

HEALY CROWLEY AHERN solicitors

Questionnaire for persons selling property

Thank you for instructing Healy Crowley Ahern solicitors, of Killorglin and Caherciveen Co Kerry in relation to the sale of your property. We hope that you find our service efficient and professional. To help us prepare documentation on your behalf and to facilitate the sale of your property we would be grateful if you could complete the information contained on this questionnaire and post it or email back to our office. Please note all the information provided by you will be kept in strictest confidence.

YOUR PERSONAL DETAILS

Name: _____

Telephone Number: _____

Address: _____

Email: _____

PPS Number: _____

Please specify, are you self employed or a PAYE worker:

Please specify your marital status

Married

Single

Divorced/Separated

Widow/Widower

Civil Partnership

Co-habitant

If married or a civil partner please provide the date of marriage/civil partnership and supply copy of your marriage certificate/certificate of civil partnership

If divorced please provide us

- the date of your marriage _____
- And the name of your ex-spouse _____
- the date of your divorce _____
- a copy of your marriage certificate
- a copy of your certificate of divorce

If a widow/widower please provide us

- The date of your marriage _____
- The date of death of your spouse _____

ANTI-MONEY LAUNDERING

For the purposes of the Criminal Justice (Money Laundering and Terrorist Financing) Act 2010, we are obliged to satisfy ourselves regarding the identity of our clients. Therefore, we should be grateful if you could provide us

- A copy of your passport **OR** driving licence; **AND**
- A copy of any **one** of the following which have been issued to you in the last six months:-
 - Utility bill (eg ESB, telephone, gas bill,etc); **OR**
 - A bank or credit card statement; **OR**
 - Mobile phone bill; **OR**
 - Any correspondence from the Revenue Commissioners or the Department of Social Protection.

THE PROPERTY

Please provide the address of the property in sale: _____

Please specify the agreed sale price: _____

Are contents included in the sale?

- Yes No

If Yes please specify the agreed price for the contents: _____

Is your property registered under the National House Building Guarantee Scheme or the Homebond Scheme?

- Yes No

If yes, please provide us a copy of such scheme

BOUNDARIES

Are there any special agreements between you and your neighbours regarding your boundaries? For example agreements about their repair or maintenance?

- Yes No

If Yes please specify:-

Have you any disputes with any neighbours or others regarding your boundaries?

- Yes No

If Yes please specify:-

SERVICES

Is your property connected to a mains or a septic tank with respect to effluent?

- Mains Septic Tank

In relation to the water supply to your property, please indicate which of the following applies:-

- The property is connected to the public water main which is maintained by the local authority
- The property is part of a housing estate, which is in turn connected to the public water main which is maintained by the local authority
- The property has its own water supply (well)
- The property is part of a group (private) water scheme

Are there any pipes, drains, wires or cables under or over a neighbouring property which are used by you for your property?-

- No
- Yes, the property is part of a housing estate
- Yes, the property is serviced by pipes, drains, wires or cables under or over a neighbouring property
- Other, please specify

Please indicate whether the property is also serviced with the following services:-

- | | | |
|---------------------------------------|--------------------------------------|---|
| <input type="checkbox"/> Electricity | <input type="checkbox"/> Gas | <input type="checkbox"/> Telephone |
| <input type="checkbox"/> Satellite TV | <input type="checkbox"/> Soarview TV | <input type="checkbox"/> Other TV connection please specify |

Does your property abut a public road or a private road, please specify?

- Public road in charge of the local authority Private

If a private road, please specify any agreements with other users regarding repair/maintenance:-

OUTGOINGS

Is the property subject to the NPPR charge, that is the charge for second homes/holiday homes?

- Yes No

If Yes, please specify whether or not this has been paid in full or remains outstanding whether in whole or in part?

- Paid in full Some or all remains to be paid

Have you paid the Household Charge with respect to your property?

- Yes No, some or all remains to be paid It does not apply

If you have indicated that the household charge does not apply, please specify reasons

Do management charges apply to your property, e.g., payment to a management company or a residents association?

- Yes No

If Yes, please specify _____

Do any other charges apply (other than a mortgage or utilities) (e.g. payments to Kerry County Council, ground rents)

- Yes No

If Yes, please specify _____

MORTGAGES

Is your property subject to a mortgage?

- Yes No

If Yes, please specify the following in relation to your mortgage:-

Name of lending institution: _____

Amount outstanding: _____

BER CERTIFICATE

If the property in sale contains a dwellinghouse or other building we will be required to supply a BER (that is an energy rating) certificate with respect to the property. We can arrange for one to be conducted on your property or you can organise your own: -

- Yes, go ahead and organise a BER certificate on my behalf
- I have a BER certificate, I do not need to organise one
- No, I will organise my own BER certificate and supply it shortly to your office

PLANNING/CONSTRUCTION

If there is a dwelling or other building on the property, was it constructed before or after 1st October 1964?

- Prior to 1 October 1964
- After 1 October 1964

If the property was constructed after 1 October 1964 please specify date of construction

Has any development occurred on the property after its construction (e.g. extensions, garages, other works)?

- Yes
- No

If Yes please describe

The nature of the works and the date of such works

Description of Works _____ Date: _____

Description of Works _____ Date: _____

If your property was constructed after 1 October 1964 and/or any works were conducted on your property after 1 October 1964 please answer the following if it applies to you:-

- I applied for planning permission, and I supply a copy here
- I applied for planning permission, but I do not have a copy but the relevant planning references are:-

I applied for planning permission and I do not have a copy or the relevant planning references, but details of my engineer/architect are

I have no information regarding the planning permissions related to the property

TENNANTS

Is your property rented out to tenants?

Yes No

If Yes, please specify the following: -

Have you a written tenancy agreement?

Yes No

If Yes, please supply a copy

What is the rent paid per month? _____

Are the tenants aware of the sale?

Yes No

Have you served notice to quit?

Yes No

If Yes please provide a copy of any notice if available

LITIGATION/PROCEEDINGS

Is the property the subject of any dispute or other litigation with any person?

Yes No

If Yes, please outline _____

Have you received any notices from government agencies in connection with the property, for example?

A derelict site notice from the local authority Yes No

A notice from the Land Registry regarding a claim by a third party to the property or any rights over the property Yes No

A notice from the local authority regarding planning matters Yes No

A notice from the Environmental Protection Agency Yes No

Any other similar type of notice from any government agency

Yes No

If Yes, please outline _____

Thank you for taking the time to complete this questionnaire. Once completed, please post it back to whichever office you are dealing with Killorglin or Caherciveen. If you think at any stage in the future that the information you provided here is incorrect or may need to be updated or amended just simply contact the office

HEALY CROWLEY AHERN

Healy Crowley Aherm