

Conveyance Sale

Costs and Fees



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**

 €

Commissioner’s Fee 20.00-40.00

Fee to take up title deeds from Lending Institution 35.00

Letter from Local Authority re roads and services 70.00

Fee to obtain vacated mortgage 35.00-50.00

Fee to Register Vacated Mortgage 40.00

Certified Copy Folio with Filed Plan 40.00

Miscellaneous 50.00

Please treat the above estimate as a guide only as 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.

For properties up to €380k Professional Fee is €1450.00 Plus vat and outlay

For properties over €380k - €500k Professional Fee is €3000.00 plus VAT and outlay

Please also note that the agreed figure is our professional fee and this covers the costs involved in the basic sale transaction calculated on the basis of this transaction consisting of seven hours professional time. The figure also includes the making of a Will for all parties to the Conveyance. In the event that unforeseen difficulties arise, leading to additional work on our part, we reserve the right to charge on the basis of the extra time involved. In the unlikely event of this happening, I shall notify you immediately.

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.

**Further Requirements**

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

1. A note of your PPS number;
2. A copy of your State Marriage Certificate (if applicable);
3. Photo identification and utility bill;
4. LPT Printout showing a Nil balance
5. Certificate of Discharge from NPPR
6. Completed and signed Vendors’s Questionnaire (enclosed herewith);
7. Signed Authority releasing title deeds to us

The Questionnaire may seem detailed however it will enable us to review the Contracts for Sale comprehensively and ensure that all matters at issue are addressed and ultimately to provide you with a better service. If you are unsure of any of the answers we can complete them together at our next meeting.

**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.**
* **We do not accept instructions via text messages or via emails.**
* **Text messages and emails are treated the same in terms of billing.**

Please feel free to contact me if you have any queries in relation to this or any other matter.

I look forward to hearing from you.

Many thanks again for valued instructions.

**Yours faithfully,**

**DOROTHY J. WALSH & COMPANY**

**AUTHORITY**

**LENDING INSTITUTION:**

**MORTGAGE ACCOUNT NUMBER:**

**BORROWER/MORTGAGEE:**

**PREMISES:**

**SOLICITORS:**  Dorothy J. Walsh & Company, 21 Fair Street,

Drogheda, County Louth

[DX 177010 Drogheda 2]

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I,

the undersigned hereby authorise and instruct the above Lending Institution as follows:-

1. To make the documents of title to the above mentioned premises available on Accountable Receipt to the Solicitors acting on my behalf in connection with the sale of the premises.

2 To furnish to my Solicitors Redemption Figures payable in respect of my Mortgage Account and all associated accounts relating to the mortgage on the above premises.

The said documents of Title shall be held in trust by my Solicitors pending full discharge of all monies due to the Lending Institution on foot of their Mortgage/Charge.

The Solicitors acting for me are specified above.

Dated : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed:.....................................................

Signed:.....................................................