

BORROWERS NAME :

PROPERTY:

ACCOUNT NUMBER :

Please note the authority from the borrowers must be dated within three months of taking up the Title Deeds. If the Title Deeds are not taken up within three months of date of the authority, a fresh letter of authorisation will be required.

Please confirm to the best of your knowledge the reason for requesting Deeds on Accountable Trust Receipt:

(A) Property is to be sold _____

OR

(B) Request for ATR is not linked to the sale of a property _____

Please confirm the borrower's current address:

(Please note that if one of the options above is not selected, the form will be returned to you for completion as the ATR request can only be processed where an option has been selected)

ACCOUNTABLE RECEIPT. PERSONAL COLLECTION.

(1) Received from **permanent tsb plc**, the documents of Title in relation to the above property(ies) which we undertake to return on demand and in any event within three months. We further undertake to hold the said Documents of Title in trust for permanent tsb plc and not to do any act which would postpone or prejudice the interest of permanent tsb in the property(ies) to which the said documents relate.

(2) In default I/We undertake to pay to **permanent tsb plc** on demand the full amount of its claim against the documents and or the property(ies)

Signed: _____ **Dated:** _____

PRINCIPAL / PARTNER.

ACCOUNTABLE RECEIPT. FOR RECORDED DELIVERY.

(3) We undertake to hold the documents of Title in relation to the above property in trust for **permanent tsb plc** when received by us which we undertake to return on demand and in any event within three months. We further undertake to hold the said Documents of Title in trust for permanent tsb plc and not to do any act which would postpone or prejudice the interest of **permanent tsb plc** in the property(ies) to which the said documents relate.

(4) In default I/We undertake to pay to permanent tsb plc on demand the full amount of its claim against the documents and or the property(ies)

Signed: _____ Dated: _____

PRINCIPAL / PARTNER.

Address _____

Title Deeds on Accountable Trust Receipt

To avail of the customers Title Deeds on Accountable Trust Receipt please write directly to our Securities Department Unit 2B, Finches Industrial Park, Longmile Road Dublin 12 and accompany the following items with your initial request:

- Fully completed and signed accountable trust receipt form (available to download from our website www.permanenttsb.ie/legal-information/form-downloads)
- Client(s) authority
- €35 fee electronically transferred to permanent tsb ATR account (**not required if client(s) are re-mortgaging the same property with permanent tsb**)

Please note the authority from borrowers must be dated within three months of taking up the Deeds. If the Deeds are not taken up within three months of date of the authority, a fresh letter of authorisation will be required.

****PLEASE NOTE THAT TITLE DEEDS GOING OUT ON ATR CAN ONLY BE COLLECTED BY PRIOR APPOINTMENT ONLY****

Vacate Options

Deeds with Permanent TSB: On redemption of the mortgage the customer will be issued a 'Vacate' options letter giving them options of having their title deeds sent to a solicitor of their choice or to an address by registered post. A Vacate fee of €35 is applicable in all cases

Deeds on Accountable Trust Receipt: In instances where the mortgage(s) has been paid in full and you hold the deeds on Accountable Trust Receipt, you must write directly to the Securities Department Unit 2B, Finches Industrial Park, Longmile Road Dublin 12 requesting the vacate mortgage confirming the fee of €35 has been electronically transferred to permanent tsb Vacates account.

Deeds with Solicitor: If you hold title deeds on your premises and the mortgage(s) has been redeemed please return the mortgage deed to our Securities Department confirming the fee of €35 has been electronically transferred to permanent tsb Vacates account.

If you have any questions about the figures above, please phone the Securities Department on 1890 500 121. All redemption figure requests should be faxed to 01-4501157.

Please note that we no longer accept cheques / cash as a payment method. Please arrange to electronically transfer the fee €35.00 as per the enclosed instructions.

Accountable Trust Receipt Fees

The fee for taking up Title Deeds on Accountable Trust Receipt is €35.00.

Please electronically transfer the fee of €35.00 to our Suspense Account detailed below:

BIC: IPBSIE2D

IBAN: IE81IPBS99073299131982

Account Name: PTSB ATRS

Reference No: Please quote the relevant MORTGAGE account number

If you are Re-Mortgaging the same property with our Bank, there is no ATR Fee applicable.

****Please ensure the payment reference number is correct as incorrect references may lead to delays in processing your request.****