ITC Property Details Checklist

Client Name	
Client's Address	
Client Scheme Name	
If joint owners/schemes, please note the ownership split (as a %)	
Financial Advisor (email):	

General Property Details

Full property address with eircode:	
Full property details, residential / commercial / apartment / land:	
Property Manager/Rental Information:	
Property Manager details (company name & address):	
Property Manager contact (email):	
Block Manager details (company name & address) if applicable:	
Block Manager contact (email) if applicable:	
If there is a commercial lease, copy to be provided	
Is the property currently rented?	
If yes, please provide tenant details:	
BER cert provided:	
Advisory report provided:	
Who holds the tenant deposit?	

Valuation

Most up to date property valuation to be provided	

Insurance

Insurance provider details:	
Policy number:	
Copy of insurance documents:	
Insurance point of contact (email):	
Renewal date:	
Copy of block policy, if apartment:	

Tax

Is RZLT applicable?	
Is VHT applicable?	
If so, are returns up to date?	
Is the current tenancy registered with the RTB?	
RTB registration number (residential):	
Tenancy renewal date:	
LPT reference (residential):	
If applicable, is LPT fully up to date?:	
LPT print out of payment history included:	

General

Name of previous provider/landlord:	
Who holds the deeds (incl. contact details):	
Is there a loan on the property?*	
Is the property VAT registered?	
If yes, provide VAT agent details (email):	
Solicitor dealing with transfer on behalf of client (incl. contact details):	

**If yes, a new loan application will be required. The property must meet the loan liquidity requirements. This will be advised by ITC.*