

Property Searches

Stamp Duty return (ST21)

Performing a search in Land Registry and Registry of Deeds

Property Valuation

This document was last reviewed in November 2017

A more recent version of this manual is available.

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1 Introduction

This guideline will assist staff:

- (i) to locate property on IBI using Stamp Duty Returns,
- (ii) with the use of the Land Registry and Registry of Deeds
- (iii) with how to value property.

2 Scope

These guidelines are for all Revenue staff engaged in Debt Management caseworking and Audit caseworking.

3 Stamp Duty returns (ST21)

The following material is either exempt from or not required to be published under the Freedom of Information Act 2014.

[...]

If the ST21 contains a valid PPSN this will be linked to the taxpayer's Revenue record.

- 3.5 When the PPSN is entered into the customer search on IBI, the business profile appears. Property can be listed against a customer under a number of headings:
- (i) 'Property', Stamp Duty return, this may provide folio numbers of properties that will assist caseworkers with Land Registry searches.
 - (ii) 'NPPR', Non Principal Private Residences - Since 2009 any second home should be registered with the Local Authorities and a charge of €200 per home is due annually. This has been abolished from 01st January 2014 as a result of the introduction of the Local Property Tax in July 2013.
 - (iii) 'PRTB', Private Residential Tenancies Board - Since 2004 it is a legal requirement that landlords must register tenancies with the PRTB.
 - (iv) 'RSP', Rent Subsidy Payments, these are payments made to landlords by the Government where the tenant cannot afford the full rent.

4 Land Registry and Registry of Deeds

- 4.1 The majority of Debt Management staff have a login for 'landdirect.ie'.

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[...]

- 4.3 Land in the State falls into two categories registered and unregistered.
- **Registered property** has a folio number and is accessed through Land Registry on landdirect.ie.
 - **Unregistered Property** may have a record in the Registry of Deeds; this is a record of charges/mortgages on properties that are not registered.
- 4.4 The Land Registry consists of folios and maps. The land in each county is divided into folios, one for each individual ownership or title. Each county has a two-letter identification code. See [Appendix 2](#) for a list of codes. Folio numbers may end with an F or an L. F means Freehold and L means Leasehold. If there is no letter then the folio was created before the introduction of the F and L designations i.e. prior to 1969.
- 4.6 **Freehold** means the owner has absolute right over the land and any buildings on the land. There is no time limit on the ownership. When the owner disposes of the freehold the new owner has absolute right over the land and any buildings on the land.
- 4.7 **Leasehold** means the owner owns the building and not the land the building stands on. A lease has a fixed time limit e.g. 999 years and a ground rent is payable to the owner of the land the building is built on. When viewing leasehold properties always check the date the lease was granted and the number of years on the lease as the title of the building reverts to the owner of the land once the lease expires. An example of leasehold would be an apartment block where the original builder will own the land the apartment block is built on and the owner would lease the apartment for 999 years and pay a ground rent to the original builder.

5 How to carry out property searches in Land Registry

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[...]

If the folio number is unknown:

To search using the Map: Navigate to the required area and double click to zoom in until the required plot is hatched in red dots, green lines or purple lines. The following details will be displayed in the panel to the right of the screen:

- the folio number,
- title level (e.g. freehold),
- the calculated area (in hectares) of the selected plan and

- the number of plans on the folio. If there are applications for registration pending on the folio, the Application Number and its current status will also be displayed.

Please note that areas under 0.1 hectares will not display.

From this screen, you can choose to

Show All Plans (resets the map to show all the plans on that folio) or to view the folio

The following colour coding applies:

- Red dots reflect freehold title,
- Green lines reflect leasehold title,
- Purple lines reflect sub-leasehold title and
- Blue lines reflect subsidiary title.

An area represented by none of these legends represents property not yet registered in the Land Registry i.e. unregistered property. Information on this property may be available in the Registry of Deeds.

