A guide to the selling process for **shared ownership properties**

Thank you for your enquiry about selling your shared ownership property. This information pack offers a step-by-step guide to your selling shared ownership property (known as ‘re-selling’) and gives you an indication of the costs and timescales involved.

The guide also includes the form you will need to complete the process.

Please read this information carefully.

Shared ownership resales (inside the nomination period)

As you were helped to buy your home with public money, to help people get onto the property ladder, one of the conditions of re-selling a shared ownership is that your home be offered to people who qualify for affordable housing (just as you did). Therefore, your lease gives Stockport Homes 4-8 weeks (dependant on lease agreement) to find a purchaser from the date we receive your Resale Form and Royal Institute of Chartered Surveyors (RICS) Valuation (more information on this process is in this guide). The valuation sets the sales price for your property.

If you wish to buy further shares of your property this is known as ‘staircasing’. For more information on staircasing please email **leasehold@stockporthomes.org** or ring the Home Ownership Team on **0161 218 1524**.

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Before you start

All properties marketed for sale in England and Wales need an Energy Performance Certificate (EPC) before they can go on the market. If you do not have a copy of this document you may be able to find yours here: epcregister.com/searchReport.html

If your EPC is not listed online you will need to instruct an accredited EPC assessor to create one. You can locate an assessor here: **epcregister.com/searchAssessor.html**. An EPC usually costs between £50-£100.

We are unable to market your property if you are in rent or service charge arrears, please speak to our Customer Finance Team on **0161 218 6016** if you are in any doubt.

There are a number of costs associated with selling your shared ownership property. They include the following:

Resale Fee

Fixed fee of £1500 plus VAT.

Most of our leases permit a fee of up to 1% of the home's value. However, we aim to keep costs low for our shared ownership customers and therefore charge a fixed fee. If accompanied viewings are required, the fee may increase, but this will be discussed with you at the point of instruction and is entirely optional.

A sales administration fee (£240 inc VAT) is payable upon instruction and forms part of the overall sales fee. The administration fee is non-refundable if the sale does not proceed to completion. The remaining sales fee is payable upon completion of the sale.

Viaduct Sales will act as your estate agent and provide the same high standard of service you would expect on the open market.

Our resale fee includes the following services:

- A face-to-face appointment at your home to discuss the sales process
- Professional photographs
- A floorplan
- A property advert sent to our extensive register of interested applicants
- Promotion on Viaduct's Instagram and Facebook pages
- Listing on the Viaduct website
- Listing on Rightmove (optional, if required)
- Accompanied viewings (optional, if required)
- Explain the shared ownership model to prospective buyers to ensure they fully understand the product before committing to a sale, helping to reduce the risk of sales falling through.
- Sales progression managed by a dedicated sales advisor.

Leasehold Management Pack

This pack will contain the information that a potential purchaser's solicitor will require about your lease. Management Pack Fee (if required) £210 for flats and £150 for houses inc VAT.

Legal Fees

You will be required to pay your legal fees as well as those of Stockport Homes. Our legal fees will usually be between £400-£600.

Checklist to get your property on the market:

- [ ] Contact surveyor to get valuation carried out
- [ ] Receive valuation report from the surveyor
- [ ] Once you have your report and are happy with the valuation please complete the resale instruction form at the end of this guide.
- [ ] Send us the following items:
    - RICs Valuation report
    - Resale instruction form at this end of this guide.
    - Energy Performance Certificate (EPC)
    - Warranty certificate (if applicable)
    - ID + Utility bill dated within 3 months
- [ ] Pay your sales administration fee.

Valuation

Instruct a valuation to be carried out on your property by a surveyor registered with the Royal Institution of Chartered Surveyors (RICS).

You may use any RICS qualified surveyor to value your property. We cannot accept an estate agent's market appraisal in place of a valuation.

Valuations are valid for three months from the date your property is inspected. If completion does not occur within the three month period, then you will need to speak to the sales adviser regarding a valuation extension.

Stockport Homes has information on a number of surveyors who can provide a full valuation.

We advise you to check your lease for the number of years remaining and have this to hand when the surveyor arrives so they can value your property accurately.

If you have less than 80 years remaining on your lease, you may want to consider extending your lease before starting the sale process, as this could make it easier for a buyer to secure a mortgage for your share.

