Information Sheet
Apportionment Statement (Ireland)

This Information Sheet will cover:

- ► Where to find the Apportionment Account document and matter tables

- ► How to complete the tables and generate the Apportionment Account

- ► Sending the document to a client

- ► How to provide feedback

Dear Caoilfhionn Jo McMonagle,

McMonagle - Purchase from O'Malley
Property: Young Cottage, Vale, Limerick, County Limerick,

Closing Date:

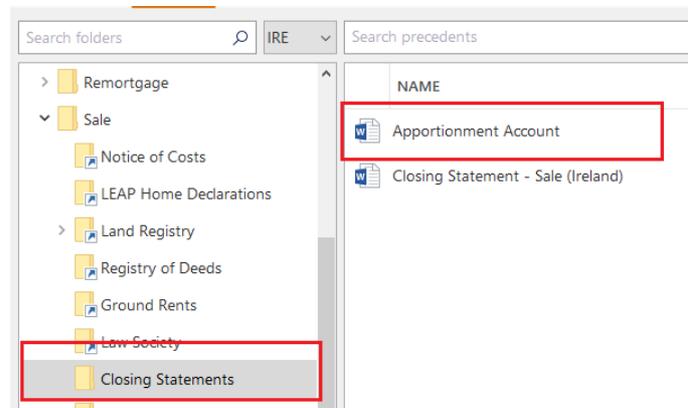Further to exchange of contracts in the above matter, we calculate that the amount due on closing is as follows:

Apportionment Account

for Young Cottage, Vale, Limerick, County Limerick

Purchase Price:	€	300,000.00
Booking Deposit:	€	5,000.00
Deposit paid on exchange of contracts:	€	20,000.00
Balance of purchase price payable on closing:		**€250,000.00**

Matter Type and Required Tables

- ► The Apportionment Account can be found under **Sale** and **Purchase** matter types in the Closing Statements folder

- ► The **Leasehold and Apportionment Details** table and the **Conveyancing Details** table should be used to populate the document.

- ► **The Local Property Tax** amount will also display on the matter, when this has been entered in the **Leasehold and Apportionment Details** table.

Conveyancing details	Price: €322,800.00
Leasehold and apportionment details	Local Property Tax: €5,000.00

Conveyancing Details

On the Conveyancing Financial Details tab, complete:

▶ Price
▶ Booking Deposit (where applicable)
▶ Contract Deposit (where applicable)

The Local Property Tax should be entered into the Apportionment and Leasehold Details table but will also display on this tab as a read only field.

Leasehold and Apportionment Details

On the Apportionment Details tab complete each row for any applicable charge to be apportioned.

Payable From	Annual Charge	Apportionment Date
The date payment of the charge starts from	The total annual amount payable	The date where the payment obligation is transfered e.g. the closing date

No of Days	Amount Paid to date	Amount Remaining
Will show the number of days between the two dates	*Will show the amount already paid of the annual charge*	*Will show the remaining amount to be paid of the annual charge*

Generate the Apportionment Account

When all the above details have been filled out and saved you can now open the Apportionment Account Word document which will populate with information entered.

