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Bryanstown Centre,
Drogheda

Checklist for selling your property



Before we can issue your contracts for sale, please make sure you send us the following:

1. BER certificate and advisory report.
2. List of contents included in the same.
3. Local Property Tax Pin number and Property ID number.
4. Completed questionnaire.
5. Payment on account of €300.
6. Name of the management agent for the management company, if applicable.

BIC	AIBKIE2D
IBAN	IE79 AIBK 9320 9484 9741 47
BRANCH	AIB, Dyer St., Drogheda, Co. Louth
NAME	Madden Law Client Account

When coming in to sign contracts, please bring the following with you:

1. Photo ID.
2. Proof of address.
3. PPS number on a Revenue or Government department document.
4. Your bank details, to receive the proceeds of sale.

Local Property Tax

- When selling a property, Revenue clearance is required in relation to LPT. If the sale price is less than €350,000 then general Revenue clearance applies. If the property price is greater than that, then general clearance will apply if the contract price is within 50% (80% for Dublin properties) of the valuation band. If not, specific Revenue clearance can be applied for.
- The registered owner of the property on the 1st November every year is liable to pay the LPT. The seller pays the LPT liability for the whole calendar year in advance of completion. The purchaser pays the seller the amount of LPT due from the completion date to the end of the calendar year. This will be paid on completion in addition to the balance of the selling price.



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