

A Pre-Sale Checklist for Residential Property

A Guide for Vendors



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Property Address

Eircode	
Proposed Sale by	Private treaty <input type="checkbox"/> auction <input type="checkbox"/>
Proposed Completion Date	
Property Type	Detached <input type="checkbox"/> semi-detached <input type="checkbox"/> terraced <input type="checkbox"/> apartment <input type="checkbox"/> duplex <input type="checkbox"/>
Car Parking	Off street <input type="checkbox"/> on street <input type="checkbox"/> disc parking <input type="checkbox"/> assigned park space(s) <input type="checkbox"/> Designated <input type="checkbox"/>
Boundaries	Shared <input type="checkbox"/> hedge <input type="checkbox"/> walls <input type="checkbox"/> undefined <input type="checkbox"/>
Boundary Agreement	Yes <input type="checkbox"/> No <input type="checkbox"/>
Access	Public road <input type="checkbox"/> private road <input type="checkbox"/> right of way <input type="checkbox"/> shared access <input type="checkbox"/> estate road <input type="checkbox"/>
Total Floor Area	m ²
Contents	
Vacant Possession	Yes <input type="checkbox"/> No <input type="checkbox"/>
Letting Agreement	Yes <input type="checkbox"/> No <input type="checkbox"/>
Local Authority	

Services

Electricity	Yes <input type="checkbox"/> No <input type="checkbox"/>
Drainage	Mains <input type="checkbox"/> septic tank <input type="checkbox"/>
Water	Mains <input type="checkbox"/> well <input type="checkbox"/> group water scheme <input type="checkbox"/>
Heating	Oil <input type="checkbox"/> Gas <input type="checkbox"/> Electric <input type="checkbox"/> Solid fuel <input type="checkbox"/>
Telephone Line	Yes <input type="checkbox"/> No <input type="checkbox"/>
Internet	Broadband <input type="checkbox"/> wireless <input type="checkbox"/>
Television	Cable <input type="checkbox"/> satellite <input type="checkbox"/> aerial <input type="checkbox"/>

Status

BER Rating	
BER Certificate Number	
Protected Structure	Yes <input type="checkbox"/> No <input type="checkbox"/>
Tested for Radon	Yes <input type="checkbox"/> No <input type="checkbox"/>

Legal

Title

Freehold/Leasehold

Title Deeds

Folio

Property Taxes

VAT

Planning Permissions

Bank ☐ Vendor ☐

LPT 2013- to date ☐ NPPR 2009-2013 ☐ Household Charge 2012 ☐

All developments since 1 October 1964

Managed Property

Management Co Name

Management Co Agent

Management Co contact details

Service charge contribution

Contact

Agent Branch address

Telephone Number

Email

Surveyor Contact Email

Keys/alarm code

Yes ☐ No ☐





Chartered property,
land and construction
surveyors

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