



Selling your shared  
ownership home




Thank you for your enquiry about selling your property. This step by step guide will, we hope, provide you with an easy to follow process and give you an indication of the costs and time scales involved. Please read this information carefully.

Your Shared Ownership Lease allows for a 'nomination period' of 8 weeks allowing PA Housing time to find a suitable buyer for your home.

#### Our contact details

 [sales.pahousing.co.uk](https://sales.pahousing.co.uk)

 [resales@pahousing.co.uk](mailto:resales@pahousing.co.uk)

 0203 394 0078 / 01932 559 809



## 1: Quick guide to selling your property

A quick guide of the steps that are taken when re-selling your shared ownership property.

### 1 Appointing a surveyor:

You will need a valuation report from an independent RICS (Royal Institution of Chartered Surveyors) surveyor to see how much your home is worth on the open market.

### 2 Documentation to be sent:

- Resale form 1
- Valuation report
- Intention to sell your property
- EPC
- Photos

### 3 Receiving the particulars sheet:

The Sales & Marketing Team will email you a draft of the sale particulars sheet for your approval.

### 4 Marketing:

Property marketed on Homebuy agents website and mail shot sent out to referral list.

### 5 Viewings:

Viewings carried out by home owner.

### 6 Buyers interest:

Buyers express an interest to the PA Housing Sales Team and submit documents for approval.

### 7 Approval:

Buyer approved by selection panel and/or legal conveyancing details are requested from both buyer and the seller.

### 8 Receiving the sales memorandum:

Memorandum of Sale (MOS) is sent out.

## 2: Sale price and valuation

PA Housing have a panel of surveyors you can choose from, please see section 9. If you choose a surveyor from our panel, you can contact them directly to arrange a valuation.

## 3: Going ahead with the sale

**Once you receive a copy of the valuation report, please send it to us. Along with the report you will also need to send us:**

- The completed Intention to Sell Your Property form
- Energy performance Certificate (EPC). Please note EPCs are valid for 10 years and if you received one when you bought your property it could still be valid. You can check the EPC register to see if your property holds a valid certificate [www.epcregister.com](http://www.epcregister.com)
- Internal photographs – Please note you are using the photos to showcase your home.

The photographs need to be sent as jpegs to [resales@pahousing.co.uk](mailto:resales@pahousing.co.uk).

Once the Sales & Marketing Team receives the information we will prepare the draft sales particulars. We will email the draft to you to check the contents for accuracy.

We aim to prepare the draft within 5 working days of receiving the above information.

When marketing your home, the details we publish must observe the Consumer Protection Regulations 2008. This means we can only include factual information and we may not be able to use all the information you provide on your marketing sheet.

## 4: Finding a buyer

Once you confirm you are happy with the sales particulars we will begin marketing your property.

**We will:**

- Advertise your property on the local Homebuy Agents and the Share to Buy websites.
- Contact the Local Authority for shared ownership nominations, if applicable.
- Email our internal mailing list

We will make sure potential buyers pass the affordability prior to arranging a viewing. Successful applicants will contact you directly to arrange a viewing. However you will need to be available to carry out the viewings. After the viewing, the buyer will express an interest directly to the Sales & Marketing Team.

If there is more than one buyer interested we will prioritise the applicants according to their housing need and PA Housing's Allocation Policy.

## 5: The sale

Once a buyer has been found and approved, both you and the buyer will need to instruct a solicitor.

Once these details have been confirmed we will prepare a Memorandum of Sale (MOS) and will send it to all parties involved in the sale.

There are three solicitors involved in the sale, yours, the buyers and our solicitor who acts as an administrator.

The legal work usually takes about 12 weeks. Early in the process the buyer's lender will need to value your property to proceed with their mortgage application. You will need to let them into your home for this to be carried out.

## 6: Exchange of contracts and completion

A date for completing the sale will be agreed between you and the buyer, through your solicitors when you exchange contracts. Exchange of contracts is legally binding.

A completion statement is prepared by our solicitor and passed to your solicitor. This will show any rent and service charges you owe up until the date of completion and an administration fee (shown in your lease). These funds will be taken off the monies you receive from the sale of your property by your solicitor

On the day of completion you will need to make sure you have made arrangements with your purchaser regarding when and where they will be able to collect the keys. We will not be able to hold the keys for collection by your buyer.

