

Selling property can be a stressful experience, especially with a protracted closing period. For a quick sale we recommend that our clients are contract ready, meaning the contracts can be issued when a sale is agreed. In order to achieve this, you will need to collate information and documentation that will be requested by all solicitors. Below is a standard list detailing everything a solicitor will need to draft contracts.

LOCATE

Locate the deeds. If there is a mortgage on the property, the deeds will be held by the lending institution. Sign a client's authority for your appointed solicitor to request the deeds. This can take up to 4 weeks and even longer if the lending institution isn't based in Ireland.

GATHER

Gather the below personnel information:

- PPS number
- If you are married; a copy of your marriage certificate
- Proof of residency; a copy of your passport

CONFIRM

Confirm the below taxes are paid or not relevant:

- Household charge 2012; provide receipt of payment
- Up to date Local Property Tax history; available on www.revenue.ie
- NPPR payments 2009 – 2013; certificate of exemption or discharge

INVESTIGATE

Investigate planning issues related to the property:

- Ensure there is a grant of planning for any extensions
- Many extensions are exempt from planning. In this case arrange a certificate of exemption
- You may require an up-to-date land registry map

If the property is part of a Multi-Unit Development, the **management company** will need to answer a set of queries, commonly referred to as a *requisition 37*. This can take time and the sooner it is requested the better.