

SOUTH DUBLIN COUNTY COUNCIL

DISPOSAL OF FEE SIMPLE (GROUND RENT) APPLICATION FORM

In accordance with the Landlord and Tenant (Ground Rent) (No 2) Act 1978 and subject to the Provisions of Section 183 of the Local Government Act 2001



Loan Accounts and Sales Scheme Section, Housing Department, County Hall, Tallaght, Dublin 24.

PLEASE COMPLETE THE FOLLOWING DETAILS AND FORWARD TO ABOVE ADDRESS

Address		
	Applicant 1	Applicant 2
Name/s		
Telephone Number		
Date of Birth(s)		
P.P.S. no/s		
Email Address/s		

I wish to apply to purchase the ground rent on the above premises.

	Applicant 1	Applicant 2
Signatures		

Solicitor's Details

Name	
Phone	
Email	
Address	

PROCEDURE FOR PURCHASE OF FEE SIMPLE(GROUND RENT)

1. Complete the above application form and provide a copy of the Folio for the property in question (can be obtained from Tailte Eireann www.landdirect.ie).
2. Forward completed form to Loan Accounts and Sales Scheme Section, Housing Department, South Dublin County Council, County Hall, Tallaght, Dublin 24. (email: hloanacc@sdblincoco.ie).
3. The cost of the ground rent charge will be calculated, at which time you will be notified in writing of the amount due. You must confirm within one month if you still wish to proceed with the purchase of ground rent. Payment is NOT required at this stage. Please note that legal representation is required to complete this process and solicitor details will need to be confirmed at this point.
4. Once we receive confirmation that you wish to proceed, the matter is sent for consideration by management.
5. On receipt of managerial approval, the matter is sent before the Council Members for approval.
6. When approval has been noted in the County Council Minutes, you will be contacted in writing and requested to pay the outstanding fee.
7. Once payment has been received, the matter is referred to the Council's Law Department as a new Transfer Order has to be prepared, with the reference to ground rent deleted. This new Transfer Order will then be sealed and returned to your solicitor. The new Transfer Order must be lodged in the Land Registry.