Any rows on the Apportionment tab that are not completed, will not appear in the generated document.
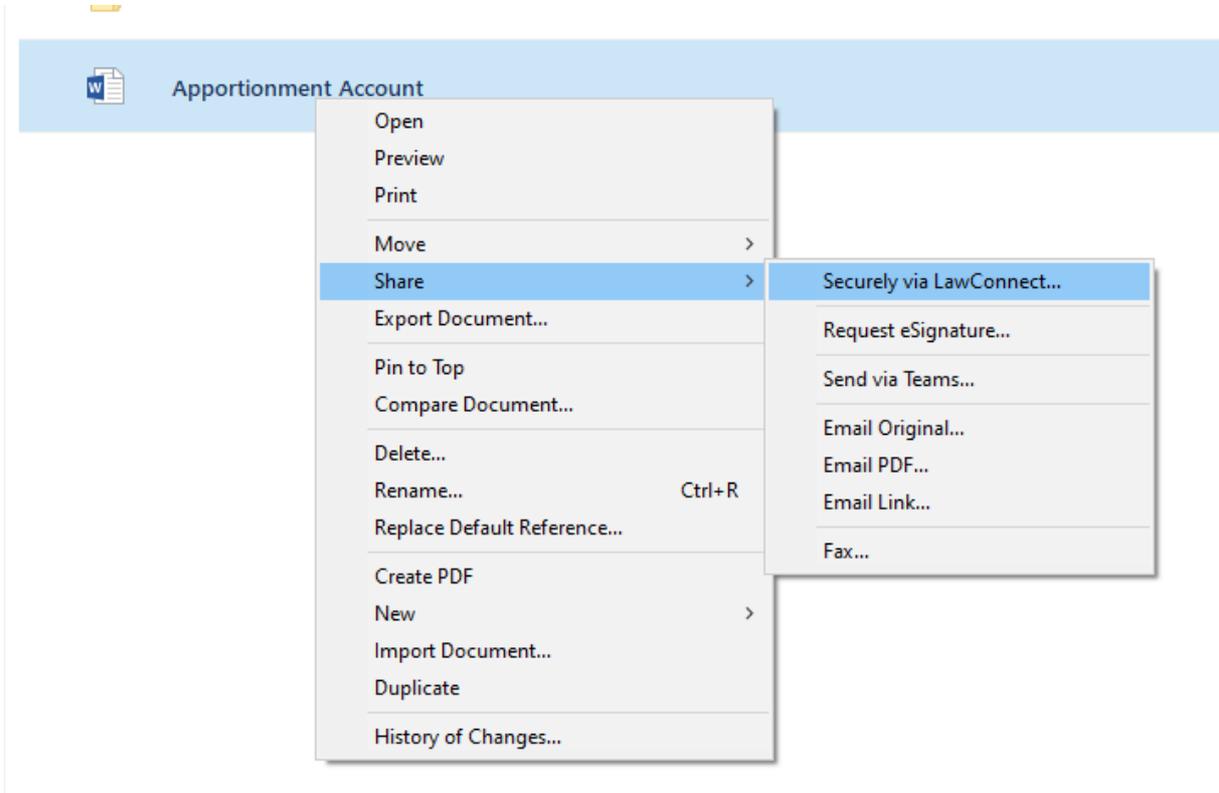
To amend or delete any values, go back to the Apportionment tab, and make your changes. You can then update the document by using the 'Update' button in the LEAP Ribbon.

Apportionment Account

for Young Cottage, Vale, Limerick, County Limerick

Purchase Price:	€	300,000.00	
Booking Deposit:	€	5,000.00	
Deposit paid on exchange of contracts:	€	20,000.00	
Balance of purchase price payable on closing:			**€250,000.00**

Apportionment of Local Property Tax ('LPT') payable from 1 January 2020 to 3 August 2020

Annual LPT charge:	€	100.00	
Purchaser liable for 150 days of 2020:	€	58.90	
Apportionment to be paid by Purchaser on closing for LPT:			**€ 58.90**

Apportionment of Management Company Charges payable from 3 March 2020 to 3 August 2020

Management Company annual charge:	€	1,000.00	
Purchaser liable for 212 days of 2020:	€	580.82	
Apportionment to be paid by Purchaser on closing for Management Charges:			**€ 580.82**

Apportionment of Rent Charges from 1 January 2020 to 3 August 2020

Annual Charge	€	1,500.00	
Purchaser liable for 150 days of 2020 :	€	616.44	
Apportionment to be paid by Purchaser on closing for Rent Charges:			**€ 616.44**

Other monies (insert details here) payable from 4 May 2020 to 3 August 2020

Charges:	€	250.00	
Purchaser liable for 274 days of 2020:	€	187.67	
Apportionment to be paid by Purchaser on closing for Other monies:			**€ 187.67**

Total due from purchaser on closing:			**€ 251,441**

Sending the Apporionment Account to your client

Once the document is saved to the 'Correspondence' screen on the matter, you can easily send it to your clients via LawConnect or email in a PDF format.

To do this, right click on the Apportionment Statement and select the 'Share' select the sharing option you require.

Provide Feedback

Feedback on the Apportionment Account or other LEAP Content can be provided here.