall between social housing and cost rental.
I'm available now for a call if suits or at 2.30pm
Regards
Lucia
An Ghníomhaireacht Forbartha Talún The Land Development Agency The Land Development Agency 2nd Floor, Ashford House, Tara Street, Dublin, D02 VX67 T: +353.1.9103400 www.lda.ie

From: Sent: Monday, January 29, 2024 11:25 AM
To: Lucia Kelly <

Cc: Mairead Monaghan >; Shani Gilbert < Subject: reports
CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognize the sender and know the content is safe.
Hi Lucia,
Please see attached that I just ran from for the status of ineligible for affordability. If you scroll to columns and you can see the
You can also see the
Thanks,
Keyholder
O: + E:
www.keyholder.ie
- De la Carlo Market and Digital Transformation

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	part 4 record 04
Chris Lowe	
From: Sent: To: Cc: Subject: Attachments:	Tuesday 23 January 2024 08:58 Aoife Kelly Amy Smith; Enda McGuane; Lucia Kelly RE: Pro 155 - Cost Rental Application Software .pdf;
CAUTION: This email originated from the sender and know the content in	m outside of the organisation. Do not click links or open attachments unless you recognize s safe.
Good morning Aoife,	
Please see attached complet	ed questionnaire as requested.
Kind regards,	
Keyholder	
www.keyholder.ie	
Revolutionising Real Estate	e Workflows through Digital Transformation.
may contain confidential in	intended for the person or entity to which it is addressed only. This email formation. If you are not the person to whom this message is addressed, be uction, or distribution of this message is strictly prohibited. If you received the sender and immediately delete this email and any attachments.
On Mon, Jan 22, 2024 at 14	38:13, Aoife Kelly < > wrote:
Hi, Can you please fill out the	and return directly to me?
Kind Regards	
Revolutionising Real Estate The content of this email is may contain confidential in aware that any use, reprod this in error, please contact On Mon, Jan 22, 2024 at 14. Hi	intended for the person or entity to which it is addressed only. This enformation. If you are not the person to whom this message is address uction, or distribution of this message is strictly prohibited. If you recent the sender and immediately delete this email and any attachments. 38:13, Aoife Kelly <



Aoife Kelly
Site Property Manager
M:

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The Land Development Agency
2nd Floor, Ashford House, Tara Street, Dublin, D02 VX67
T: +353.1.9103400 | www.lda.ie

From: Sent: Thursday, January 18, 2024 1:14 PM To: Lucia Kelly < > Cc: Aoife Kelly < >; Amy Smith < >; Enda McGuane > Subject: Re: Pro 155 - Cost Rental Application Software
CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognize the sender and know the content is safe.
Lucia,
Please see attached which was originally provided in December.
Thanks,
Keyholder
www.keyholder.ie
Revolutionising Real Estate Workflows through Digital Transformation.

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received this in error, please contact the sender and immediately delete this email and any attachments.

On Thu, Jan 18, 2024 at 13:09:01, Lucia Kelly < _____ wrote:

Hi

Perhaps you would kindly provide copies of



Regards

Lucia













Lucia Kelly

Senior Letting Manager

The Land Development Agency

2nd Floor, Ashford House, Tara Street, Dublin, D02 VX67 T: +353.1.9103400 | www.lda.ie

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Chris Lowe

From:

Shani Gilbert

Sent:

Monday 22 January 2024 15:07

To:

Cc:

; Mairead Monaghan

Subject:

Keyholder - removing application



I hope you had a nice weekend.

Would sometime tomorrow afternoon suit to jump on a call to show us how

If you have a slideshow or notes on how to do it, I'm sure we can do it this way either.



Shani Gilbert

Letting Property Manager

The Land Development Agency

The Land Development Agency

2nd Floor, Ashford House, Tara Street, Dublin, D02 VX67 T: +353.1.9103400 | www.lda.ie











Chris Lowe

From:

from Keyholder <

Sent:

Thursday 18 January 2024 11:24

To:

Shani Gilbert

Cc:

Mairead Monaghan; Lucia Kelly;

Subject:

Re: FW:

You don't often get email from

Learn why this is important

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi there,

Thanks

Keyholder

Chris Lowe

From:

from Keyholder <

Sent:

Friday 19 January 2024 12:49

To:

Shani Gilbert

Re:

Cc:

; Mairead Monaghan

Subject:

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognize

Hi Shani,

This user has been added.

the sender and know the content is safe.

