

# INITIAL NOTICE TO ASSIGN

Please complete and return this form to notify Broadland Housing Association Ltd that you wish to assign your share in your home.

Email: [Sales@broadlandgroup.org](mailto:Sales@broadlandgroup.org)

Postal: Sales Team, Broadland Housing Association Ltd, NCFC, Carrow Road,  
Norwich, NR1 1HU

Ref: .....(Your name)  
.....(Your address)

I/we currently own .....% and wish to sell this share in the above property.

\* I/we would like Watsons to carry out the valuation for £222.00. I/we have made this payment via:-

- 1. BACS payment to Account Name: Broadland Housing Association,   
Sort Code: 60-15-31, Account No: 21481229.  
Please ensure you provide reference: **SO Valuation – your address**

I/we understand that after the valuation is instructed the fee is not returnable. The valuer can contact me on telephone no. .... (daytime number) to arrange a date and time for the valuation visit.

**OR**

\* I/we will instruct ..... (Independent RICS qualified Valuers) to value my property. I/we hereby agree to meet the valuation fee in full and ensure the valuation is addressed and sent to Broadland Housing Association Ltd with this Initial Notice to Assign Form.

I/we can confirm the following major improvements have been carried out to our/my property. I/we understand any major improvements will contribute towards the full market valuation.

- \* No major improvements
  - \* Of which the Association has been advised
  - \* Of which I give details below
- \*\* Please delete above as applicable**

.....  
.....  
.....

Telephone: .....

Signed: .....

Date .....

**If the property is in joint names, both shared owners must sign**