

Solicitor's/Agent's Guide to Property History screens

In order to use this facility, you will need to follow the steps below -

1. To gain access to the Payment History screens, Solicitors or agents will need to be provided with:
 - The property ID for the property being sold.
 - The PPSN or other tax number of the owner (Vendor)
 - A Property Access Number (PAN) unique to the property and retrievable from the owner or owner's solicitor.
2. Login to ROS using a ROS digital cert.
3. For ROS business users with eStamping or eCAT privileges, the "View Property History" will appear on the "My Services" page (Fig. 1). For users logging in as agents, this link will appear on the "Agent Services" screen (Fig. 2).

The screenshot displays the ROS 'My services' interface. At the top, there is a navigation bar with the Revenue logo and the text 'Cáin agus Custaim na hÉireann Irish Tax and Customs'. The main navigation menu includes 'MY SERVICES', 'REVENUE RECORD', 'PROFILE', 'WORK IN PROGRESS', and 'ADMIN SERVICES'. The user is logged in as 'LA BZKQ'. The 'Revenue Record' section shows '49 new documents in your Revenue Record' and a list of services including 'Manage Tax Registrations', 'Download Pre-populated Returns', 'Create Pay & File Payslips', 'Manage Relevant Contracts Tax', 'Manage Financial Statements', 'Secure Upload/Download Service', 'Make your LPT Return/Payment', and 'View Property History'. The 'Returns and Payments' section includes 'File a Return' (with 'Complete a Form On-line' and 'Upload Form(s) Completed Off-line' options) and 'Payments & Refunds' (with 'Submit a Payment' and 'Payment Details' options). An information note states 'The last login with this certificate was on Wed 24 Apr 2013 at 15:01.' The footer contains links for 'Revenue Home', 'FAQs', 'Help', 'Exit', 'Accessibility', 'Eolas as Gaeilge', 'Certification Practice Statement', 'Certificate Policy Statement', 'Privacy Policy', and 'Terms & Conditions'.

Fig1. ROS "My services" screen

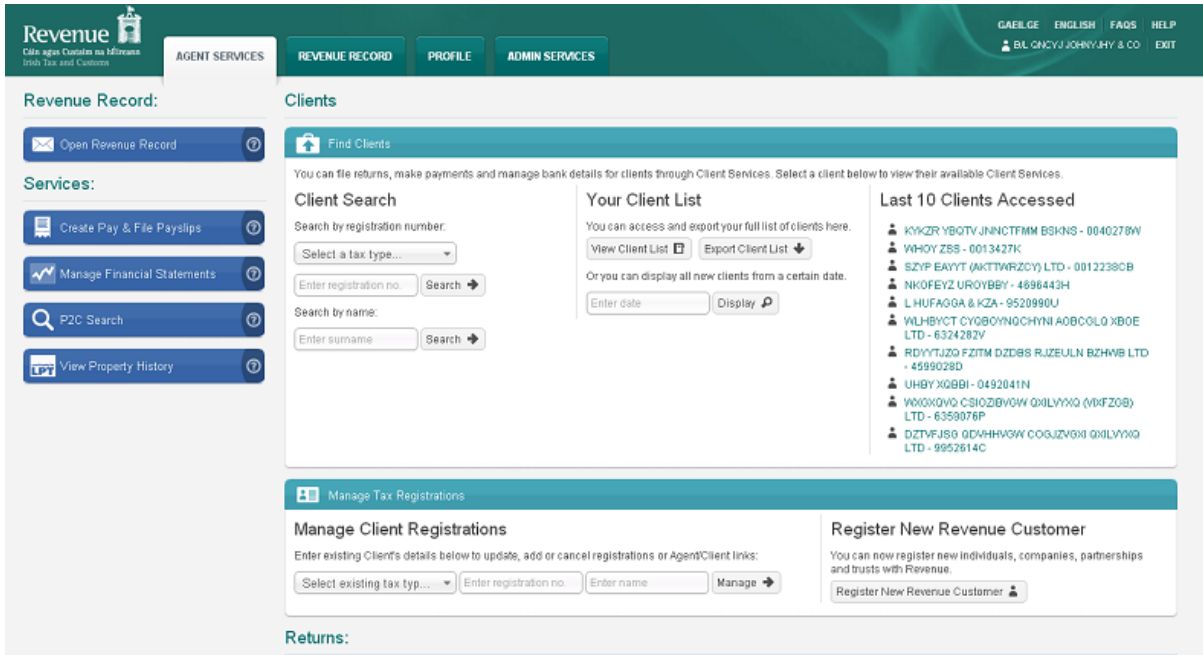


Fig2. ROS “Agent Services” screen

- Click on the “View Property History” link. A new window will open with the “Property History search screen” displayed.

