



Sale of a Glebe (Rectory) or other parish building  
Republic of Ireland – Questionnaire

P2

**Premises details**

Diocese:

Parish:

Address:

Approximate size of premises (acres or square metres):

**Sale details**

1. Are there any fixtures, fittings, furniture or equipment included in the sale of the premises which are the subject of any Lease, Rental Agreement, Hire Purchase Agreement or Chattel Mortgage? Yes:  No:

If yes, please attach copies of the agreements to this questionnaire.

2. Is there a television aerial attached to the property? Yes:  No:

If yes, what is the name and address of the owner of the aerial?

Is the television aerial included in the sale? Yes:  No:

3. "Boundary" means any fence, wall, hedge or ditch which mark the edge of your property. Looking towards the house from the road, who either owns or accepts responsibility for the boundary:

(i) on the left?

(ii) on the right?

(iii) at the back?


4. If you have answered "not known" which of the boundaries have you actually repaired or maintained?

5. Are you involved in any dispute with your neighbours about boundaries? Yes:  No:

If yes, please provide details:

6. Are there any written agreements about any of the boundaries? Yes:  No:

If yes, please attach copies of the agreements to this questionnaire.

7. Is the premises connected with the following services:

(i) Main drainage? Yes:  No:

(ii) Mains water? Yes:  No:

(iii) Mains electricity? Yes:  No:

- (iv) Telephone? Yes:  No:
- (v) Pipe Television? Yes:  No:
- (vi) Gas? Yes:  No:

8. If the premises are serviced by a septic tank or by a private drainage scheme? Please provide details:

If there is a septic tank, is it located within the boundary of the premises for sale? Yes:  No:

9. Is it intended to include the telephone in the sale? Yes:  No:

If yes, please provide with this questionnaire a letter:

- (i) addressed to the service provider;
- (ii) specifying the telephone number; and
- (iii) consenting to the transfer of the telephone to the purchaser.

10. Have the roads, footpaths, public lighting, drainage and sewage services adjoining the property been taken over and are being looked after by the Local Authority? Unsure:  Yes:  No:

11. Are the premises affected by any third party Easements such as pipes, drains or sewers, cables or a septic tank which do not belong to the property? Yes:  No:

If yes, please provide details:

12. Is the property subject to, or does it have the benefit of, any right of way, right of water, light, drainage, or any other rights whatsoever in favour of any third party? Yes:  No:

If yes, please provide details:

13. Is the property subject to any restriction in respect of building development or user? Yes:  No:

14. Is any portion of the property (road, path, drain, wire, cable, pipe or other facility) used in common with any other owner? Yes:  No:

15. Will vacant possession of the premises be given to the purchaser on completion? Yes:  No:

16. Are the premises subject to any Tenancy Agreement (either written or oral)? Yes:  No:

If the property is subject to a Tenancy Agreement please provide details below and a copy of the agreement with this questionnaire:

17. Please state the rateable valuation of the premises, if this is known to you (£/€):

18. Have any notices been served on the premises under any Acts, Statutory Rule, Order or Statutory Instrument of which you are aware? Yes:  No:

If yes, please provide a copy of the notice(s) with this questionnaire

19. Have you ever received any grant in respect of the premises? Yes:  No:

20. Is there any litigation threatened or pending in respect of the premises? Yes:  No:

21. Please provide details of all outgoing payments payable in respect of the premises. These would include such things as:

- (i) Rent: if ground rent is payable please state below when it was last paid and provide an up to date receipt. If none has been demanded please let us know when the last ground rent was paid and give the name and address of the person to whom the ground rent is paid. If you have bought out your ground rent, please specify. If you have the vesting certificate or other evidence of purchase, please provide such evidence with this questionnaire.

- (ii) Lease: if the premises are held under a lease with rent reviews please state accurately the present amount of the rent payable (per month/year) and if any reviews have taken place, please give details of the rent review and the date of the last rent review. A rent review certificate should be provided if applicable.

- (iii) Service charge; a service charge normally only applies in office blocks, shopping centres, flats or town houses. If a service charge is payable, please provide the amount payable, the name of the recipient, their address and contact details, exact details of what is covered by the charge (e.g. insurance, rents etc.) and provide copies of any recent service charge accounts which you have.

- (iv) Rates: please note that agricultural land and private residences are exempt. If rates are payable, please state what the rates are, provide up to date rates receipt and a copy of the most recent demand.

- (v) Water charges or other Local Authority service charges; if these are payable, please state the amount and provide up to date receipt(s) together with a copy of the most recent demand.

- (vi) TV; If the property is serviced by a communal TV aerial please provide details and the up to date receipt for payment of the charge.

- (vii) Other; if there are any other periodic payments please provide details of these below.

22. Has any person other than you as Vendor made any direct or indirect financial contribution, or is any person the beneficiary of any agreement or arrangement whereby that person has acquired an interest in the property or any part of it? Yes:  No:

23. Have you taken any steps to acquire the Fee Simple under the Landlord and Tenant Ground Rent Acts 1967 to 1984? Yes:  No:

If yes, please provide details of the application:

If a Vesting Certificate has been issued, please provide the original or a copy with this questionnaire.

