

## **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