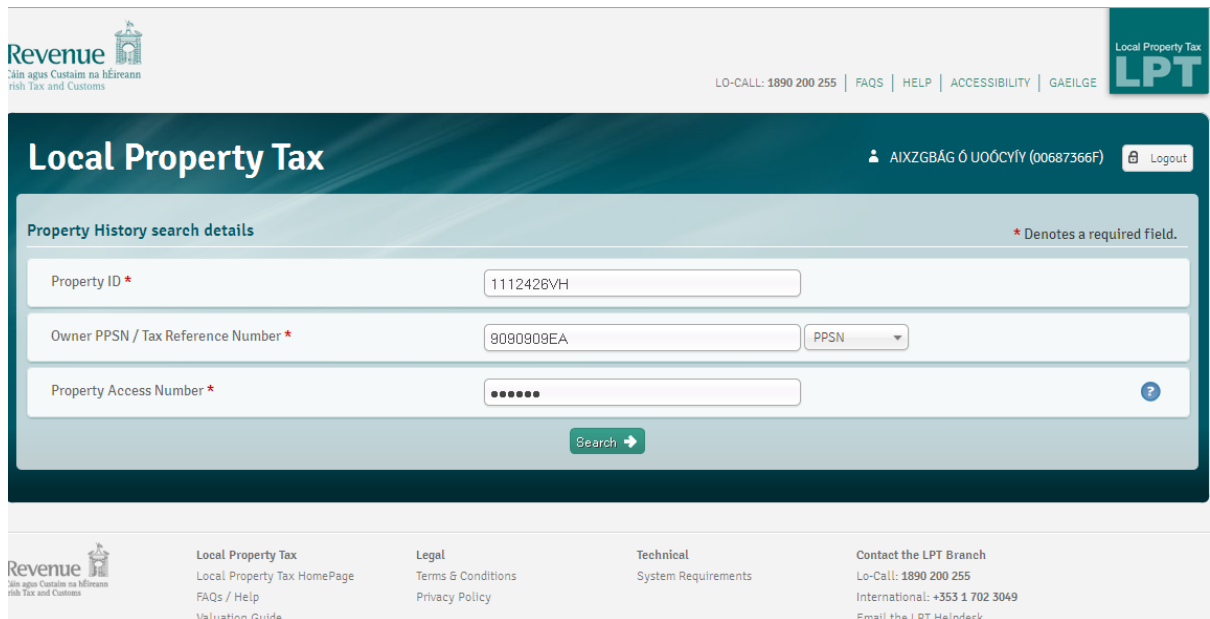


Fig3. Property History search screen

- Enter the Property ID, Owner PPSN/Tax Number, indicating also from the drop-down list whether the number is a PPSN or other tax reference number and Property Access Number (PAN) details and click on the “Search” button. The user is navigated to the “Property History search results” screen, if all input fields are valid (Fig 4).

Local Property Tax
TEST MCTEST (9090909EA) [Logout](#)

Property History details

Date/Time	26/06/2013 14:00:35
Property ID	1112426VH
Property Address	TEST, TEST
Owner PPSN / Tax Reference Number	9090909EA (PPSN)

Year	Return Filed	Band/Value	Liability	Interest	Penalties	Tax Due	Paid	Balance Due	
2013	Yes	2: €100,001 - €150,000	€112.00	€1.00	€0.00	€113.00	€0.00	€113.00	
2014	N/A	3: €150,001 - €200,000	€157.00	€0.00	€0.00	€157.00	€157.00	€0.00	
2015	No	4: €200,001 - €250,000	€202.00 *	€0.00	€0.00	€202.00	€0.00	Please read	
2016	Yes	5: €250,001 - €300,000	€247.00	€0.00	€0.00	€247.00	€0.00	€247.00	
								Overall Balance	Please read

* Confirmation of the LPT liability cannot be provided until a property tax return is filed for this period

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Fig4. Property History details screen

Field descriptions for Property History screen

1. **Date/Time** - This is the timestamp corresponding with when the information was generated. This will be useful when the page is printed.
2. **Property ID** - This is the property ID for the property to which the information on screen relates.
3. **Property Address** – This is the address for the property being displayed.
4. **Owner PPSN/Tax Reference Number** - The tax number of the owner who has currently logged in.

