

A & S IRELAND

GUIDANCE NOTE

IMPORTANT PRACTICALITIES

1. WATER

If you are buying a new house whether from a private individual or from a Builder, then it is always useful to be shown where the stopcock is located for the water. This is particularly important in relation to flatted properties. Ask the seller to show you.

2. ALARM

If your property has the benefit of an alarm system, then once again you should make an arrangement with your seller or builder to be shown the basic operation of the system.

3. CENTRAL HEATING

One of the mysteries which we can never fathom in relation to the property market is why no two central heating systems seem to be the same. When we personally have moved house, the timers, the thermostat and the boiler controls from one house to another have always been different.

The best advice we can offer is to set aside time to return to the house which you have bought and have your sellers show you the operation of the central heating system, alarm and the location of the stopcock for the water. You should always bear in mind that if you leave this matter to the last moment, the sellers may have removed entirely from the property and you will have missed the guidance which they could have given you on the spot.

Please be clear that most sellers are very happy indeed to see you again after the contract for the purchase has been concluded and indeed they expect you to be in touch in order to allow you to take any vital measurements you may require for carpets or furnishings and at that stage, you can make the enquiries which we have recommended to you.

Regrettably there are a few occasions where the house is being sold by a Relocation Company or has been re-possessed and in those circumstances it might not be possible to follow the advice contained in this note but in the majority of cases, all sellers are very happy to co-operate and you will need the information on the alarm code and on the heating in order to feel secure and at home after your removal.

4. KEYS

(a) **IF YOU ARE SELLING**

Whether you are engaged in a purchase transaction or a sale transaction, *then you will need to have an arrangement for the transfer of keys*. This is a vital practical area where the more information you have then the more you can plan ahead.

IT IS VITAL that you never transfer keys directly to a purchaser unless you have first checked with us that we have safely received your sale price. That is your Solicitors' nightmare.

These days most people will leave the keys with their Estate Agents which suits us very well because it means that we are confident that your keys will not pass to your purchaser unless we specifically authorise release of the keys when we have safely received your sale price. The other alternatives are that you do hand your keys directly to your buyer by arranging to meet them at the property at a particular time or as an alternative you can leave your keys with us in the circumstances where you feel this would be convenient for your purchaser. **NEVER** hand keys directly to your buyer unless you have **FIRST** checked with us that we have received the sale cheque.

ALWAYS TELL US WHERE YOU WILL BE LEAVING YOUR KEYS and **when** they will be available. This is vital information which we have to pass on to the purchasing solicitor on your behalf and the sooner you tell us about the arrangement which would suit you best, then the more efficiently we can handle your sale.

(b) **IF YOU ARE PURCHASING**

Our suggestion is that at the time when you are in contact with your seller, after you have safely purchased or when seeing the seller about central heating, measurements, alarm or similar then it is helpful if you check the points which are vital to assist you in your own removal arrangements:-

- (a) What time of the day does the seller anticipate being packed up and clear? Most folk plan to have the keys available for their purchaser between 12 noon and 2 p.m.
- (b) Where will the keys be available for collection? Solicitor? Estate Agent?
Directly from the seller?

This is an area where if you speak directly with your seller as to the arrangement which suits you best, then our plan if at all possible is to ensure that your purchase price is paid first thing on the morning of your date of entry (if your mortgage arrangements allow) so that the keys can be handed to you without difficulty.

If you are buying a NEW HOUSE directly from a BUILDER then the site office will release the keys to you. Once again we will try and ensure that your cheque is in the builders' hands as early as possible on the date of entry but you should never forget that if your mortgage papers are late in arriving with us then this can have an impact on when the keys will be released.

If we receive your mortgage money by telegraphic transfer through the banking system, then sometimes the Bank or Building Society do not provide the funds until between 2 p.m. and 4.30 p.m. which will present a difficulty if you are looking to receive your keys at 10 o' clock in the morning.

WE ARE ALWAYS HAPPY TO ASSIST IN FINALISING AN ARRANGEMENT FOR TRANSFER OF KEYS BUT IF YOU DEAL DIRECTLY WITH YOUR SELLER THEN YOU WILL KNOW PRECISELY WHERE YOU ARE. IF YOU NEED HELP, PLEASE DO NOT HESITATE TO ASK.

This explanatory leaflet has been issued as part of the series of notes which we issue to clients in an effort to provide a **COMPLETE CONVEYANCING SERVICE**. There are other notes available on

GUIDE TO YOUR MORTGAGE FINANCE
PENALTY PROVISIONS
ALTERATIONS

which are available on request.

Please let us know if you feel **GUIDANCE NOTES** on some other topic which concerned you would have helped you in your move.

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