

# PRE-CONTRACT QUESTIONNAIRE FOR PROPERTY PURCHASE

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## FULL ADDRESS OF PROPERTY BEING PURCHASED (INCLUDING EIRCODE)

Address line 1 \_\_\_\_\_

Address line 2 \_\_\_\_\_

Town / City \_\_\_\_\_

County \_\_\_\_\_

Eircode \_\_\_\_\_

PURCHASER(S) \_\_\_\_\_

## MAIN CONTACT DETAILS

Name \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

PRE-CONTRACT QUESTIONNAIRE FOR PROPERTY PURCHASE

Please complete this form carefully.

For many of the questions you need only tick the correct answer. It does not matter if you do not know the answer to any question so long as you say so. If there are any questions that you do not understand, please contact us.

If the information you have provided changes after you fill in this questionnaire but before the purchase is completed, tell us immediately. This is as important as giving the right answers in the first place.

1. YOUR DETAILS (If there are three or more purchasers, please fill out separate sheets/separate online forms for questions 1.1.1 to 1.1.9 in respect of the third and further purchasers.)

Please complete the following personal details

DETAILS OF PURCHASER 1:

1.1.1. Your full name

1.1.2 Have you ever used any other name or variant of your name in Irish, English or in any other language?

Yes

No

Please give details

1.1.3 Your address, including Eircode (for correspondence)

1.1.4 Your occupation

1.1.5 Please provide your contact details

Telephone / mobile number

Email address

1.1.6 Anti-money-laundering requirements

Please bring the **originals** of the following when coming to see your solicitor. Copies will be taken and kept by your solicitor and the originals will be returned to you:

- Photo ID, such as a current passport, driver’s licence or state-issued identity card with photograph. **[BRING]**
- Proof of address dated within the past 3 months, such as a utility bill for gas, electricity, water, or a letter from your bank or Revenue. **[BRING]**

**1.1.7(a) What is your current family law status?**

STATUS (tick appropriate box in middle column)	✓	THE FOLLOWING WILL BE NEEDED WHERE INDICATED: (If any of your certificates or documents are in a language other than Irish or English, please provide a translation.)	
Single	<input type="checkbox"/>		
Single but previously engaged	<input type="checkbox"/>		
Married	<input type="checkbox"/>	State marriage certificate. Your spouse must consent to any mortgage if the property is not in joint names and you both ordinarily reside or intend residing there.	<b>[BRING]</b>
Widowed	<input type="checkbox"/>	State marriage certificate AND Spouse's death certificate	<b>[BRING]</b> <b>[BRING]</b>
Separated	<input type="checkbox"/>	State marriage certificate AND Deed of separation Court order AND/OR Deed of waiver	<b>[BRING]</b> <b>[BRING]</b> <b>[BRING]</b>
Divorced	<input type="checkbox"/>	State marriage certificate AND Court order AND/OR Deed of waiver	<b>[BRING]</b> <b>[BRING]</b> <b>[BRING]</b>
Civil partnership	<input type="checkbox"/>	Civil partnership registration certificate. Your civil partner must consent to any mortgage if the property is not in joint names and you both ordinarily reside or intend residing there.	<b>[BRING]</b>
Surviving civil partner	<input type="checkbox"/>	Civil partnership registration certificate AND Deceased civil partner's death certificate	<b>[BRING]</b> <b>[BRING]</b>
Civil partnership dissolved	<input type="checkbox"/>	Civil partnership registration certificate AND Decree of dissolution of civil partnership	<b>[BRING]</b> <b>[BRING]</b>
Cohabiting	<input type="checkbox"/>	Details of - • How long you have been cohabiting • Whether you and your cohabitant have children together	

**1.1.7(b) Do you and your spouse / civil partner /cohabitant intend to ordinarily reside in the property?**

- Yes  
 No

**1.1.8 In relation to your marriage or civil partnership or your cohabitation, are you or have you been involved in any family law litigation or has any been threatened in –**

