

1 ICS Mortgages sends the loan offer to

- The borrower (the original)
- ICS Mortgages solicitor (a copy)



2 ICS Mortgages solicitor contacts the borrower(s) solicitor

Initial documents required by ICS Mortgages solicitor:

- Copy Folio (if applicable)
- Copy Property Registration Authority Map (if applicable)
- Draft/copy of purchase deed
- Draft Certificate of Title for approval
- Draft Family Home Protection Act Declaration of borrower(s) for approval



NOTE: The loan offer **acceptance** must be signed by all borrowers and the original should be sent to ICS Mortgages in Maynooth.

3 On receipt of the above documents, ICS Mortgages solicitor drafts the security documents and sets out closing requirements

These include:

- Completed Certificate of Title
- Copy of borrower's solicitor's Professional Indemnity cover
- Original executed security documents
- Title documents
- Redemption figures/confirmation re existing charges
- Fees and outlay
- Undertaking to discharge Property Registration Authority queries in relation to the borrowers' title
- Family Home Protection Act Declaration of borrowers
- Property Registration Authority application forms 1/2/3 as appropriate



NOTE: Each item **must** be included.

4 ICS Mortgages solicitor submits the drawdown request

NOTE: Borrower to submit Direct Debit Mandate, property insurance and compliance with special conditions of the loan offer to ICS Mortgages prior to the loan drawdown.

The borrower(s) solicitor should check with ICS Mortgages that these matters have been attended to prior to requesting drawdown of funds.



5 On receipt of funds, ICS Mortgages solicitor contacts the borrower(s) solicitor to arrange the closing



The closing takes place:

- The borrower(s) solicitor to hand over all of the documents in accordance with the closing requirements specified in the ICS Mortgages solicitor's letter
- Transfer of funds



Borrower(s) solicitor provides stamp duty certificate and ICS Mortgages solicitor lodges borrower(s) title and security documents in Property Registration Authority for registration. For registration in the Company Registration Office the borrower(s) solicitor will complete Company Registration Office Form C1A on or immediately prior to the date of closing and ICS Mortgages solicitor will register the Company Registration Office Form C1B