If you wish to dispute the value provided by your RICS valuer, you are able to challenge this by providing written reason for your concerns directly with your chosen valuer. You should provide evidence of the sale prices of at least three similar properties in your area. You may then request that your valuer reconsiders their opinion. If you are still not satisfied with the outcome you may instruct another RICS qualified valuer to revalue the property at your expense. Stockport Homes will not be involved in this process and should only be forwarded the report once you are happy to proceed.

Please note that an estate agent's valuation is not acceptable. Under the terms of the lease the valuation must be carried out by a RICS qualified surveyor. Whichever valuer/s you choose you are responsible for their fee.

Prepare to go to market

Once you have received your valuation report from the surveyor, please send the following to the Sales Team:

- Copy of your valuation report
- Fully completed resale form (found at the end of this guide) You will need to include your full address, full valuation figure and the percentage of the property you own (you will find this on your lease document)
- Energy Performance Certificate (EPC) (EPCs are valid for 10 years)
- ID + Uility bill dated within 3 months

Please note: the documents listed must be sent in together.

You can email or post your documents to us:

- sales@viaducthousing.org
- Stockport Homes, Cornerstone, 2 Edward St, Stockport, SK1 3NQ (please send by recorded delivery).

Once we have received all your information, we will contact you to arrange to visit your home.

Selling your home outside of the nomination period

If we are unable to find a buyer during the nomination period, you will then be free to market your property on the open market with an estate agent of your choice at a price above or below the original RICS Valuation.

Please contact a member of the Viaduct sales team for further advice and guidance on selling your home outside of the nomination period.

Should the home be sold on a shared ownership basis, any applicant will need to satisfy the same shared ownership and affordability criteria you did when you bought.

If you market your property via an estate agent, a potential buyer could agree to purchase 100% of your home using a process called 'back-to-back staircasing'. This enables a potential buyer to purchase 100% of your property from both you and us on the same day. If using this process the prospective buyer does not have to meet any shared ownership criteria. Please contact the Viaduct sales team for further guidance.

Viewings

Once your property has been marketed, all enquiries will be managed by our Sales Team. Any enquiries from applicants who wish to view your property will be referred to you for an appointment to view. It is important that you provide the correct information to us at the outset and work with us during the nomination period, e.g. arranging viewings etc. to avoid the nomination period being considered invalid.

Eligible buyers

We are required to carry out regulatory checks on potential buyers to confirm they comply with any nomination criteria before a sale can be agreed.

If more than one applicant is interested in buying your home we will nominate the first applicant whose application fully meets the shared ownership criteria and successfully passes the shared ownership affordability checks. *See our 'Accessing Shared Ownership' Policy.

Management Pack

Your legal representative may require a leasehold management pack from Stockport Homes for which we require payment. Management Pack Fee (if required) £210 for flats and £150 for houses inc VAT.

Our leasehold administration fees can be found on our website at **https://www.stockporthomes.org/my-home/home-owners/**

In order for your enquiry to be dealt with as soon as possible, please make payment over the telephone via our Customer Finance Team on **0161 217 6016**. Alternatively, you can send a cheque to the Home Ownership Team, **Stockport Homes, Cornerstone, 2 Edward St, Stockport, SK1 3NQ.**

Please email leasehold@stockporthomes.org to confirm you have made the bank transfer and provide us with proof. Please be aware the pack will not be released to your solicitors until you provide us with confirmation of payment.

Conveyance process

Once you have found a buyer and we have completed our regulatory checks, we will pass the matter over to our solicitors for conveyancing

Your buyer's solicitor will raise any queries with your solicitor about your home. The number of queries raised can vary from solicitor to solicitor, which will affect the length of time the sale takes to complete. The average property takes around twelve weeks to conveyance in the UK. A shared ownership property may take longer as there are additional steps to be completed and another party involved, i.e. your landlord and/or freeholder.

There is a charge for the work our solicitors will do, which will be around £400 - £600, depending on the work required. You will be responsible for paying this fee.

If you are purchasing another property and are involved in a chain, please make sure both we and your purchaser are aware of the deadlines you are working to and please contact your solicitor on a regular basis for a progress report on the sale. Viaduct sales will assist you with the sales progression.

Once your buyer's mortgage offer is issued and we have approved the offer, both you and the buyer will need to arrange to sign the legal documents required to complete the transaction. Once this is done, exchange of contracts can take place and a completion date can be set.

Completion of sale

Once a completion date is set, our solicitors will prepare a completion statement, consisting of:

- sale price
- rent/service charge
- resale/legal fees

This is the time to make sure you have made arrangements with your buyer regarding when and where they will be able to collect keys. Viaduct sales can assist with arranging the handover of keys.