See [Appendix 3](#) below for a list of Legends and Symbols represented on the map.

If you click on or very close to a boundary, details of all properties related to the boundary will be displayed. If a property is linked to both a freehold and leasehold folio, details of both folios will be displayed.

To search by address: From the drop down menu click 'Search', then select the required tab from: Folio/Address/Street/Townland/Coordinate/InspireID

To search by Street: choose a county and then enter the street name. A drop down list will filter street names as you type. Select the desired option and the map will load with that street at its centre. The scale will depend on the length of the street. To find an individual address, click on a property and if an address is linked to the property, it will display in Property Details.

To search by Townland: first choose a county. Choose a townland from the drop down list. You can either scroll down the list of all townlands or filter by typing in the first few letters of the name of the townland, and click the Zoom to Townland button. The map will zoom directly to the selected townland.

To search by Coordinates: enter the longitude and latitude (X and Y values) and click the Zoom button. The map will display with these coordinates at the centre point.

5.3 Search by Registered Owner

From the drop down menu click 'Search', then: 'Registered Owner'

- You can search for folios linked to a Registered Owner on a county by county basis, or more than one county at a time. Select one or more counties from the list of available counties.
- To search for an individual, enter a surname and forename. You must enter a surname to conduct a search; forename is optional, but recommended.

- To search for an organisation, enter the name of the firm.

As additional search aids, options of Equivalents and/or Phonetic Search may be chosen. Equivalents may be used to include aliases that are often used instead of the name(s) entered. For example, a search carried out against "Pat Kelly" will yield results that include owners whose names are "Patrick Kelly" or "Paddy Kelly".

Phonetic match may be used to include names sounding similar to the name entered. For example, a search carried out against "Pat Smith" will also yield results that include owners whose names are "Pat Smyth" or Pat Smythe". You can combine Phonetic and Equivalents in a single search.

The resulting list outlines the folio number, description of the property, and the full name of the owner. For each item on the list, you have the option to view the property on the map, view the folio or request a certified copy of folio and/or map. You can also save the results as a PDF document.

Please ensure you have the correct taxpayer as you can only match to Revenue records by Name and Address. This applies in particular where the address is a locality and not a specific house or where parents and children share the same name.

5.4 Pending Applications

This indicates that a change is pending on the folio. This could be the sale of the property or a new mortgage/charge to be applied to the folio. If in doubt about the reason for the pending application caseworkers may contact Land Registry by phone on **(01) 6707500** or **0761 001610** to clarify what change is to be made.

5.5 Reading a Folio

The first page contains the description of the property.

Land Registry

County Longford

Folio 000A2F

Register of Ownership of Freehold Land

Part 1 (a) – The Property

Note: Unless a note to the contrary appears, neither the description of land in the register nor its identification by reference to the Registry Map is conclusive as to boundaries or extent

For parts transferred see Part 1 (B)

| No. | Description | Official Notes |
|-----|---|---------------------------|
| 1 | The property shown coloured RED as Plan (s) 59 on the registry map, containing 1.7442 Hectares, situate in the Townland of AR, in the Barony of AA, in the Electoral Division of LONDFORD RURAL. The registration does not extend to the mines and minerals. | From Folio LD00A1F |

The Official Notes for this folio mention another folio number; this means that LD000A2F was originally part of LD00A1F, a larger parcel of land.

The second page of the folio called 'Parts Transferred' will list any new folios created from the original number. In this example none of the land has been transferred out of LD000A2F. In some cases e.g. a housing development, you may see many listings on this page and even additional pages. This means that there may only be a small amount of land left in the original folio (e.g. a green space) with the majority of the land transferred for use as sites for a number of houses. If you view the map you will be able to see what is left in the folio by finding the seed point.

A more recent version of this manual is available.