**(a) Ireland?**

- Yes  
 No

If you answered 'Yes', please give details

**(b) Any other jurisdiction?**

- Yes  
 No

If you answered 'Yes', please give details

**1.1.9 What is your PPS number and tax type?**

*(This information will be required by the Revenue Commissioners. If you don't have a current Irish PPS number, you need to apply now to obtain one prior to completion. See [www.welfare.ie](http://www.welfare.ie))*

PPS No.:

Tax type:

Income tax

PAYE

VAT

Other (specify)

**DETAILS OF PURCHASER 2:**

1.2.1. Your full name

1.2.2 Have you ever used any other name or variant of your name in Irish, English or in any other language?

Yes

No

Please give details

1.2.3 Your address, including Eircode (for correspondence)

1.2.4 Your occupation

1.2.5 Please provide your contact details

Telephone / mobile number

Email address

1.2.6 Anti-money-laundering requirements

Please bring the **originals** of the following when coming to see your solicitor. Copies will be taken and kept by your solicitor and the originals will be returned to you:

- Photo ID, such as a current passport, driver's licence or state-issued identity card with photograph. **[BRING]**
- Proof of address dated within the past 3 months, such as a utility bill for gas, electricity, water, or a letter from your bank or Revenue. **[BRING]**

**1.2.7(a) What is your current family law status?**

STATUS (tick appropriate box in middle column)	✓	THE FOLLOWING WILL BE NEEDED WHERE INDICATED: (If any of your certificates or documents are in a language other than Irish or English, please provide a translation.)	
Single	<input type="checkbox"/>		
Single but previously engaged	<input type="checkbox"/>		
Married	<input type="checkbox"/>	State marriage certificate. Your spouse must consent to any mortgage if the property is not in joint names and you both ordinarily reside or intend residing there.	<b>[BRING]</b>
Widowed	<input type="checkbox"/>	State marriage certificate AND Spouse's death certificate	<b>[BRING]</b> <b>[BRING]</b>
Separated	<input type="checkbox"/>	State marriage certificate AND Deed of separation Court order AND/OR Deed of waiver	<b>[BRING]</b> <b>[BRING]</b> <b>[BRING]</b>
Divorced	<input type="checkbox"/>	State marriage certificate AND Court order AND/OR Deed of waiver	<b>[BRING]</b> <b>[BRING]</b> <b>[BRING]</b>
Civil partnership	<input type="checkbox"/>	Civil partnership registration certificate. Your civil partner must consent to any mortgage if the property is not in joint names and you both ordinarily reside there.	<b>[BRING]</b>
Surviving civil partner	<input type="checkbox"/>	Civil partnership registration certificate AND Deceased civil partner's death certificate	<b>[BRING]</b> <b>[BRING]</b>
Civil partnership dissolved	<input type="checkbox"/>	Civil partnership registration certificate AND Decree of dissolution of civil partnership	<b>[BRING]</b> <b>[BRING]</b>
Cohabiting	<input type="checkbox"/>	Details of - • How long you have been cohabiting • Whether you and your cohabitant have children together	

**1.2.7(b) Do you and your spouse / civil partner /cohabitant intend to ordinarily reside in the property?**

- Yes  
 No

**1.2.8 In relation to your marriage or civil partnership or your cohabitation, are you or have you been involved in any family law litigation or has any been threatened in –**

**(a) Ireland?**

- Yes  
 No

If you answered 'Yes', please give details

**(b) Any other jurisdiction?**

- Yes  
 No

If you answered 'Yes', please give details

**1.2.9 What is your PPS number and tax type?**

*(This information will be required by the Revenue Commissioners. If you don't have a current Irish PPS number, you need to apply now to obtain one prior to completion. See [www.welfare.ie](http://www.welfare.ie))*

PPS No.:

Tax type:

Income tax

PAYE

VAT

Other (specify)

**2. TRANSACTION AND PROPERTY DETAILS**

**2.1(a) What is the source of the funds that will be used to buy the property?**

	€	PROVIDER
Own resources	<input type="text"/>	
Loan	<input type="text"/>	<input type="text"/>
Gift	<input type="text"/>	<input type="text"/>

