

Fixed Assets Notification Form
Property Acquisition

Date of Transaction Closing Estates Area

PRG Approval Date PRG Approval Ref.

Board Approval Date Board Approval Ref.

Company Code:
(Eastern Region Only)

Property Name & Address

Reason for Acquisition

Vendor

I/O Number Amount

Acquisition Method
Nature of Title acquired

Site Area

Solicitor for HSE
Vendors Solicitor

Location of Title Documents

Transaction Costs	Amount incl VAT	Paid Y/N	I/O No.	Notes
Agent Fees				
Legal Fees				
PRA Fees				
Certified Copy Folio				
BER Fees				
LPT Paid (Y/N)				
Other Costs (Specify)				
Other Costs (Specify)				

Fixed Assets Notification Form
Property Acquisition
Continued

Revenue E-Stamping process: ROS e-Filing by Purchaser's Solicitor (Tax number to be used)

Stamp Duty Certificate Return will be made by the Solicitor acting for the HSE

Residential Property:

LPT Property ID

Tax No.

Use agreed National Tax No.

OR

Non-Residential Property:

Tax No.

Use local Tax No.

Property Database:

Request Form to log property on HSE Property Database issued:

Y/N

Date

Note: When Third Party has Signed Contract for Sale an insurable interest is created
(in advance of second party signature)

For Use by Asset Accounting:

Entry on Fixed Asset register

Asset No. Allocated

Input by

Date Posted

Send Completed form to:

Capital Asset Accounting, HBS, Block D, Parkgate Business Centre, Parkgate St., Dublin 8

E-mail:

assets@hse.ie

keith.boylan@hse.ie

stephen.walsh@hse.ie

Copy to:

property@hse.ie

Back of Form