

A Pre-Sale Checklist for Residential Property

A Guide for Vendors



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Property Address

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

Services

Electricity	Yes ☐ No ☐
Drainage	Mains ☐ septic tank ☐
Water	Mains ☐ well ☐ group water scheme ☐
Heating	Oil ☐ Gas ☐ Electric ☐ Solid fuel ☐
Telephone Line	Yes ☐ No ☐
Internet	Broadband ☐ wireless ☐
Television	Cable ☐ satellite ☐ aerial ☐

Status

BER Rating	
BER Certificate Number	
Protected Structure	Yes ☐ No ☐
Tested for Radon	Yes ☐ No ☐

Legal

Title

Freehold/Leasehold

Title Deeds

Bank ☐ Vendor ☐

Folio

Property Taxes

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

VAT

Planning Permissions

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

Dating back to 1895, the Society of Chartered Surveyors www.scsi.ie Ireland is the independent professional body for Chartered Surveyors working and practicing in Ireland.

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www.scsi.ie

Society of Chartered
Surveyors Ireland
38 Merrion Square,
Dublin 2, DO2 EV61,
Ireland
Tel: + 353 (0)1 644 5500
Email: info@scsi.ie

