

Fixed Assets Notification Form
Property Disposal

Date of Transaction Closing Estates Area

PRG Approval Date PRG Approval Ref.

Board Approval Date Board Approval Ref.

Property Name & Address

Reason for Disposal

Purchaser

Site Code / Block No. Disposal Amount

Company Code (Eastern Region Only)

Disposal Method *e.g. Open Competition, Auction, Tender*

Nature of Title disposed *e.g. freehold, long leasehold, etc.*

Site Area *Hectares / Acres*

Solicitor for HSE
Purchasers Solicitor *(including contact details)*

Transaction Costs	Amount incl VAT	Paid Y/N	I/O No.	Notes
Agent Fees	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Marketing Fees	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Legal Fees	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
PRA Fees	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Costs (Specify)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Costs (Specify)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Net Disposal Proceeds

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

Details Provided to Purchaser's Solicitor

Residential Property:

LPT Property ID Tax No. *Use agreed National Tax No.*
OR

Non-Residential Property: Tax No. *Use local Tax No.*

Front of Form

Fixed Assets Notification Form
Property Disposal
Continued

Property recorded as Disposed on HSE Property Database:

Y/N	Date
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For Use by Asset Accounting:

Deletion from Fixed Asset Register

Removed by

Date

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