*(If you are getting a loan, your bank may have additional requirements if you are getting a gift.)*

**2.1(b) If you are obtaining a loan, please provide us with a copy of your letter of loan offer. [BRING]**

*(Before you give an unconditional contract to purchase the property, it is essential that you are able to comply with all of the conditions of your loan offer. If life assurance is required, you must ensure that you are approved for life cover.)*

**2.2(a) Please give the name(s) and address(es) of the person(s) whose name(s) will go on the deed to the property being purchased.**

**2.2(b) Please state in what shares they will hold the property.**

**2.2(c) Please give the name(s) and address(es) of the person(s) whose name(s) will go in the mortgage deed, if any.**

**2.3 What type of property is it?**

- Private dwelling house
- Apartment / Town house
- Vacant site
- Commercial

**2.4 Please provide name and contact details of auctioneer.**

**2.5(a) What is the purchase price?**

€

**2.5(b) Have you paid a booking deposit?**

- Yes
- No

If you answered 'Yes', please give details

*(You should get a receipt from the auctioneer saying the deposit is being held in trust and to your order.)*

**2.6 When do you hope to complete the purchase?**

*(The completion date (which will have to be agreed with the vendor) is the day on which the purchase monies are paid and you receive the keys. You should inspect the property immediately prior to completion to ensure that the vendor has vacated it but leaving those items that they have agreed to sell to you.)*

**2.7 Does the property, or the development in which it is situate, consist of a block of 5 or more storeys (including the basement)?**

- Yes
- No

**2.8 Is there any evidence of any person, other than the vendors and their immediate family, occupying the property?**

- Yes
- No

If you answered 'Yes', please give details

**3. SERVICES AND UTILITIES**

This section applies to gas, electrical and water supplies and sewage disposal. Where you have answered, “not known” to one of the following questions, you will need to ask your architect or engineer to confirm the position.

**3.1 Please tick which services you expect the property to have**

- Gas
- Mains electricity
- Mains water
- Well
- Group water scheme
- Septic tank
- Mains drains
- Other (specify)

*(You should make your own arrangements for the transfer of all services, such as telephone, gas, electricity, and water prior to completion.)*

**3.2 Do any drains, pipes or wires for these services cross any neighbour’s property?**

- Yes
- No
- Not known

If you answered ‘Yes’, please give details

**3.3(a) If the property obtains its water supply from a well, is this well on the property?**

- Yes
- No
- Not known

If you answered ‘Yes’, please give details

**3.3(b) Does the property obtain its water supply from a group water scheme?**

- Yes
- No
- Not known

If you answered ‘Yes’, please give details



3.4 If the property drains into a septic tank, is the tank and its percolation area on the property?

- Yes
- No
- Not known

If you answered 'Yes', please give details

3.5 Do any drains, pipes, wires or cables servicing another property pass over or under the property?

- Yes
- No
- Not known

If you answered 'Yes', please give details

3.6 Is there a well or septic tank on the property that services another property?

- Yes
- No
- Not known

If you answered 'Yes', please give details

3.7 Does a public road lead directly to the property?

- Yes
- No
- Not known

If you answered 'Yes', please give details

3.8(a) Is the property situated in a privately managed estate?

- Yes
- No
- Not known

If you answered 'Yes', please give details

3.8(b) Is a designated car parking space included in the purchase price?

- Yes
- No
- Not known

If you answered 'Yes', please give details

**4. PLANNING**

4.1 Do you know when the buildings on the property were constructed?

- Yes
- No

If you answered 'Yes', please give details

4.2. (a) What is the present use of the property?

4.2(b) Do you intend to change this use?

- Yes
- No

If you answered 'Yes', please give details

4.3. Does it appear that there has been building work (such as an extension, garage or attic conversion) on the property.

- Yes
- No

If you answered 'Yes', please give details

4.4 Have you carried out a planning search –

(a) To check details of proposed road widening, zoning, etc?

