

SOUTH DUBLIN COUNTY COUNCIL

DISPOSAL OF FEE SIMPLE (GROUND RENT)

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



APPLICATION FORM

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

Tel: 4149093

**PLEASE COMPLETE THE FOLLOWING DETAILS AND FORWARD TO
ABOVE ADDRESS**

NAME: _____

ADDRESS: _____

TELEPHONE No: _____

P.P.S. No.(s) _____

E-mail Address _____

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

Signed : _____

Dated: _____

PROCEDURE FOR PURCHASE OF FEE SIMPLE (GROUND RENT)

Complete above application form and forward to Sales Scheme Section, Housing Department, South Dublin County Council, County Hall, Tallaght, Dublin 24.

Amount of ground rent will be calculated at which time you will be notified in writing of amount due and requested to confirm **within one month** if you still wish to proceed with the purchase of ground rent. Payment is NOT required at this stage

On receipt of confirmation that you wish to proceed, the matter is sent for Managerial Approval

On receipt of Managerial Approval the matter is sent before the Council Members for approval.

When approval has been noted in the County Council Minutes you will be written to and requested to pay the outstanding fee. Legal representation will be required by the applicant to complete the process at this stage.

When 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 should be lodged in the Land Registry.