Land Registry

County Longford

Folio 000A2F

Part 1(B) - Property

Parts Transferred

| No. | Prop No: | Instrument: | Date: | Area (Hectares): | Plan: | Folio No: |
|-----|----------|-------------|-------|------------------|-------|-----------|
| | | | | | | |

Page three of the folio above gives the name of the owner of the property. This property has been owned by the Mr. Joe Bloggs since May 1993 and is still in his full ownership.

When reading the ownership page you may see more than one name, after each name it will state the percentage ownership of the folio. If the wording has been struck through then the ownership of the property has been transferred. The new owners can be clearly read. The previous owners will have a line through their names.

Land Registry

County Longford

Folio

Part 2 - Ownership

Title ABSOLUTE

| No. | The devolution of the property is subject to the provisions of Part 11 of the Succession Act 1965 | |
|-----|---|--|
| 1 | 13-May-1993 W0000/93 | Mr. Joe Bloggs of 123 Street, Ballinalee, Co. Longford is full owner |

The final page of the folio is where you will find any mortgages or charges registered against the property. As with the ownership section, if the wording has been struck through, the burden or notice of burden has been lifted. If there is a Judgment Mortgage registered against the property it will also be listed here. See [8.9](#) for an explanation of priority of charges.

Land Registry

County Longford

Folio 000A2F

Part 3 Burdens and Notices of Burdens

| | | |
|----------|--------------------------------|--|
| 1 | | The property is subject to rights, covenants and conditions relating to the use and enjoyment of the property. |
| 2 | 17-APR-2007 D2007NL0000009Q | Charge for present and future advances repayable with interest, Bank of Ireland Mortgage bank is owner of this charge |
| 3 | 02-FEB-2012 D2012LR0000000A | A judgment mortgage in respect of a Judgment obtained by Michael Gladney against Mr. Joe Bloggs on 14 th day of September in the High Court Record Number 2011/000R in a matter or cause of Michael Gladney v Joe Bloggs against the interest of Mr Joe Bloggs in the property. |

6 Registry of Deeds on the PRAI website

Registry of Deeds is not a list of all unregistered properties in Ireland. Registry of Deeds is a list of unregistered properties where a transaction exists e.g. mortgage.

From the drop down menu on the right select 'Registry of Deeds' then 'Enter a public search requisition'.

Enter your search criteria and click Accept. Click on the Confirm tab and Continue to start the search.

Click on 'View PDF' and the search results will be exported to an Adobe file that is easy to print out.

Please ensure you have the correct taxpayer as you are matching to Revenue records by Name and Address. This applies in particular where the address is a locality and not a specific house or where parents and children share the same name.

Headings on Search Results:

Reg No.: the transaction number assigned by the Registry of Deeds,

beneath the Reg No. is the transaction date, e.g. the date a mortgage was registered.

Nature: the type of transaction e.g. a mortgage, a lease or a Judgment Mortgage.

Grantor: The person the transaction is registered against.

Grantee: The person who registered the transaction

Property: Address of the property.

7 Property Valuation

Where a Judgment Mortgage is being considered then a property valuation is required. This will ensure that there is sufficient equity in a property to pay Revenue in the event the property is sold. A note should be made of any charges on the folio, as they will be paid before Revenue's Judgment Mortgage should the property be sold. The caseworker should access the following sources of information:

- 7.1 The taxpayer's LPT return will provide the caseworker with a rate band that the property's value falls into.
- 7.2 The Residential Property Price Register is produced by the Property Services Regulatory Authority (PSRA) pursuant to Section 86 of the Property Services (Regulation) Act 2011. It includes Date of Sale, Price and Address of all residential properties purchased in Ireland since the 1st January 2010, as declared to the Revenue Commissioners for Stamp Duty purposes. This can be viewed at www.propertypriceregister.ie.

It is important to note that the Register is not intended as a "Property Price Index".

In a small number of transactions on the Register, the price shown does not represent the full market price of the property concerned for a variety of reasons. All such properties are marked **.

