

Notification of intention to sell a shared ownership home

To sell your shared ownership home, please complete, sign and return this form with a copy of the valuation report, Energy Performance Certificate and any photographs. Return to - Commercial Property Team, Bromford, Exchange Court, Brabourne Avenue, Wolverhampton, WV10 6AU
 Email: cpt@bromford.co.uk

Personal Details

Your Name (s)		Contact telephone numbers	
Email address		Current % share owned	
Your address			

Payment	Please Tick	Account details	
I/ we have made a bank transfer for £100 for the fixed administration fee		Account name	Bromford Housing Association Ltd
I/ we enclose a cheque for £100 for the fixed administration fee		Account no	70207144
The date this was paid was		Sort Code	20-97-86
		Bank Address	Barclays Bank Plc, Queens Square, Wolverhampton
		Payment reference	s/o resale

Valuation

	Please confirm
I/We have instructed a surveyor from your panel of valuers and a copy of the valuation/EPC is enclosed.	Yes / No
I /we have obtained an RICS valuation undertaken by a Fellow of the Chartered Institute of Surveyors and a copy is enclosed along with a current Energy Performance Certificate	Yes / No
I/ We have provided photographs for use on the Help to Buy Agent website and in any sales details which has been emailed to customerservices@bromford.co.uk	Yes / No

Declaration

	Please confirm
I/we understand that the share cannot be sold for more than the market value, which is a condition of the lease	Yes / No
I am/ we are aware that the fixed administration fee of £100 is non refundable in the event that the resale does not proceed to completion.	Yes / No
I am/we are aware that should the sale proceed through to completion then an additional fixed fee of £270 will be payable to Bromford	Yes / No
I am/ we are aware that all payments for rent and/or service charge must be up to date at the time of completion	Yes / No
I / We have already found a private buyer for the property and their contact details are enclosed. (Any purchaser will need to be assessed for shared ownership)	Yes / No
I/ we agree to the property being listed on the Help to Buy Agent's Website once the valuation has been obtained	

To ensure the correct information is listed on the Help to Buy Agent website please tick from the following options which best describe your property.

Property Type

Property type:	House	Bungalow	Apartment	Coach House
Build form	Detached	Semi	Mid Terrace	End Terrace
Apartments only	Ground	First	Second	Third

Rooms

Kitchen	Kitchen/Diner	Lounge	Lounge/ Diner
Dining Room	Downstairs Cloakroom	Utility Room	Hall
Number of bedrooms	Ensuite	Front Garden	Rear Garden
Porch	Patio Doors	Double glazing	Conservatory

Parking

Garage	Driveway	Shared Parking	Off street parking
Allocated parking	Other		

Heating type

Gas	Electricity	Oil	Solar
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Other useful information

Gas supplier	
Electricity Supplier	
Water supplier	
Council Tax Band	
Approximate monthly charge for council tax	£

Solicitor

If you do not already have a solicitor details of solicitors who have experience of dealing with shared ownership properties can be found on the Help to Buy Agent Website	
The name of the solicitor I/we will be instructing once a sale is agreed is	
Their Address is	
Their contact number is	

Estate Agent

On receipt of this form we will contact you to	
<ul style="list-style-type: none"> • Let you know if we are required to nominate a purchaser for your property • Let you know if there are any residency restrictions • Let you know when you can instruct an Estate Agent • Let you know the maximum % share which can be sold 	
The name of the Estate Agent I would like to use is:	
Their Address is:	
Their website address is:	
Their contact number is	

Signatures

If the lease is in joint names, both shared owners are required to sign below to confirm the intention to assign the lease, and to confirm that the above information is correct to the best of your knowledge			
Your Name		Your Name	
Signature		Signature	
Date		Date	