

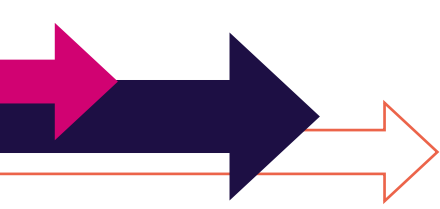


APPENDIX 1: SELLER'S CHECKLIST

This checklist shows the documents and information you will need to provide during the property sale process. More details on each item and useful links can be found throughout this guide. Don't forget, you can apply for some documents while you wait for others to become available. Talk to your solicitor if you need help at any stage.

ITEM NEEDED FOR YOUR PROPERTY SALE	PARTY RESPONSIBLE	TYPICAL COST	TYPICAL TIMEFRAME	✓
PERSONAL DOCUMENTATION				
Photo identification e.g. passport, driving licence	Seller		1 week	
Personal Public Service (PPS) number	Seller		1 week	
Proof of address dated within the last three months e.g. utility bill (electricity, gas, landline telephone) or bank statement	Seller		1 week	
A copy of your marriage or civil partnership certificate (if applicable)	Seller	Cost varies	1 week	
A copy of your divorce order or separation agreement (if applicable)	Seller	Cost varies	1 week	
BUILDING YOUR TEAM				
Appoint your solicitor	Seller	Cost varies	1 week	
Appoint your estate agent	Seller	Cost varies	1 week	
PROPERTY TITLE AND DEEDS				
Locate your title deeds (usually with your solicitor, lender, or already in your own possession)	Seller (and Lender, if applicable)	Cost varies	Up to 8 weeks	
Disclose any Right of Residence that gives a third party the right to live in your property	Seller		1 week	
Disclose any burdens on the title e.g. rights of way, other easements	Seller		1 week	
Disclose any boundary issues or disputes with a neighbour or third party (if applicable)	Seller / Registered Architect / Chartered Engineer		2 – 4 weeks (longer if Ground Truth Survey is needed)	
Share notices served in relation to your property e.g. Compulsory Purchase Orders, Road Widening Notices	Seller		1 week	
Provide Declaration of Identity (if required; your solicitor will let you know if you need this)	Seller	Cost varies	2 – 3 weeks	
Share the redemption amount i.e. the amount owed on your mortgage (if applicable)	Lender		3 weeks	
Decide on any contents to be included in the sale	Seller		1 week	

ITEM NEEDED FOR YOUR PROPERTY SALE	PARTY RESPONSIBLE	TYPICAL COST	TYPICAL TIMEFRAME	✓
LAND REGISTRY AND MAPPING (TÁILTE ÉIREANN)				
Your solicitor will let you know if they need to get copies of the following documents (more details on page 12):				
Folio and Filed Plan. This describes the registered property and refers to a filed plan on the Land Registry maps.	Land Registry	€40	1 week	
Land Registry compliant map(s)	Seller / Registered Architect / Chartered Engineer	Cost varies	2 – 3 weeks	
Official Copy Instrument (if registration of your ownership is still pending with the Land Registry)	Land Registry	€40	1 – 8 weeks	
PLANNING AND BUILDING COMPLIANCE				
Details of any building work done since you purchased your property e.g. extensions	Seller / Registered Architect / Chartered Engineer / Registered Building Surveyor	Costs vary	1 – 6 weeks	
Share copies of any planning permissions and opinions				
Details of any known or potential planning issues				
Provide copies of documents to show compliance with building regulations and planning permissions				
Get a Statutory Certificate of Compliance (applies to works undertaken since 2014; your solicitor will let you know if you need this)				
Get a valid Building Energy Rating (BER) Certificate and BER Advisory Report	Seller / Registered BER Assessor	Cost varies		
Evidence of septic tank or other domestic wastewater treatment system (if applicable)	Seller	Cost varies	2 – 3 weeks (if survey is needed to confirm its location)	
Arrange for a planning search, which will show details of any planning applications, permissions, notices, and other important information relating to your property. Your solicitor will let you know if this is required.	Seller	Cost varies	1 week (longer if in Dublin)	



ITEM NEEDED FOR YOUR PROPERTY SALE	PARTY RESPONSIBLE	TYPICAL COST	TYPICAL TIMEFRAME	✓
TAXES, CHARGES, UTILITIES, AND SERVICES				
Evidence to show the Local Property Tax (LPT) is paid, in the correct band, to the end of the year.	Seller		1 – 4 weeks or 1 to 2 days if using Revenue Online Service	
Confirmation from Uisce Éireann that water and drainage services are in place	Uisce Éireann		1 – 8 weeks	
Confirmation from your local authority that they are responsible for the maintenance of roads (i.e. roads are 'taken in charge')	Your Local Authority	€31.75 – €125	1 – 8 weeks	
Certificate of Exemption or Discharge for Non Principal Private Residence (NPPR) (see page 16 for full details)	Seller / Local Authority		2 – 3 weeks	
Evidence to show the Household Charge is paid	Seller		1 – 2 days	
ONLY APPLIES IF YOU ARE THE EXECUTOR OR ADMINISTRATOR IN AN ESTATE				
Obtain a Grant of Probate or Letters of Administration	Probate Office		6 – 12 months	
ONLY APPLIES TO APARTMENTS AND MULTI-UNIT DEVELOPMENTS (MUDS)				
Share contact details of management company or managing agents	Seller		1 – 2 days	
Replies to Pre-Contract Requisitions or Non-MUDs Requisitions. These will include information on claims, sinking funds, management charges etc.	Management Company / Managing Agent	Cost varies	1 – 4 weeks from date of payment of agent's fees	
Evidence to show services charges have been paid up to date	Management Company / Managing Agent		Additional 3 weeks to replies above if service charges have not been paid	
Confirmation of sinking fund, which is like a savings account set up to pay for possible future repairs or works to common areas.	Management Company / Managing Agent		1 – 3 weeks	
Confirmation that a parking space is included in the sale (if applicable)	Management Company / Managing Agent		1 – 3 weeks	



ITEM NEEDED FOR YOUR PROPERTY SALE	PARTY RESPONSIBLE	TYPICAL COST	TYPICAL TIMEFRAME	✓
ONLY APPLIES TO LETTINGS AND TENANCY				
If the property is let, share a copy of the letting agreement	Seller / Residential Tenancies Board (RTB)		1 – 2 weeks	
If the property is vacant, share a copy of the termination of tenancy notice	Seller / RTB		1 week	
Confirmation that there are no ongoing disputes with the Residential Tenancies Board in relation to current or former tenants	Seller / RTB		1 – 4 weeks	
Confirmation of whether the property is located in a Rent Pressure Zone	Seller		1 – 2 weeks	
Details on the last rent review, the rent payable, and the date the rent was last set.	Seller		1 – 2 weeks	