If the property is a new property, the price is shown exclusive of VAT at 13.5%.

- 7.3 Caseworkers can also access property websites like Daft.ie to search for properties sold in the vicinity of the taxpayer's property.
- 7.4 If sufficient information cannot be obtained from the two sources listed previously then the caseworker should request assistance from the Districts.

The following material is either exempt from or not required to be published under the Freedom of Information Act 2014.

[...]

8 PRAI Notifications

Cancellation of Judgment Mortgage.

- 8.1 In some cases the first chargeholder on a folio may decide to exercise its power of sale e.g. Forced Sale by a bank. In these cases the PRAI notifies Revenue that its Judgment Mortgage registered against the property will be cancelled.

- 8.2 Once the first charge and all associated costs have been paid then any surplus should be applied to the next charge on the folio, this may not always be Revenue.
- 8.3 These notifications are sent to the Collector-General's Inward Processing Unit (IPU) for distribution to the relevant Debt Management Units (DMU).
- 8.4 The DMU should notify the external solicitor on file of the cancellation of the Judgment Mortgage and issue a copy of the cancellation to the relevant external solicitor so they can update their file.

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[...]

- 8.6 **The notice from PRAI will contain the following information:**

The dealing number that the Judgment Mortgage was registered under and the folio number.

[Login](#) and view the folio to find the taxpayer's name and address.

It will also contain the following paragraph:

'You are hereby given notice that the registered owner of the charge entered on 17th April 2007 at Entry No. 2 in the above mentioned Folio in exercise of its power of sale has lodged an application to transfer the property described in said Folio discharged from aforesaid charge and from all other charges and burdens entered in said Folio that rank in priority after said charge.

The Judgment Mortgage registered in your favour at Entry No. 3 on Part III of said Folio will be cancelled on foot of said Transfer pursuant to Rule 80 of the Land Registration Rules, 1972.'

Entry No. 2 on the folio below belongs to Bank of Ireland; Entry No. 3 is Revenue's Judgment Mortgage. Both have been cancelled by the PRAI as the bank proceeded with a forced sale on the property.

| No. | Particulars | |
|-----|--------------------------------|--|
| 1 | | The property is subject to rights, covenants and conditions relating to the use and enjoyment of the property. |
| 2 | 17-APR-2007 D2007NL0000009Q | Charge for present and future advances repayable with interest, Bank of Ireland Mortgage bank is owner of this charge |
| 3 | 02-FEB-2012 D2012LR000000A | A judgment mortgage in respect of a Judgment obtained by Michael Gladney against Mr. Joe Bloggs on 14th day of September in the High Court Record Number 2011/000R in a matter or cause of Michael Gladney v Joe Bloggs against the interest of Mr Joe Bloggs in the property. |

Application to change priority of charge

- 8.7 In some cases a mortgage may have been taken out by a taxpayer against a property but the bank or the solicitor dealing with the charge are dilatory in relation to registering the mortgage.
- 8.8 The PRAI will forward a letter to Revenue stating that an application has been made by a solicitor on behalf of the bank to change the priority of a charge registered.
- 8.9 Example: Revenue has a Judgment Mortgage registered in September 2007 on a folio and the number of the charge is 2.
The bank registered a mortgage in January 2009 and the number of the charge is 4.
The bank's solicitor applies to the PRAI to have its charge moved up in ranking on the folio. The bank will have supplied proof that the taxpayer gave a voluntary legal mortgage prior to September 2007.
This means that the bank will have priority over Revenue's Judgment Mortgage if the property was to be sold as its charge will now rank number 2 on the folio and the Judgment Mortgage will be number 3. It will be paid from the proceeds of the sale before any money is allocated to Revenue's charge.

The following material is either exempt from or not required to be published under the Freedom of Information Act 2014.

[...]

Appendix 1 Land Registry Contact Details for District

The following material is either exempt from or not required to be published under the Freedom of Information Act 2014.