24. When were the buildings on the property constructed?

25. What is the property used for?

26. Have you ever been notified by the Planning Authority that the property is a Protected Structure? If yes, please attach a copy of the notice. Yes:  No:

27. Are you aware that the property is in a special amenity area, a special area of conservation, a natural heritage area, a special protection area or European Site? Yes:  No:

28. (i) Have any of the buildings on the property been added to or altered since they were first constructed? Yes:  No:

*If 'Yes' please continue. If 'No' go to question 31.*

(ii) If yes, was planning permission obtained? Yes:  No:

If planning permission was not required, please explain why not.

If planning permission was granted, please provide a copy with this questionnaire.

(iii) Was the building work carried out before 1<sup>st</sup> June, 1992? Yes:  No:

*If 'Yes' please continue. If 'No' go to questions (v) and (vi) below.*

(iv) Did you obtain building bye-law approval? Yes:  No:

If yes, please provide a copy with this questionnaire.

(v) Did you serve a Commencement Notice? Yes:  No:

If yes, please provide a copy with this questionnaire.

(vi) Did you need to obtain a Fire Safety Certificate? Yes:  No:

If yes, please provide a copy with this questionnaire.

29. Have you applied for planning permission at any time which was not acted upon? Yes:  No:

If yes, was the planning permission granted or refused?

If it was granted, please provide a copy with this questionnaire.

30. If any building work was carried out, was it supervised by an architect or engineer? Yes:  No:

If yes, did they give you a document confirming that the work was carried out in compliance with all necessary permissions and approvals? (If yes, please provide a copy) Yes:  No:

31. Has there been any change of use of the property since 1st October 1964 (e.g. dividing into flats, combining flats or using part for business use)? Yes:  No:

If yes, was planning permission obtained? (If yes, please provide a copy.) Yes:  No:

32. Have you received any notices from the Planning or Building Control Authority (e.g. warning notices, enforcement notices, or notices concerning compulsory purchase)? Yes:  No:

If yes, please provide a copy with this questionnaire.

33. Is there any agreement in existence with the Planning Authority, restricting or regulating the development or use of the property? Yes:  No:

If yes, please provide details:

34. Have you or has anyone on your behalf made an application for compensation under the Planning Acts? Yes:  No:

35. Has the property ever been inspected by the Fire Authority? Yes:  No:

If you have answered "Yes", what were its requirements and have they been complied with?

36. Please provide a list of any Chattel items such as carpets, curtains, fridges, etc., which are included in the sale together with the true value of each item. It is recommended that a valuation of chattels should be obtained from a qualified valuer. Please continue on a separate sheet if necessary.

*Do not agree an inflated or artificial valuation with a purchaser as a means of reducing his/her stamp duty. The consequences of this can amount to a Criminal Offence.*

37. If the premises in sale are a flat please let us have copies of the Management Companies Accounts together with up to date receipt for the Service Charge and the name and address of the Secretary of the Service Company. Please also let us have copy of your Certificate of Membership or Share Certificate in the Management Company.

38. Note: The Fire Services Act 1981 does not apply to single private residential dwellings which are not flats. Have any Notices been served on the Vendor under the Fire Services Act 1981? Yes:  No:

39. Are there any proceedings pending under the Fire Services Act 1981? Yes:  No:

40. Has the property ever been inspected by a Fire Authority for the functional area within which the property is situate? Yes:  No:

If so, what were its requirements?

41. Have the Fire Authority requirements been fully complied in relation to the property? Yes:  No:

42. Has any agreement been entered into for the sale of any timber on the land? Yes:  No:

43. Are there any sporting or fishing rights appurtenant to the property? Yes:  No:

44. Have any notices been received in regard to mineral rights? Yes:  No:

*If anything changes after you fill in this questionnaire but before the sale is completed please tell us immediately. This is as important as giving the right answers in the first place.*

**Supporting documents checklist**

- Lease agreements (if any)
- Written agreements relating to boundary walls and fences (if any)
- Letter regarding telephone (if part of sale)
- Tenancy agreements (if any)
- Copy of any notices served under any Acts, Statutory Rule, Order or Statutory Instrument (if any)
- Ground rent receipt and vesting certificate (if applicable)
- Rent review certificate (if applicable)
- Copy of any service charge accounts relevant to premises (if any)
- Recent demand notice for rates, charges for water, drainage, refuse collection etc. (if applicable)
- Receipt for payment of the communal TV aerial charge (if applicable)
- Protected structure notification (if any)
- Planning application documentation (if any)
- Architect or engineer confirmation of compliance (if applicable)
- Planning or Building Control Authority notices

PLEASE NOTE: Legal costs, auctioneers fees, advertising expenses and other expenses relating to a sale or lease of the property will be deducted from the proceeds.

**Details of person completing questionnaire on behalf of the parish**

Name:

Telephone:

Email:

I confirm that the information provided in this application is true and accurate to the best of my knowledge and belief:

Date:

RETURN COMPLETED FORM AND SUPPORTING DOCUMENTS TO: [property@rcbdub.org](mailto:property@rcbdub.org) or Property Department, Representative Church Body, Church of Ireland House, Church Avenue, Rathmines, Dublin 6, D06 CF67.