

## A step by step guide to selling your shared ownership home

Thank you for your enquiry about selling your shared ownership home.

Here's a step by step guide together with details of the costs and the paperwork you will need to get things started

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### The valuation & Energy Performance Certificate (EPC)

When you sell your home you must get it valued. The price that you can sell your share will be a percentage of the full market value of your home.

Your valuation must be carried out by an independent surveyor registered with the Royal Institute of Chartered Surveyors. This must be an insurance-backed RICS Red Book Valuation not an estate agents market appraisal.

Please refer to our **panel of Valuers** below who understand shared ownership valuations. These valuers are independent from Bromford. If you do not agree with their valuation, you will need to contact them directly. You do not have to use a valuer on the panel. You can use any independent surveyor but they must be registered with the Royal Institute of Chartered Surveyors.

A valuer on the panel will take photos of your home with at least one of the front of your property. Remember that these photos will be put on to a Help to Buy Agent website so it is in your best interest that your home is well presented when the surveyor takes these photos.

The valuer will ask you to sign a form to agree their terms of engagement.

All properties must have an Energy Performance Certificate (EPC). Your property may already have one. You can find out by entering your postcode online at <http://www.hcrregister.com/>. If you do not have an EPC then the surveyor you choose may be able to carry this out. Or you can find an Energy Assessor on line at <https://www.gov.uk/find-an-energy-assessor>

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### On receipt of your valuation report

Once you have received your valuation report, if you want to go ahead -complete the **'Notification to sell a shared ownership property'** form and send this to the Commercial Property Team at Bromford with the up front administration fee. You will also need to send us a copy of your valuation and/or EPC along with this form.

Any property photos should be emailed to [cpt@bromford.co.uk](mailto:cpt@bromford.co.uk) with your address for the attention of the Commercial Property Team.

The property share which you own may not be sold for more than the market valuation, this may be negotiable if the purchaser wish to buy the remaining shares. You will not get any allowances for alterations or improvements you may have made to the property

Your original valuation will usually last for 3 months, if your valuation expires then you will need to arrange another valuation at your own cost. It may be possible to arrange a desktop valuation but please check with the surveyor you use.

Your lease will usually say that we should nominate a purchaser for the property. We usually have **8** weeks to do this from the date we receive your Notification to Sell a shared ownership property form

We will only exercise our right to nominate a purchaser if there is an agreement in place with the Local authority, where as a planning condition, the Local authority has the right to nominate prospective shared ownership purchasers

We will check the terms of your lease and contact you within 5 days of receiving your 'notification of intention to sell a shared ownership property' to let you know:

- If we must obtain nominations from the Local Authority
- If there are any restrictions in place on the sale of your property – e.g. the property may only be sold to people living or working in the local area
- The maximum % share in your property that can be purchased
- When you can put the property on the market with an Estate Agent

#### **Local authority nominations**

- We ask the local authority to provide us with details of any prospective purchasers registered for shared ownership. We will then write to them to see if they are interested and put you in touch with them to arrange a viewing. We will only provide you with contact details of purchasers who wish to view, if they have registered with a Help to Buy Agent
- If the local authority is unable to nominate any prospective purchasers we will let you know as soon as possible and you can then instruct an Estate Agent

#### **Estate Agent**

- If there are no planning conditions attached to your property we will tell you and you can then instruct an Estate Agent to sell your share for you straight away once the valuation is complete and we have received your Notification to Sell form

We will list your property on a 'Help to Buy Agent' website and put any prospective purchaser in touch with you or your Estate Agent to arrange to view the property.

Any purchaser will be encouraged to maximise the share they buy based on their individual circumstances. This may mean that they buy a larger share in the property than you currently own. The property can be marketed to state that the % you currently own is the minimum % share available.

Bromford do not produce sales particulars, signage, marketing or offer any form of Estate Agency Service

We will only provide you with contact details of purchasers who wish to view, if they have registered with a Help to Buy Agent and seen your property listed on the Help to Buy Agent website.

You will then need to arrange a convenient viewing time directly with the prospective purchaser. We do not provide a viewing service.

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### **Eligible Buyers**

Any buyer will need to register with a Help to Buy Agent. We will also carry out a more detailed assessment if a purchaser makes an offer.