[...]

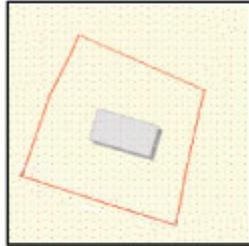
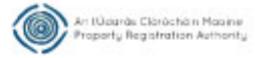
Appendix 2 Land Registry County Identification Codes

| Code | County |
|------|----------|
| CW | Carlow |
| CN | Cavan |
| CE | Clare |
| CK | Cork |
| DL | Donegal |
| DN | Dublin |
| GY | Galway |
| KE | Kildare |
| KK | Kilkenny |
| KY | Kerry |
| LS | Laois |
| LM | Leitrim |
| LK | Limerick |

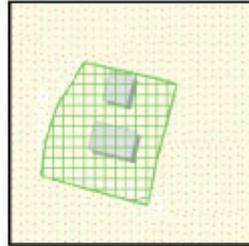
| Code | County |
|------|-----------|
| LD | Longford |
| LH | Louth |
| MY | Mayo |
| MH | Meath |
| MN | Monaghan |
| OY | Offaly |
| RN | Roscommon |
| SL | Sligo |
| TY | Tipperary |
| WD | Waterford |
| WH | Westmeath |
| WX | Wexford |
| WW | Wicklow |

Appendix 3- Map Legend

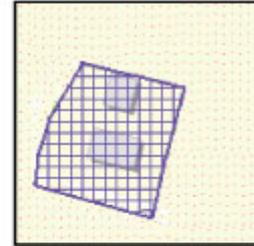
Mapping Guidelines - Appendix 9 Map Legend Eochair Eolais Léarscáile



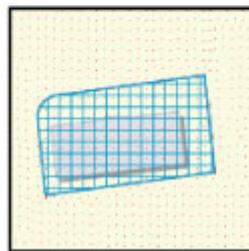
Freehold
Talamh Ruilse



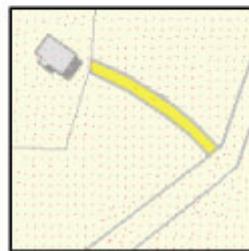
Leasehold
Talamh Léasaigh



Sub-leasehold
Talamh Fho-léasaigh



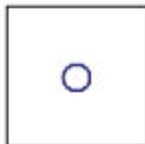
Subsidiary Register
Fochlár



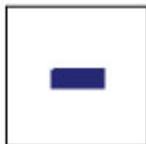
Right of Way/Wayleave
Ceart Slí/Cead Slí



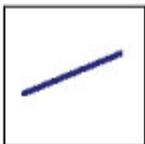
Soak Pit
Sloc Súite



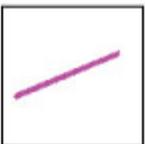
Well
Tobar



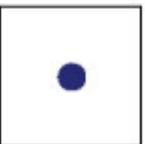
Septic Tank
Umar
Seipteach



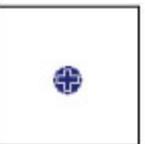
Pipeline
Píblín



Other Line
Líne Eile



Pump
Caidéal



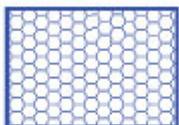
Other Point
Pointe Eile



Lease Burden
Ualach Léasa



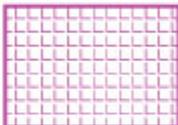
Turbary Rights
Móinchearta



Fishing Rights
Cearta Iascaigh



Landing Rights
Cearta
Tuirlingthe



Parking Rights
Cearta Páirceáil



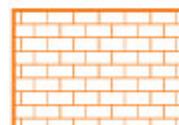
Seaweed Rights
Cearta
Feamainne



Grazing Rights
Cearta Inír



Sterilisation Area
Limistéar
Steirillúcháin



Other Polygon
Polagán Eile