



Annie Egan &
Company Solicitors

SELLING PROPERTY

FACT SHEET

Whether you are selling to upsize or downsize, it is important that you prepare your Property not only for potential viewings but that your documentation is in order to effect an efficient sale without potential delays.

Below are a few points to consider prior to selling your Property:

We recommend:

- 1) **Have your AML documents** to ensure you are not scrambling last minute for documentation. We recommend: 1) Have your up-to-date Photo ID in a pdf Format (such as a valid passport or driver's license) this document will be needed by several parties which include your solicitor, the Estate Agent and in certain circumstances (where the Property is subject to a mortgage, your lending institution) for Anti Money Laundering purposes. *(Your Solicitor may ask you for additional documentation necessary to prepare contracts for sale, for more information contact us directly on info@annieegansolicitors.ie)
 - 2) **Have a utility bill with your current address** (such as electricity, gas, revenue document or redacted bank statement for the last 3 months) as above, it will be required by all the parties mentioned for Anti Money Laundering purposes.
- **If your Property is subject to a mortgage:** it is important you contact your Solicitor as soon as possible. Your Solicitor needs to bespeak your title Deeds from the Lender, this can cause delays and frustrations if left last minute.
 - **Engage an experienced Solicitor:** Make sure you instruct a solicitor and discuss your budget, closing requirements in advance and agree estimated fees. Solicitors are obliged under Section 150 of the Legal Services Regulation Act 2015 [Legal Services Regulation Act 2015, Section 150 \(irishstatutebook.ie\)](http://www.irishstatutebook.ie/eli/2015/act/1/section/150/) provide to their Client a Notice in written clear language of the legal costs to be incurred in the transaction.
 - **Engage an Estate Agent:** at this point it is important you choose your Estate Agent and that your Solicitor reviews your Property Services Agreement with the Estate Agent. For more information, please contact [Annie Egan & Company Solicitors](#)
 - **Ensure you have your Local Property Tax** up to date and furnish your Solicitor with a copy of same. Your Solicitor will be able to advise you at this stage of whether the valuation bands declared are within the permitted limits outlined by the Revenue Commissioners or propose solutions to you. For more information on valuation bands and Local Property Tax please visit Revenue's website on <https://www.revenue.ie/en/property/local-property-tax/selling-buying-or-transferring-a-property/what-is-revenue-clearance.aspx> *If you are unsure about your correct band or what steps you need to take, talk to your Solicitor who will guide you in this process.
 - **Talk to your solicitor** about any works you have carried out to the Property since the date you purchased it. Your Solicitor will be able to advise you in respect of any additional documents which may be required to complete a successful sale. At [Annie Egan & Company Solicitors](#) we will ensure once your property is Sale Agreed we complete your matter in the most efficient way always ensuring your legal interests are protected.