Under no circumstances should you hand over keys prior to your solicitor's confirmation that completion has taken place.

Once you have received confirmation from your solicitor that your sale has completed you can immediately cancel any rent or service charge Direct Debit payments.

If you believe any credit is due back to you after you complete you will need to apply for this through our Customer Finance Team by ringing **0161 217 6016**.

List of Royal Institute of Chartered Surveyors

This is a list of surveyors we know have experience of valuing shared ownership properties. You are free to use a RICS surveyor of your choice.

Ian Gallery
07969 506 446
ian.gallery.ijg@gmail.com

Miller Metcalfe Surveyors
01204 275190
www.millermetcalfesurveyors.co.uk

Geo. Unsworth & Son
0161 273 7400
survey@guas.co.uk

John Thomson
0161 839 4809
www.thomsoncharteredsurveyors.co.uk

Intention to sell **Shared Ownership Property**

Interactive Form

viaduct housing partnership

Stockport Homes Ltd / Stockport Metropolitan Borough Council

Shared Ownership Resales

Viaduct sales are part of Stockport Homes Group

Queries and correspondence should be directed to Viaduct Sales at **sales@viaducthousing.com** or **0161 218 1303**

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You should complete this form once you've had your property valued.

Please send a scanned copy (or a photo) of your completed and signed form together with your valuation report, EPC Certificate and photographic ID to us at sales@viaducthousing.com

Please note the valuations are valid for 3 months only and EPCs are valid for 10 years.

Checklist to instruct Viaduct Sales to market your home on behalf of Stockport Homes Group: (Please tick below).

- [ ] A copy of the EPC certificate is enclosed.
- [ ] I /We have obtained an RICS valuation undertaken by a Fellow of the Royal Institution of Chartered Surveyors and a copy is enclosed.
- [ ] I/We have attached our photographic ID. (Please note a member of the sales team will verify the ID with you in person when they visit your home to take marketing photos).

I/We acknowledge receipt of a RICS valuation for my property of £ ______

and I own ______ % therefore I will be selling my share at £ ______

Please read the below information before signing this form.

If Viaduct sales team nominate a buyer, you are liable for a resale assignment fee of a minimum of £1,500 plus VAT, unless otherwise specified in your Lease.

The share of your home cannot be sold for more than the market value determined by a RICS Valuer (condition of the Lease).

You are responsible for obtaining a RICS Valuation.

If Stockport Homes does not purchase the property or nominate a purchaser as per the lease terms, you may market the property on the open market.

You will be liable to pay Stockport Homes solicitor's costs.

You are liable for any payments for rent and/or service charge up to the day of completion and we cannot complete the sale unless these are up to date on the day of completion.

☐ I/We, consent for my contact details to be given to potential buyers to arrange viewing with me.

☐ I/We consent for Viaduct sales team to discuss the sales progress of my property with a third party, such as another Estate Agent or housing developer for my onward purchase.

☐ As per the terms of the lease I/we will pay the reasonable and proper administration fees as set out on the Home Ownership section of the Stockport Homes website, and the legal fees of the landlord. Note: the sales administration fee and legal costs may still be payable if the sale does not proceed to completion.

Owner Details

Owner 1 Name	Owner 2 Name

Address

Telephone	Telephone

Email Address	Email Address

To ensure we have correct information about your property for marketing purposes, please choose from the options below that best describes your property:

House Type

- [ ] Apartment Ground floor
- [ ] House Detached
- [ ] Mid-Terrace
- [ ] Apartment First floor
- [ ] Link detached
- [ ] End Terrace
- [ ] Apartment Second floor
- [ ] Semi-detached
- [ ] Bungalow
- [ ] Apartment Third floor

Bedrooms

Number of Bedrooms

Parking

- [ ] Driveway
- [ ] Shared Parking
- [ ] Parking Permit
- [ ] Other

Outside Space

- [ ] Private Front Garden
- [ ] Private Rear Garden
- [ ] Communal Garden
- [ ] Private Balcony/ Juliette Balcony

Heating Type

- [ ] Gas
- [ ] Electric
- [ ] Solar Panels
- [ ] Air Source Heat Pump

Council Tax

Local Authority Council Tax Band (Please provide a copy of your council tax letter)

Signature of all Leaseholders If there are joint leaseholders, all leaseholders must sign this form to confirm the intention to assign the lease, you have read and understood the declarations and to confirm the above information is correct to the best of your knowledge.

Owner 1

Signed

Date

Owner 2

Signed

Date

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