

## Transfer of a shared ownership property from sole to joint names

To provide our written consent to the transfer of a shared ownership property from sole to joint names we will require the following:

- Advance fee payment as detailed below
- A copy of the shared ownership lease
- The prospective shared owner to register a Help to Buy Agent to determine eligibility for shared ownership. The registration process can be completed on line – [www.helptobuy.gov.uk](http://www.helptobuy.gov.uk).
- The Help to Buy Agent application reference number together with written confirmation from the Agent that the applicant has been accepted as being eligible for shared ownership
- Your solicitor may need to provide a Draft certificate and/ or Deed of covenant if required
- Your solicitor may need to serve a Notice of Transfer on us within one month of the transfer of names. This will enable the property to be registered in joint names at land registry.
- If there is any change in mortgage arrangements on the property your mortgage lender will also need to contact us to obtain our written consent to the mortgage

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

Our fee for considering this request and issuing consent can be found on the menu of administration charges 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

Please note that these fees are not refundable in the event that the transfer does not go ahead.