



S150 COMMERCIAL PURCHASE .DOCX

Costs and Fees



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I refer to the matter and to our conversations and I am very pleased to act for you. I have detailed below our costs, completion procedure and the next immediate steps in the process.

Costs

I would be prepared to quote a fee of 0.75% of the purchase price plus VAT payable and outlay. I would estimate the outlays which would arise in relation to the purchase to be as follows:-

Commercial Stamp Duty	6% of Purchase Price
Registration Fees	750.00 +
Up to date Copy Folio with Filed Plan	40.00 each
Searches	160.00
Miscellaneous	150.00
Commissioning	80.00
Bank Transfer Charges	50.00

Please treat the above estimate as a guide only as stamp duty rates, land registry fees and bank charges change from time to time. I trust that the above is in order, however, if you require any further clarification please do not hesitate to contact me.

Our liability (and that of our present and former partners and employees) to you arising out of, or in connection with, our engagement (whether for breach of contract or of statutory duty, negligence, or otherwise) will be limited to the minimum amount of the professional indemnity insurance cover from time to time required to be maintained by us under applicable law €1.5m. Nothing in this letter shall limit our liability to you (a) for fraud or fraudulent concealment or (b) to the extent that under any applicable law liability may not be limited.

Loan approval, Contracts and balance deposit

When I have your loan documents and contracts from the vendor I will contact you to arrange an appointment for you both to come in and go through all of the documents.

Completion

The closing date is the day for the final legal transfer of the property when the remaining balance is paid to the Vendor, all legal documents are completed and the buyer gets the keys to the property. We shall discuss this procedure in further detail at your next appointment.

Your loan cheque must be requisitioned from your bank or building society on your behalf in advance of the closing date. Please remember that they require at least five clear working days notice for the release of the loan cheque in advance of which all loan conditions have been cleared.

You should be aware that the actual closing of this transaction between ourselves and the Vendor's Solicitors may take place by way of post i.e. we post the balance of the purchase price to his Solicitors and they in turn post the title deeds to this office. Therefore, we will need to be in receipt of the loan cheque at least twenty four hours before your chosen day of closing. Alternatively, you do have the option of closing

the transaction by using a courier service. Should you wish to close on the day the loan cheque issues to this office, it will be necessary to do so by way of courier, who charges €60.00 for this service. Please let us know your decision in relation to this in advance of closing.

On the day of closing, if there is a shortfall between the loan cheque and the balance of the purchase price due and we are not in receipt of cleared funds from you, we will need a Bank Draft for this sum made payable to the Vendor Solicitors. We shall discuss your proposed purchase budget when we meet to sign the Contracts and we shall furnish you with a final written statement of account once the Completion Notice issues.

In any event, on the day of closing I will require the loan cheque, cleared funds for the balance due to the Vendors and cleared funds in respect of our costs, by, at latest, 10.00am on the morning of closing. If the money is received later than that time, it will not be possible to close on that day.

Further Requirements

When coming in to sign the Contract, I will require the following from you :-

1. A note of your PPS numbers and tax types which are required by the Revenue Commissioners for adjudication of the Deed of Transfer.
2. A copy of your State Marriage Certificate (if applicable).
3. Photo identification and utility bill;
4. Cheque or banker's draft in respect of the balance deposit, I will notify you of the amount in advance.

Housekeeping:

- **When appointments are made with me it may be necessary due to urgent or emergency Court Applications to re-schedule your appointment. We have no control over such circumstances and strive where at all possible to minimise the inconvenience to you.**
- **Our Office hours are 9.30am to 5.00pm Monday to Friday with lunch from 1 – 2pm daily.**
- **We ask that all calls are directed to the office number 041-9807404. We return phone calls at a scheduled time every day (except where a call is urgent and needs to be dealt with immediately). We do ask that the mobile number is not used except in absolute emergencies as it is a private mobile**
- **Where you are leaving a message for your Solicitor we do ask that you leave as detailed a message as possible or email in your message to reception@dorothywalshsolicitors.com**
- **We do not accept instructions via text messages or via emails.**
- **Text messages and emails and letters are treated the same for billing purposes.**

Please feel free to contact me if you have any queries in relation to this or any other matter. I look forward to working with you and thank you again for your valued instructions.

DOROTHY J. WALSH & COMPANY