

## Staircasing Application Form

Please complete and return this form to notify Broadland Housing Association that you wish to purchase further shares in your home.

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

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

Please complete the following information:

Name: .....

Address: .....

.....

Contact Telephone Numbers: .....

***Please note the Valuer will need to contact you to make an appointment to arrange to inspect the property to carry out the valuation. Please therefore provide full contact details.***

Percentage share currently owned: .....%

Further percentage share which you would like to purchase: .....%

Details of any major improvements that have been carried out to the property of which the Association have been previously advised and have previously approved are as follows:

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Details of any major improvements that have been carried out to the property of which the Association have not previously been advised are as follows:

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I/we agree to Watsons being appointed to carry out an independent valuation of the property in accordance with the terms of my/our shared ownership lease. I/we further agree that this valuation will be final and binding. 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**

Signed .....

Signed .....

(if the property is in joint names all shared owners must sign this form)

Dated.....