We are required to approve the mortgage offer for any purchaser and consent to the purchase as this is usually a condition of the lease.

Once a sale is agreed, a memorandum of sale will be prepared formalising the sale of your property.

You will need to appoint a solicitor to act on your behalf.

An up to date valuation must be in date at the point you agree the sale of your shares.

Should the purchaser wish to purchase further shares the valuation must be in date until the sale completes.

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### **The conveyance process**

We will provide responses to Leasehold enquiries raised by your solicitor. Our consent to the sale will also be requested and we will need to approve any mortgage offer. Our fees for providing this information are collected on completion of sale

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### **Completion of sale**

Once a completion date is set we will provide the balance of the rent, buildings insurance and any service charges payable to your solicitors. Our administration fee is also payable on completion of sale.

Rent will continue to be payable up until completion and any credit on your account will be refunded back to you.

If you pay your rent and service charges by direct debits then they will be cancelled upon completion. Keys should not be exchanged until completion has taken place.

Bromford do not receive any money from the sale other than the fixed administration fee to cover our costs.

Below is a list of the fees associated with selling your home

<b>Fees payable before a sale is agreed</b>	
The Valuation Fee	Payable to the valuer you instruct
Energy Performance Certificate	Payable to the valuer you instruct
Part administration Fee	<p>£100.00 Payable to Bromford. This is non refundable. This covers our costs of:</p> <ul style="list-style-type: none"> <li>• Reviewing lease terms to establish any restrictions on sale – e.g. local connection criteria and/ or nomination criteria</li> <li>• Listing the property on the Help to Buy Agent site</li> <li>• Signposting customers from the Help to Buy Agent site to your estate agent and/ or directly to you as required</li> <li>• Handling queries about the sale raised by you, your estate agent and/or potential purchasers and assessing eligibility for any potential purchasers.</li> <li>• Providing advice and guidance on the potential for purchaser to purchase additional % shares</li> <li>• Direct contact with any prospective purchasers where we are required to obtain nominations from a Local Authority. Liaising with the Local authority to obtain their consent to the sale</li> </ul>
<b>Fees payable on completion of sale</b>	
Part administration Fee	<p>£270.00 Payable to Bromford. This covers our additional administration costs of :</p> <ul style="list-style-type: none"> <li>• Assessing affordability for any prospective purchaser</li> <li>• Responding to your solicitors pre contract enquiries</li> <li>• Approving the change in ownership for the land registry</li> <li>• Checking and signing any legal documents in relation to the sale</li> </ul>
Estate Agent Fees	If we are unable to nominate a buyer and you instruct an Estate Agent, you will also be responsible for their fees.
Solicitor Fees	You are responsible for your own solicitors costs

Commercial Property Team  
 Bromford  
 1 Exchange Court  
 Brabourne Avenue  
 Wolverhampton Business Park  
 Wolverhampton  
 WV10 6AU  
 Email: [cpt@bromford.co.uk](mailto:cpt@bromford.co.uk)

## Valuers

The following valuers are independent from Bromford but have experience of valuing shared ownership properties. You may use a different independent surveyor but they must be registered with the Royal Institute of Chartered Surveyors.

If you would like to use 1 of the valuers on the panel:

- Ring the valuer to arrange a valuation appointment and let them know that you own a shared ownership property with Bromford.
- Tell the valuer that you want to sell your shares in a shared ownership property.
- You will be asked to pay in advance. We have agreed fixed charges with the valuers.

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<b>Whitestone Commercial Ltd</b> 2 Sussex Place Widcombe Bath BA2 4LA Tel <b>01225 436464</b> Email <a href="mailto:tesslambert@whitestonecommercial.co.uk">tesslambert@whitestonecommercial.co.uk</a>	
<b>Jaymans Property Services (Midlands) Ltd.</b> 8 Wolverhampton Road Cannock WS11 1AH Tel: <b>01543 505566</b> Email <a href="mailto:survey@jayman.co.uk">survey@jayman.co.uk</a> or <a href="mailto:survey_centre@jayman.co.uk">survey_centre@jayman.co.uk</a>	