

The logo for Morrison Estates is contained within a dark blue square with a white border. The word "Morrison" is written in a large, white, sans-serif font, and the word "ESTATES" is written in a smaller, yellow, sans-serif font directly below it.

Morrison
ESTATES

The background of the advertisement is a nighttime photograph of the Samuel Beckett Bridge in Dublin, Ireland. The bridge's distinctive white, curved pylon and stay cables are illuminated, and their lights are reflected in the calm water of the River Liffey. The city skyline is visible in the background, with various buildings lit up against the dark sky.

CONTRACT READY PROPERTIES

A new way to ensure a better, quicker sale.

www.morrisonestates.ie

CONTRACT READY PROPERTIES

Since we began Morrison Estates two decades ago we have been dedicated to improving the selling experience for our clients and the wider general public. Constantly driven to provide an ever more efficient service, we work closely with our clients to have contracts prepared as their properties come to the market. NOT after the property has been sale agreed.

This step makes perfect sense and does not typically incur any extra costs for clients. Few properties have no issues to resolve prior to sale, this proactive approach means a contract can be ready once a buyer is found and greatly reduces the chances of a sale falling through unnecessarily. It is important that vendors instruct a solicitor equally committed to accelerating the selling process.

The following steps are a guideline for vendors to have "THEIR house in order" if selling to ensure a hassle free sale in a timely fashion.

Our extensive selling experience and advice has already helped hundreds of satisfied clients. The process need not be protracted. Preparation and the right professionals can see your property sold and completed in a few weeks, NOT months.

STEP BY STEP GUIDE

STEP 1 – TITLE DEEDS / MAPS AND IDENTITY

In order for your Solicitor to prepare contracts they will need the TITLE DEEDS. If you do not have a mortgage you will need to locate the Title Deeds which may be with your Solicitor.

If your house is mortgaged the title deeds will be held by your bank. You will need to give written authorization to your Solicitor to obtain title deeds from your bank. It takes approximately 2 weeks to get these from your lender but we have seen cases where it has taken a lot longer.

Your Solicitor must order an up to date map from the land registry which takes approximately 1 week to arrive.

STEP 2 – PLANNING PERMISSION

Any house built since the 1st of October 1964 requires planning permission. Your solicitor will need to make sure that the planning documentation is in order. This will usually involve an architects certificate stating that the conditions of the planning regulations have been complied with. This should be with the title documents. If you have renovated or extended your property since purchase, you will need to obtain a copy of the recent planning permission together with an architects certificate of compliance with planning permission and building regulations or exemption from planning permission. If they are any development charges referred to in the planning permission you will need to obtain a letter from the council confirming these charges have been paid.



STEP 3 – BUILDING ENERGY RATING CERTIFICATE (BER)

You will need to obtain a BER certificate. It is a legal obligation from Morrisons to include the BER rating in the sales brochure and all advertising media. Buyers will look at a BER from the point of view of energy costs, and a good BER rating will show a buyer that the property will not be expensive to run in energy costs.

STEP 4 – BOUNDARIES

It is very important that your boundaries on the ground correspond with the site map. We strongly recommend this is checked as the property comes to the market.

STEP 5 – FIXTURES AND FITTINGS

If any furniture, light fittings or fixtures are included in the sale price you will need to prepare a specific list of these items.

STEP 6 – PPS NUMBERS & LPT (LOCAL PROPERTY TAX)

You must have a valid PPS number (social security number) in order to sell any property in Ireland. If you do not have a PPS number you will need to apply for a PPS number from the department of social protection, who can take 6-8 weeks to issue a PPS number.

LOCAL PROPERTY TAX (LPT)

You will require clearance from Revenue that the local property tax is paid. In most cases clearance can be obtained by accessing the LPT online system or on ROS (Revenue Online System) services. To obtain general clearance log on to the LPT online system at www.revenue.ie using the following:

Property ID, Property PIN, or tax reference number. You should select the property history screen to view the relevant LPT details which can be printed off and used to satisfy the purchaser that the property has no outstanding LPT issues.

STEP 7 - HOUSEHOLD CHARGE

You will require a certificate of discharge that the household charge (which was abolished in 2013) was paid for 2012 – 2013. If a property exempt from the Household charge or if you are entitled to a waiver, you will require a certificate of the exemption or waiver. Certificates can be obtained by contacting household charge support centre, PO Box, 12168, Dublin 1 or Lo Call 1890 357357 or 01 485 3695 quoting your PPS number and the property ID. The certificate takes approximately 10 days to issue.

From the 1st of July 2013 all arrears of the Household charge were increased to €200 and added to the local property tax (LPT) due on the property. The arrears of Household Charge will be converted into LPT and payable through the LPT system to Revenue.

Non Principle Private Residence.
If the property is not your principle residence you will need to pay the NPPR and print out a certificate of discharge from the NPPR website (www.nppr.ie)

STEP 8 – MANAGEMENT COMPANY / LOCAL AUTHORITY CONFIRMATION

If your home or apartment is in an estate which is managed by a management company you will need to obtain a receipt for the payment of service charges, a copy of the most recent management accounts and contact details of the management company for your Solicitor.

If the property is situated in a housing estate a letter from the local authority confirming whether the roads and services in the development have been taken in charge by the Local Authority must be obtained. If seeking the letter from Dublin County Council it can take 6-8 weeks.

STEP 9 – LAND REGISTRY INSTRUMENT / SEPTIC TANK REGULATION

If there is a burden on the Folio comprised within the Land Registry Instrument, the instrument should be ordered by the Solicitor without delay as Land Registry are particularly busy and this could take 6 weeks to issue instruments.

If there is a septic tank / treatment system serving the property a registration certificate under the Waters Services (Amendment) Act 2012 must be furnished.

STEP 10 – PREPARING THE CONTRACTS FOR SALE

The contract for sale is drawn up once the solicitor has received all the documentation.

You solicitor can then send the contracts and title deeds to us by electronic mail and we can upload the contracts and title deeds to our website.

Prospective buyers may want to check the title documents before purchasing and this will speed up this process. Their solicitor, surveyor or architect can register with us and obtain access to these documents. Once a sale is agreed the contracts can be IMMEDIATELY sent out to the purchasers solicitor the same day the sale is agreed. The purchasers architects or surveyor can also access the documents for the purpose of carrying out a survey if required.

Checklist

1. Title Deeds/ Map & Identity	
2. Planning Permission	
3. Building Energy Rating	
4. Boundaries	
5. Fixtures and Fittings	
7. PPS Numbers	
8. LPT, Household Charge, NPPR	
8. Management Company, Local Authority Confirmation	
9. Land Registry Instrument/ Septic Tank Registration	
10. Preparing the Contracts For Sale	

That's it!

Just follow these 10 simple steps with your Solicitor to ensure you are prepared and no potential sales opportunity is lost with unnecessary delays.



Morrison
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GET IN TOUCH WITH US TO GET THE BALL ROLLING.

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