

Suggested Checklist for Inclusion on PSP Sales Files

1. **Letter of Engagement** (Property Service Agreement) must:
 - a. Be signed and dated by both parties within 7 days of commencement of provision of property services
 - b. Detail the duration of contract
 - c. Confirm the agreed AMV
 - d. Give a comprehensive explanation of all fees payable – stating whether VAT is included or excluded.
 - e. Extensively detail outlays – stating whether VAT is included or excluded.
 - f. Identify the Financial Institution where the Client Account is held
 - g. Detail PI insurance
 - h. Include Schedule 1 – which identifies the property
2. **Customer Due Diligence** - Copy of photo ID and a utility bill of the vendor for each transaction
3. **Correspondence** - Copies of all correspondence (including emails) between the Client and the PSP – electronic copies accepted
4. **Advertisement** - Copies of all advertisement of property held in file (In-house brochure, daft.ie advert, Myhome.ie advert, local newspapers) - Insure PSRA licence number on all advertising - electronic copies accepted
5. **BER Cert** (Recommended)
6. **Record of bids** - electronic copies accepted
7. **Receipt** - Dated receipt of booking deposit received - electronic copies accepted
8. **Completed Contracts** - Evidence final contracts have been signed and sale complete – where confirmation received by phone – note call on file
9. **Statement of Fees and Outlays** – To be issued to client on completion of property services - electronic copies accepted
10. **Transfer of Fee** – Date the fee was transferred from the Client Account to be noted on file

Suggested Checklist for PSP inclusion on Letting Files

1. **Letter of Engagement** (Property Service Agreement) must:
 - a. Be signed and dated by both parties within 7 days of commencement of provision of property services
 - b. Detail the duration of contract
 - c. Confirm the agreed AMV
 - d. Give a comprehensive explanation of all fees payable – stating whether VAT is included or excluded.
 - e. Extensively detail Outlays – stating whether VAT is included or excluded.
 - f. Identify the Financial Institution where the Client Account is held
 - g. Detail PI insurance
 - h. Include Schedule 1 – which identifies the property

2. **Customer Due Diligence** - Copy of photo ID and a utility bill of the vendor for each transaction
3. **Correspondence** - Copies of all correspondence (including emails) between the Client and the PSP – electronic copies accepted
4. **Advertisement** - Copies of all advertisement of property held in file (In-house brochure, daft.ie advert, Myhome.ie advert, local newspapers) - Insure PSRA licence number on all advertising - electronic copies accepted
5. **BER Cert** (Recommended)
6. **Receipt** - Dated receipt of booking deposit received - electronic copies accepted
7. **Statement of Fees and Outlays** – To be issued to client on completion of property services - electronic copies accepted