(b) To establish whether or not there have been any planning applications made in respect of the property or any nearby property, whether they have been granted or refused, and to see if they affect your future plans for the property?

Yes

No

(NOTE: If not, you or your architect or engineer should do so now.)

If you answered 'Yes', please give details

4.5. Is the property a protected structure or situated in an architectural conservation area, an area of special planning control, an area of special amenity, a landscape conservation area, a strategic development zone or other area designated under the Planning Acts for any specific purpose or objective?

Yes

No

If you answered 'Yes', please give details

## 5. CONTENTS

5.1 Are there any contents included in the purchase price?

Yes

No

If you answered 'Yes', please give details, including any estimated value

5.2 Are you taking over any lease or finance agreements that may exist in relation to these contents, for example hire purchase?

Yes

No

If you answered 'Yes', please give details

## 6. STAMP DUTY

Different rates of stamp duty apply to residential and non-residential property.

6.1 Is the property (*select one only*) –

- wholly residential?  
 wholly non-residential?  
 mixed (part residential and part non-residential)?

(NOTE: If you answered 'mixed', an auctioneer's valuation reflecting the agreed apportionment will be required)

## 7. SURVEY

7.1 If you are buying a second-hand property, have you had a survey carried out by an architect, engineer or surveyor?

- Yes  
 No

(It is very important that you have the property surveyed before the contracts are exchanged, as you will have no recourse against the seller if defects in its physical condition appear later. Your architect or engineer or surveyor should also check the map against the physical boundaries of the property on the ground to ensure that the map properly reflects the physical boundary of the property and that any buildings, any well, or any septic tank and percolation area are located within the physical boundaries. In certain circumstances, it may be necessary to commission an Environmental Impact Study.)

(If you are buying a commercial property or an apartment, in addition to checking its physical condition and the boundaries you should discuss all aspects of fire safety with your architect, engineer or surveyor. NOTE: If you complete the purchase and are then served with a notice requiring you to comply with the fire regulations, you will be responsible for the cost of compliance.)

## 8. NEW HOUSE / APARTMENT

8.1 Is the builder registered with HomeBond or other similar scheme?

- Yes  
 No  
 Not known

8.2 What is the expected completion date of the new house / apartment?

8.3 Is the builder seeking to have the deposit paid to him directly?

- Yes  
 No  
 Not known

(NOTE: You may risk losing your deposit or stage payment unless:  
(a) it is properly covered by HomeBond or other similar scheme, or  
(b) it is held by the builder's solicitor until completion.)

## 9. INVESTMENT PROPERTY

9.1 Are you buying this property for investment purposes?

- Yes  
 No

**9.2 Do you expect to benefit from any tax reliefs/allowances?**

- Yes
- No

If you answered 'Yes', please give details

**9.3 Are there any tenants in the property?**

- Yes
- No

If you answered 'Yes', please give details

**10. VAT**

**10.1 Do you expect to recover VAT on the purchase price?**

- Yes
- No

**10.2 Are you registered for VAT?**

- Yes
- No

**10.3 If so, please state your VAT number**

**11. INSURANCE**

**11.1 Have you arranged for the property to be insured against fire and the usual perils with effect from the date of closing?**

- Yes
- No

*(It is important that you can insure the property against fire, flooding and the usual risks on or prior to completing the purchase. Prior to signing the contract, ask your broker to check if it is insurable against risks you want covered. If you answered 'No', you should ensure that insurance is in place when you complete the purchase.)*

**12. GENERAL**

**12.1 Is there a lake or inland waterway or foreshore on or abutting the property?**

- Yes
- No

If you answered 'Yes', please give details

12.2 Are you aware of any protected species of birds or animals or flora on the property?

Yes

No

If you answered 'Yes', please give details

12.3 Are you aware of any National Monument on the property?

Yes

No

If you answered 'Yes', please give details

12.4 Is there any further information that you believe we need to know in connection with the purchase, for example arrangements with the vendor?

Yes

No

If you answered 'Yes', please give details

Signature of Purchaser 1:

Signature of Purchaser 2:

Date:

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