

Vendors Checklist





Sherry FitzGerald

Supporting you every step of the way

We understand that bringing your property to the market was an important decision for you to make and that much thought and time has been invested in reaching this point. Now that you are ready to start the process of selling your home we thought it would be helpful to share our expertise and experience with you to ensure your journey to a successful conclusion, is as smooth as possible.

The Essentials

Before presenting your home to the market it is important to make sure that you have taken care of any outstanding home maintenance issues. The hustle and bustle of everyday life can often make us blind to repairs that need doing, chipped paintwork that needs attention and carpets that could benefit from a refreshing clean! That's why we have prepared a guide for you, full of useful tips on how to get your home market ready. Please visit sherryfitz.ie to access our **Dress to Impress** guide and with our help you will soon be on the right track.

Once you are happy that your home is now ready it's time to call in an estate agent who will talk you through the sales process in detail and give you a price guide based on their experience of similar sales in your local area. Book our free **Market Appraisal** online at sherryfitz.ie and we will be very happy to visit your home to share our expertise with you at a time that suits you.

What you should ask your agent

- Is now a good time to sell?
- How long is the sale process likely to last?
- Are similar properties in the area achieving their asking price?
- What is current available market stock like? If you are looking to purchase then you should be aware of what choice you might have
- What fee will your agent charge and how is it collected?
- What are the marketing costs associated with promoting your property?
- How are viewings conducted?
- Can you withdraw your property from the market if you change your mind?

Viewings

It can't be emphasised enough how important it is to make a good impression when it comes to showing your home. You have already addressed any maintenance issues at this point and so you don't want to fall at the first hurdle when it comes to presenting your home for a viewing. It takes effort and may be the last thing you want to do when you get home after a long day, but it's worth it and could be instrumental in securing a successful sale.

It's hard to do but you will need to detach emotionally from your home and remove personal items and photos so that potential purchasers can imagine putting their own stamp on the property. By removing your personality in terms of display areas you are creating a more neutral canvas which will allow viewers to visualise how they would use that space.

Talk to your agent and agree a time and day that suits the demands of your lifestyle which will be convenient for viewings to take place. Where possible your agent will try and steer interested parties into those time slots, however there will sometimes be the case where flexibility may be required.



Introducing mySherryFitz.ie

When a buyer registers on our new communications hub **mySherryFitz.ie**, they will gain 24 hour access to our services so that they can both view and make offers, arrange viewings and make property enquiries during a time that suits them in a way that doesn't restrict them to our office hours. It offers complete openness and simplicity which makes the process a lot more time efficient and engaging for the buyer.

What does this mean for you?

The key benefit for you is that we will attract more potential buyers for your property as we offer them a new and convenient way of digitally communicating with us, making us a much easier estate agent to do business with. This means your property is accessible 24 hours a day. On **mySherryFitz.ie** buyers have a progress tracker, which is an excellent tool that guides them through their journey, ensuring that they are prepared and know what they need to do next. This will help avoid unnecessary delays with the sale of your property.

Thinking Ahead

There are many variables when it comes to selling your home as it's impossible to predict how long the sale may take, so here are a few things to consider:

- Have a plan in place in the event of a quick sale – you may want to rent while you consider your options
- Actively engage with your agent so you are made aware of any suitable properties as they come to market
- Once your property has gone sale agreed think carefully about an ideal closing date that suits both you and the purchaser
- Have arrangements in place for a removal company
- Start packing away and labelling non-essential items which will speed the process up on moving day

Finally, concentrate on the positives – this is the start of a new adventure for you!

To arrange a free, no obligation market appraisal drop into your local branch, call our Freephone number **1800 20 9000**, email **clientservices@sherryfitz.ie** or visit **sherryfitz.ie**.
We're here to help.

The Legals

Once you have chosen your estate agent, one of the first things you need to do is appoint a solicitor familiar with property sales transactions (conveyancing). From January 2019, a solicitor acting for a vendor must show evidence of 'title in full' (legal right to sell) to a prospective purchaser's solicitor when issuing contracts. Providing your solicitor with everything they require at the start of the sales process helps ensure they will be able to issue a contract quickly and avoid delays. Use our checklist below and discuss the details with your solicitor to help your sale run smoothly.

1. Title Deeds

- If your property is mortgage free, provide your solicitor with your Title Deeds (a legal document that states your legal right to own a property)
- If your property remains subject to a mortgage, ask your solicitor to request the Title Deeds from your lending institution (this can take 2-3 weeks)
- Let your solicitor know if you are in negative equity (special arrangements with your lending institution are required in these circumstances)
- Confirm vacant possession will be available or if the property is let, then full details of tenancy should be provided, including registration with Residential Tenancy Board (RTB)



2. Certificates of Compliance & Planning Issues

- If you have carried out any alterations or extensions to your property you must have relevant certificates of compliance on file, one of which may be a Certificate of Exemption from Planning. Speak with your solicitor about any works carried out as a wide range of supporting documentation may be required
- Let your solicitor know if there are any planning irregularities, sometimes these can be resolved
- Provide a land registry compliant map outlining boundaries of your property
- If the services to your property are not attached to the mains, then your solicitor will need you to source your septic tank registration and / or waste water treatment system with Protection Order and Water Service license
- Provide Home Bond/Premier Guarantee for the dwelling on sale if applicable

3. Taxes and Charges

- In relation to property tax, provide evidence of payment of the Local Property Tax and evidence of payment or exemption of the NPPR, (Non-Principal Private Residence) charge
- Provide your registration details from Irish Water
- If you own a Leasehold property which is still subject to a ground rent charge, your solicitor will need an up-to-date ground rent receipt

4. Managed Property

If your property is in a managed development with a service charge payable, provide your solicitor with the name of the managing agents and their contact details together with a copy of an up to date service charge statement.

5. BER Certificate and Advisory Report

Your solicitor will need these details unless your property is exempt.

6. Schedule of Contents

Details must be confirmed relating to fixtures and fittings included in the sale price and a valuation for same.

7. Personal details

- Provide proof of address in the form of a utility bill in your own name (dated within the last 3 months) and a copy of your photographic ID
- Give your solicitor a copy of your marriage certificate, if married and if separated, or divorced a copy of the separation agreement or divorce decree
- If you are non-resident, let your solicitor know as particular rules apply
- Confirm the PPS numbers and tax types of Vendor/s and tax type registered with Revenue Commissioners
- If you are an executor, ensure that a Grant of Probate application has been made