Table column descriptions for the property history screen

1. **Year** – A period will only be displayed for each LPT Period where the property start date is before 1st November in the year prior to the period start date (For 2013, all properties with a start date before 1st May are liable for LPT in 2013).
2. **Return Filed** – If an LPT return has been filed for the period, “Return Filed” will display “Yes”. If an LPT return is not required and no return is filed, the "Return Filed" column will display “N/A”. If no LPT1 return has been filed for a required filing period or if no return has been filed since before the previous required filing period, the "Return Filed" column will display “No”.

3. **Band/Value** –

Return filed

- If a return has been filed for a period, the Band Number, or actual valuation amount if the property was valued at greater than €1m, will be displayed. This Band will display for all years for which a return is due.

Return filed and exemption claimed

- If an electronic return has been filed for a period for which the liable person has claimed an exemption the valuation band, declared in the Return, will be displayed. This Band will display for all years for which a return is due.
- If a paper return has been filed for a period for which the liable person has claimed an exemption the valuation band that corresponds to the Revenue LPT estimate amount for the property will be displayed. This Band will display for all years for which a return is due.

Return not filed

- If a return has not been filed for a period where a return was due, the valuation band that corresponds to the Revenue LPT estimate amount for the property will be displayed. This Band will display for all years for which a return is due.

4. **Liability** – The Liability column displays the total LPT amount that is liable for the given period. For periods where the LPT return has been filed or no return is required, the Total Liability is taken from the latest valid return. For years where no return has been filed and one is required, the estimate amount is used.
5. **Interest** – This column displays the interest amount charged for the period.
6. **Penalties** – This column displays the penalties amount charged for the period.
7. **Tax Due** – This field totals up the amounts in the “Liability” and “Interest” and “Penalties” columns. This indicates the total amount of LPT due for the period.
8. **Paid** – This column displays the total LPT payments that Revenue has received against this property for the period. In cases where LPT is being paid through deduction at source from salaries/wages or occupational pension for any part of the period, a check is carried out to see if any P45s were submitted for the period. If any were received, the LPT amounts on the P45s will be included in this amount.
9. **Balance Due** – If there is an amount outstanding the total will be displayed in red. If there is no amount outstanding, it will be displayed in green. This value is calculated by subtracting the “Paid” from the “Tax Due” amount. If payments are made through deductions from salary/wages or occupational pension and no P35L has been received by Revenue for this period, then a **“Please read”** link will be displayed instead (Fig 5). Clicking on this link will indicate to the user that this period is being paid, or part paid, by deductions from salary/wages or occupational pension. It will also instruct the user to check LPT deduction details from the liable person’s payslips to validate the amount of LPT paid via this method.

Owner PPSN / Tax Reference Number 9090909EA (PPSN)

Important notice

The total due for this period is being paid, or part paid, by deductions from salary/wages or occupational pension. The amount of LPT deducted and remitted for this property will be disclosed to Revenue by the relevant employer or pension provider in their year-end Return.

To verify this balance, please view details from the payslips of the payer.

Close

2016	Yes	5: €250,001 - €300,000	€10.00	€0.00	€10.00	€0.00	€10.00
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Fig5. Balance Due “Please read” popup

An overall balance total will be displayed in the table footer (Fig 4). This will add up balances from all viewable periods. If any one of the periods is an Employment D@S case, then we display a “Please read” link instead of a value (Fig 6). Click this link will indicate to the user that at least one of the above periods is being paid, or part paid, by deductions from salary/wages or occupational pension. It will also instruct the user to check LPT deduction details from the payer’s payslips to validate the amount of LPT paid via this method.

Property ID

Important notice

One or more of the balances above is being paid, or part paid, by deductions from salary/wages or occupational pension. The amount of LPT deducted and remitted for this property will be disclosed to Revenue by the relevant employer or pension provider in their year-end Return.

To verify this balance, please view details from the payslips of the payer.

Close

2013	Yes	2: €100,001 - €150,000	€10.00	€1.00	€11.00	€0.00	€11.00
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Fig6. Overall Balance “Please read” popup