

File storage

When we have completed your case we must under Law Society requirements retain your file for a period of 12 years.

It is important that your file is stored away in a safe and secure location and that we have access to it should any queries arise in the future or some issue arises that needs to be clarified.

For example if you are selling your property in 10 years time and a problem arises regarding boundaries it is important that your original file is available in order to see how the boundary issues were dealt with, at the time of purchase.

We work in conjunction with Fileaway Limited who provides the necessary facilities to ensure that your file is stored in a proper and secure manner with easy access to it, if required. Full information regarding this service can be seen at www.fileaway.ie

The cost of storing your file is €25.00 Euro. This cost covers all the administration incurred and storage of the file for the legally required period of 12 years. VAT is also payable on this amount. The total cost therefore is €30.25 Euro. You can see an example of this invoice at <http://www.fileaway.ie/costs.asp>

This cost has been set out as an outlay expense on your invoice and we hope this explanation explains the reason why this cost is incurred.

Explanatory memorandum prepared by Fileaway.