Thanks

Keyholder

Chris Lowe

From:

from Keyholder <

Sent:

Monday 29 January 2024 11:29

To:

Shani Gilbert

Re:

Cc:

Subject:

You don't often get email from

Learn why this is important

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Shani, Hope you had a nice weekend too! these users have been added for Thanks

Keyholder

Chris Lowe

From:

from Keyholder <

Sent:

Monday 22 January 2024 09:22

To:

Shani Gilbert

Cc:

Mairead Monaghan

Subject:

Re:

You don't often get email from

Learn why this is important

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Shani, will do and hope you had a great weekend as well. Thanks

Keyholder

Chris Lowe

From:

from Keyholder

Sent:

Monday 22 January 2024 15:38

To:

Shani Gilbert

Cc:

; Mairead Monaghan

200

Subject:

Re: Keyholder - removing application

You don't often get email from

Learn why this is important

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Shani, will arrange something on this and come back to you.

Keyholder

Chris Lowe

41

From:

from Keyholder <

Sent:

Monday 22 January 2024 16:12

To:

Mairead Monaghan

Cc:

Shani Gilbert

Subject:

Re: Ineligible stats

You don't often get email from

Learn why this is important

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Mairead, the update is taking a little longer but will be there soon. Once we have the format exporting for you, you can then use it going forward for all schemes.

Keyholder

Chris Lowe

From:

Sent:

ris Lowe

from Keyholder <

Monday 22 January 2024 19:54

To: Mairead Monaghan

Cc: ; Shani Gilbert

Subject: Re: Ineligible stats

You don't often get email from Learn why this is important

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Mairead, the is ready. Do you know how to an and send to you for now?

Keyholder

43

Chris Lowe	43
From: Sent: To: Cc:	from Keyholder < > Monday 22 January 2024 20:50 Mairead Monaghan Shani Gilbert
Subject:	Re: Ineligible stats
You don't often get emai	l from Learn why this is important
CAUTION: This email originate the sender and know the	nated from outside of the organisation. Do not click links or open attachments unless you recognize content is safe.
Hi Mairead,	
So sorry for the delay	
know how it	to that this is

Keyholder

44

- 3	_	1				
-	h	ric	1	0	۱A	10

From:

from Keyholder <

Sent:

Monday 22 January 2024 19:55

To:

Mairead Monaghan

Cc:

; Shani Gilbert

Subject:

Re: Ineligible stats

You don't often get email from

Learn why this is important

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Also, as mentioned,

. There is no need to wait for

It in the future. We were simply making some updates to it today to make it more useful and that is why it

Keyholder

Chris Lowe

From:

from Keyholder <

Sent:

Monday 22 January 2024 20:25

To:

Mairead Monaghan

Cc:

; Shani Gilbert

Subject:

Re: Ineligible stats

You don't often get email from

Learn why this is important

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Will have this to you in 5 mins. Running the now.

Keyholder

From:

from Keyholder <

Sent:

Monday 22 January 2024 18:30

To:

Shani Gilbert

Cc:

Mairead Monaghan

Subject:

Re: FW:

application

You don't often get email from

Learn why this is important

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Mairead, ok, that is done now.

Keyholder

Chris Lowe

From:

from Keyholder <

Sent:

Tuesday 23 January 2024 14:38

To:

Shani Gilbert

Cc:

Mairead Monaghan

Subject:

Re: Keyholder - removing application

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Shani, What time suits for a call? Thanks



Chris Lowe

From:

from Keyholder <

Sent:

Friday 26 January 2024 10:39

To: Cc: Shani Gilbert

Subject:

Re: FW: Two cost rentals applied

You don't often get email from ______. Learn why this is important

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Shani,

Did you get this confirmed or are you still looking for this wording?

Keyholder

Chris Lowe

From:

from Keyholder

Sent:

Monday 29 January 2024 11:30

To:

Shani Gilbert

Cc:

Snani Gilbert

Subject:

Re: FW: Can't Create Account

You don't often get email from

Learn why this is important

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Shani, this user could try again and it should work. Thanks

Keyholder