

## Shared ownership properties transferring from joint to sole names

To provide our written consent to the assignment we will require the following:

- Advance fee payment as detailed below
- A copy of the shared ownership lease
- Telephone/ mobile contact numbers for the shared owner
- For the customer to complete an affordability assessment to ensure they can continue to maintain the regular outgoings on this shared ownership property.
- Notice of Transfer within one month of assignment. Please note that we do not provide a standard form of Notice.
- Notice of charge if there is a transfer of name on the mortgage for this property

Please note that consent will only be provided subject to a clear rent account.

Our fee for considering this request and issuing consent is set out in the administration fees on our website. The fee is payable in advance into the following account:

Bank Account Name	Bromford Housing Association Limited
Account Name	BHA- current account
Account Number	70207144
Sort Code	20-97-86
Name of Bank	Barclays Bank Plc, Wolverhampton, Queens Square, Wolverhampton
Reference	Admin Fee joint to sole

On receipt of payment we will be in direct contact with the shared owner to arrange for the affordability assessment to be undertaken.

Please note that these fees are not refundable in the event that the assignment does not complete.