



Selling your Shared Ownership home



Procedure for selling, also known as assigning, your home. If you own a share of your home and wish to sell your share you can do this by selling your lease to another party. Assignment is the transfer of the lease to another party. You must first notify Broadland Housing Association if you wish to sell your home and follow the procedure set out below. Failure to do so may result in penalty provisions as contained within your lease.

Assignment Procedure Step by Step

1. Notify Broadland Housing Association Ltd in writing of your intention to assign your share of the lease by completing the initial notice to assign form. This can be found on our website or by contacting the sales team.
2. Upon receiving your initial notice to assign form, you or Broadland Housing Association will instruct an independent Royal Institute of Chartered Surveyors qualified valuer (RICS) to provide a current market valuation of your property. This is a term of your Lease that the valuation must be undertaken by a RICS valuer. If you use your own RICS valuer, please provide their name and address. All valuations must be addressed direct to Broadland Housing Association as the freeholder for the property and you must pay for the valuation.

The valuer will value the property in its current condition which will include any improvements made to give a full market value. You will sell the share you own which will be a percentage of the full market value for example if you own 50% share and full market value is £200,000 you will sell your 50% share for £100,000. Any improvements made are added to the full market value. This is to ensure future purchasers pay the correct value for the share they are purchasing. An Estate Agent's valuation is not acceptable, nor is a valuation carried out by a Bank or Building Society for mortgage purposes, as this is not classed as an independent valuation.



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3. Within seven days of receipt of the valuation, Broadland Housing Association will inform you of the valuation figure and the maximum sale price of your share along with the final notice to assign form. The valuation is valid for a period of 3 months from the date of the valuation. After this time has elapsed, you may be required to pay for a further valuation. This is not negotiable, as it is the valuer who makes the charges for re-valuations. If you are happy with the valuation you will need to sign and return the final notice to assign form along with a valid EPC and photograph of your property that you wish to use for marketing.
4. Once we receive the final notice to assign form from you the nomination period will start. The nomination period is stated in your lease, most of our properties the period is 8 weeks. You must allow Broadland Housing Association to nominate a buyer for your property. This is often quicker and cheaper than instructing an estate agent. If Broadland Housing Association fails to nominate a buyer within the period you may sell your property on the open market via an estate agent. The nomination period can be reduced or waived at Broadland Housing Associations discretion where we feel we cannot nominate a purchaser. We will advertise your property on the Help to Buy website, our website and any relevant local authority website if applicable.
5. Nominated purchasers or those found through an estate agent will be subject to an affordability assessment. Full details of documents needed will be provided by the sales team. Broadland Housing Association will approve a nominated purchaser providing they pass the financial assessment and are approved by the Help to Buy agent, If the whole property is being assigned that they agree not to sub-let and that the rights of the Shared Ownership lease are passed to the new owner.
6. You must inform Broadland Housing Association of your appointed solicitor (and your buyers if being sold with an estate agent) who will deal with the conveyancing of your property sale. You are responsible for paying your own solicitors fees.
7. Your purchaser must exchange contracts within 12 weeks of receiving the draft contract documents from your solicitor. You should complete the sale within four weeks of exchange of contracts. Upon completion your Solicitor must provide Broadland Housing Association Ltd with:-
 - Notice of Assignment and Charge
 - A copy of the Transfer Deed
 - Fee to register the Assignment and Charge – current fee £100 + VAT payable by the new purchaser





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Frequently Asked Questions When Selling Your Home

Q: What share can I sell?

A: You can only sell your share of the lease. For example if you currently only own a 50% share, you can only sell 50%. You must not be in rent arrears or we must have agreement from your Neighbourhood Officer that an undertaking from your solicitors to clear the arrears on completion is acceptable.

Q: What happens if I don't agree with the RICS valuation on my home?

A: If you are not happy with the valuation figure you may go to the district valuer but the district valuer's decision will be final. For example if they value the property lower than the RICS valuation then you will have to sell at the revised lower price. We always review the RICS valuations before sending you the figure and will raise any concerns we may have with the RICS valuer as we want to ensure you are selling at a fair and appropriate price.

Q: What is an EPC and why do I need one to sell my home?

A: If you live in a new property under 10 years old then you will already have an EPC (Energy Performance Certificate) as they are valid for 10 years. You can check if your property has a valid EPC by visiting www.epcregister.com. It is a legal requirement that you have a valid EPC when selling your home. If you don't have a certificate or the one you have has expired you will be required to pay for a property assessment by an accredited person.



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Q: Who can buy my share? Are there any restrictions?

A: All buyers will need to be registered with the Help to Buy agent and qualify for Shared Ownership. To qualify for Shared Ownership they must earn under £80,000 a year, unable to purchase a home suitable for their needs without assistance, not a current home owner (or named on the deeds to another property) and no outstanding credit issues. Buyers will also be subject to an affordability assessment carried out by Broadland Housing Association. Some of our properties in rural areas also require us to advertise them with the local authority to try and find a buyer with a local connection.

Q: What costs are involved with selling my home?

A: Breakdown of costs;

- Broadland Housing Associations fee for nominating a buyer is 1% of the sale price
- Estate agents fee (If Broadland Housing Association do not successfully nominate a buyer)
- RICS valuation fee - £185 + VAT = £222
- EPC certificate (If a new one is needed)
- Fee payable to Broadland Housing Association for answering solicitors enquiries – £150 + VAT = £170
- Mortgage redemption fees if applicable, please check with your current lender
- Your solicitors fees
- Moving / removal costs

Q: Can I buy another Shared Ownership home?

A: Yes you can providing you meet the current requirements as set out by the Help to Buy agent.

Q: How are my property improvements taken into account?

A: Improvements considered include a new kitchen, bathroom, central heating, double glazing or extension. General repairs, maintenance and decoration are not considered improvements. If you have made improvements the valuation will include the value of any improvements and you will receive your percentage share of the agreed sale price. You will only see the full benefit of your improvements if you final staircase.

