



The following information advice from O'Shea Solicitors is for the benefit of clients who are in the process of selling a Property and is a useful guide to consult as the process progresses towards completion. Highlighted in bold are the actions that need to be taken by you the Seller to facilitate a smooth progression and stress free experience.

- (a) As soon as you accept the Purchasers offer a **Booking Deposit** is paid to Auctioneer/Agent and you should advise him/her of the name and address of your Solicitor. Payment of a Booking Deposit does not bind the Purchaser.
- (b) Obtain through the Auctioneer/Agent a copy of the **Building Energy Rating Certificate** and forward same to your Solicitor.
- (c) Confirm a **Closing Date** acceptable to both the purchaser and yourself.
- (d) Agrees a **valuation of contents** with the Auctioneer/Agent as it will be important for the Purchaser to avoid paying stamp duty on contents.
- (e) Your Solicitor should by then have obtained the **Title Deeds** from your Lending Institution and sent the Contracts to the Purchaser's Solicitor with copy title deeds.
- (f) The Purchasers Solicitor will hold the Contract for probably in the region of two/three weeks until the following pre-contract matters have been dealt with.
  - Building Energy rating Certificate furnished to the purchaser Solicitor and;
  - Planning Search obtained by them against the Property and;
  - Written loan offer obtained from their Financial Institution and;
  - Closing date agreed with your Agent and;
  - Mortgage Protection Policy obtained by Purchaser to satisfy Lending Institution and;

---

**Disclaimer (because you knew there had to be one!).**

O'Shea Legal provide this information for your general education. It is not intended to substitute for the advice of a solicitor and does not address the specific facts or circumstances of your particular business or personal needs. You should confirm with your solicitor whether this information applies to your situation.

- Valuation of Contents agreed.
- (g) Assuming all is in order, Purchasers Solicitor sends your Solicitor the signed Contract and deposit and you **sign the Contract** in duplicate and your Solicitor returns one part of the Contract (signed) to the Purchaser's Solicitor. This usually happens about three to four weeks after the booking deposit is paid to the Agent.  
**Note** – only at this stage is the Contract binding on both sides.
- (h) Your Solicitor will then respond to all queries on title ('Requisitions on Title') raised by the Purchasers Solicitor and will prepare the closing documents.
- (i) Your Solicitor will then contact your Financial Institution, if you have a Mortgage on your Property, and obtain the redemption figures for redeeming the Mortgage out of the sale proceeds on closing.
- (j) Your Solicitor will prepare the closing documents and you will be invited to sign same.
- (k) Your Solicitor will then arrange with the Purchasers Solicitor for a **closing appointment**. This appointment rarely takes place on the contractual closing date but is usually within a few days of that date.
- (l) Only when the appointment is confirmed by your Solicitor should you make arrangements for **removal vans etc.**, to move out on the appointed date.
- (m) On the **closing date** your Solicitor attends to handing over title deeds and keys in exchange for the balance of proceeds of sale. It will not be necessary for you to attend at the closing but you must have vacated the property by the time the closing takes place.

Please do not hesitate to contact Eoin O'Shea Solicitor of O'Shea Legal for a chat if you have any queries with regard to these critical steps.

- *At O'Shea Legal we have been acting for Purchasers and Sellers of houses for in excess of 25 years and can deal with your transaction quickly, efficiently and cost effectively.*
- *This means that you are assured of the transaction proceeding smoothly to completion with minimum stress and worry on your part.*
- *As we are a Member of the Law Society of Ireland and carry full Professional Indemnity you also get a guarantee of good marketable title to your Property so that any sale in future will proceed without difficulty.*
- *You also get the benefit of a friendly service and prompt response to your communications.*

---

**Disclaimer (because you knew there had to be one!).**

*O'Shea Legal provide this information for your general education. It is not intended to substitute for the advice of a solicitor and does not address the specific facts or circumstances of your particular business or personal needs. You should confirm with your solicitor whether this information applies to your situation.*