

# VENDOR'S DOCUMENT LIST

During the conveyance process there are many requests for documentation regarding your property. We have compiled this information leaflet to help you get one step ahead of the game. Your solicitor will need most of this documentation from you. (depending on the type of property you are selling)

## 1. **BUILDING ENERGY CERTIFICATE (BER)**

Since 2009 it is compulsory that all houses for sale or rent has an energy rating. Read more [HERE](#)

## 2. **TITLE DEEDS**

If you have a loan on your property your bank will have these in their possession - your solicitor will need your written authorization to obtain these from the bank. He gives an undertaking to discharge the remainder of the mortgage from the proceeds of the sale.

## 3. **LOCAL PROPERTY TAX PROPERTY HISTORY**

A printout from the Revenue Commissioners local property tax website will show the address of the property along with confirmation that household charge and property tax up to and including the current year have been paid in full. In the event that you have arranged to pay by instalments, please contact Revenue immediately, change the payment method and arrange to pay the full amount for the current year. When the sale is due to close, an apportionment will be made and the purchaser will refund whatever amount covers the remainder of the year from the date of closing.

Full information with regard to the above or any underpayment issues is available from the Revenue website [www.revenue.ie](http://www.revenue.ie)

## 4. **HOUSEHOLD CHARGE RECEIPT**

This tax was payable only in 2012 and your solicitor will need a receipt for payment. Alternatively, the Local Property Tax Property History usually shows that the Household Charge has been paid.

## 5. **NON PRINCIPAL PRIVATE RESIDENCE TAX, NPPR (IF APPLICABLE)**

If you had a liability for the NPPR Tax, you need to provide your solicitor with receipts for the relevant years namely 2009 to 2013 inclusive. While the tax applied to houses which were owned but not occupied as the main residence, the purchaser is entitled to proof that the tax did not apply if such is the case. If the property which you are selling is or had been lived in by you for the relevant period, then you must contact the local authority and obtain a certificate of exemption from NPPR. There are other circumstances in which you may not be liable for the tax, for example if the property which you are selling is derelict and, in that case, you should discuss the matter with your solicitor as soon as possible.

## 6. **CERTIFICATE OF DISCHARGE FROM IRISH WATER OR CONFIRMATION NO LIABILITY FOR WATER CHARGES**

You must register the property with Irish Water, pay all charges and give your solicitor your account number and WPRN reference (both are on your correspondence). If your water is supplied through a group water scheme, you should also obtain a letter confirming that all charges have been paid to date and that the connection will be transferred to the purchaser.



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**7. CERTIFICATE OF REGISTRATION FOR SEPTIC TANK (IF APPLICABLE)**

If the property has a septic tank, you should ensure that it is registered. The registration fee is €50.00 and the form can be obtained from the website [www.protectourwater.ie](http://www.protectourwater.ie).

8. **PPS NUMBER** A PPS number is required for all property transactions. Please give the number to your solicitor

and confirm the tax type for which it is used. Females may have a number which is linked to their husband's by the addition of the letter "W". If so, they must apply for a new number.

**9. PLANNING PERMISSION AND CERTIFICATES OF COMPLIANCE FOR ANY DEVELOPMENT WORKS CARRIED OUT ON THE PROPERTY**



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