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MULLINS & TREACY

SOLICITORS, MEDIATORS & NOTARIES

CLIENT FOCUSED - RESULTS DRIVEN

A GUIDE TO BUYING YOUR HOME

PICK YOUR PROPERTY

Instruct
Your
Lawyer

Inform your
Auctioneer
who is
your Lawyer

Sales advice
note is sent
by your
Auctioneer
to your Lawyer

Your Lawyer
will then request
contracts and copy
title documents
from the
Vendor's Lawyer

Replies to
Precontract queries
received by your Lawyer.
If replies are acceptable
arrange meeting with your
Lawyer

Have your
loan offer sent
by your Bank/Broker
to your Lawyer

Copy of all
documents will be
sent to you to enable
your Architect/
Engineer to conduct
survey/ planning
searches and
Boundary

When Contracts
are received your
Lawyer will review them
and the title and raise
precontract enquires
with the vendors
Lawyer

At meeting with
your Lawyer, sign all
documents and pay over
the balance of 10% deposit.
Receive cash account
showing balance due from
you to close transaction

Contracts and
Deposit are sent
to Vendor's Lawyer.
Vendor then arranges
meeting to sign
Contracts with
their Lawyer

Vendor's Lawyer
returns signed
contracts and
to your Lawyer.

Your Lawyer applies
to drawdown your loan
funds from your Bank and
you pay the balance to
close as per the
Cash Account

Transaction
Closes and
you get your keys!
CONGRATULATIONS!

Closing documents
are sent by the
Vendor's Lawyer to
your Lawyer and closing
searches are
requisitioned

Funds are then
sent by your bank
to your Lawyer who
sends closing funds
to the Vendor's
Lawyer

Your stamp duty is then paid to
the Revenue Commissioners by your
Lawyer and your Deed and Mortgage
are sent to Property Registration
Authority for registration.

When Registration is completed all your
title deeds are sent to your Bank where they
will be kept during the currency of your
mortgage with them. A copy of your Folio
& file plan will be sent to you.



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A GUIDE TO SELLING YOUR HOME

Instruct your Lawyer of your intention to sell your property



Instruct your Auctioneer to place your property on the market

Sign all documents to enable your Lawyer to take up your title deeds from your bank (if you have a mortgage)

When a sale is agreed a Sales Advice note is sent by your Auctioneer to your Lawyer

Once Contracts are signed by the Purchaser and the deposit paid over you will then arrange an appointment with your Lawyer to sign contracts.

The Purchaser's Lawyer will raise precontract enquiries and your Lawyer will respond to all enquiries

Your Lawyer drafts Contracts and sends them to the Purchaser's Lawyer.

At the meeting you will sign Contracts and all closing documents and agree a closing date

Redemption figures to redeem your mortgage are requested from your Bank.

You should arrange the removal of all your possessions from the property in good time for closing.

The balance of the sale proceeds is then bank transferred to you

From Sale proceeds Your Lawyer then redeems your mortgage, pays any fees due to your auctioneer and your legal fees

Closing funds are received by your Lawyer from the Purchaser's Lawyer and closing takes place