Under no circumstances should you hand over keys prior to your solicitor's confirmation that completion has taken place.

## 7: Frequently asked questions

### What is the nomination period and what happens if a buyer has not been found within this period?

The nomination period is the time your lease gives PA Housing to find a buyer, so that the property can stay in the low cost home ownership sector. During this time we will market your property in line with our policies and procedures.

If we are unable to identify a suitable purchaser you are at liberty to put the property on to the open market, using an estate agent.

Purchasers found through an agent will need to be approved by us and meet the criteria for purchasing a shared ownership property.

### Why do I have to pay PA Housing's solicitor's fee?

You are responsible for the solicitor's fee as you have decided to sell your share within the property and we are not selling our share.

The estimated fee charged by our solicitor is around £400. This figure will be confirmed to you by your solicitor once the property is under offer.

### Do I have to pay PA Housing a fee for marketing and selling my home?

Yes, we charge a 1% plus VAT administration fee based on the percentage share of the current market value of the property. The fee will be paid at the time of completion and will be requested by our solicitor.

### Why do I need to have a RICS valuation done?

The terms within your shared ownership lease state that a valuation must be carried out by a RICS qualified surveyor to determine the Open Market Value of the property.

We have a selection of independent surveyors on our panel. A list of surveyors and the areas they cover can be found in Section 8.

### What are the costs involved in selling your property?

- Valuation fee
- Association's solicitor's fee
- Management pack/LPE1
- Administration fee
- Your solicitor's fee

### Why do I need an Energy Performance Certificate (EPC)?

It is a legal requirement that you have a valid EPC before your property is marketed for sale. They are valid for 10 years and if you received an EPC when you bought your home it could still be valid.

You can check the EPC register to see there is a valid certificate against your property – [www.epcregister.com](http://www.epcregister.com)

### What happens if my property is valued lower than what I purchased it for?

If you bought your property when prices were higher than they are now, the value of your share might be less than when you bought it. This is known as being in 'negative equity'. In these circumstances if you still wanted to sell your home, you would have to pay your lender the difference between the mortgage you still owe and what you make on the sale.

### What are the time scales for selling my property?

We cannot predict the time it may take to sell your property. However, below is a rough guide to the time it takes for a normal sale.

- **1 week** to value the property
- **8 weeks** to nominate the property (as detailed in the lease)
- **12 weeks** for the legal work once the Memorandum of sale has been issued

### What are the roles of the solicitors?

#### Your solicitor will:

- Send information about your property to the buyers solicitor.
- Agree a date for exchange of contracts and completion with the buyers' solicitor. If you need to move quickly please remember to advise your solicitor.

#### Our solicitor will:

- Contact your solicitor and the buyers solicitor.
- Prepare the consent to assign (sell) your leasehold interest.
- Collect any outstanding arrears of rent and service charge.
- Keep in touch with us and make sure all money is paid over at time of completion.
- Charge a fee for this work.

### What is the role of PA Housing?

- We liaise with all parties and provide regular updates throughout the sale.
- We will reply to any specific enquires through our Home Ownership Team. There is a charge for this of £200 inclusive of VAT. If there is a superior landlord/managing agent there may be an additional charge for responding to enquiries.

### What is your role?

- Reply quickly to questions about your property to the buyers' solicitor.
- Make sure any payments that you pay us are up to date.
- Allow access for the mortgage valuer from the buyers lender.
- Agree a completion date with your buyer through your solicitor. This should be within three months of the valuation; otherwise you will need to get a new valuation and may need to pay another fee.

## 8: List of surveyors

(All fees are inclusive of VAT)

### Brett Gardner Chartered Surveyors

Fee: £300

Email [info@brettgardner.co.uk](mailto:info@brettgardner.co.uk)

Postcode areas covered include:

- SW11 – SW20
- All – CR, KT, RH, SM and GU
- TW 10 – 12 and TW 15 – 21
- TN 7, 8, 14, and 16
- BR 3 and 4

### Copeland Yussuf LLP

Fees: £240

Email [general@copelandyussuf.com](mailto:general@copelandyussuf.com)

Postcode areas covered include:

- SE, SW, E, W, NW, N, IG, RM, HA, UB, TW, KT  
SM, CR, BR and DA
- TN, BN, CT, RH and ME

### Frazers Surveyors

Fees: £260

Book via [www.frazers.co.uk/BookValuation](http://www.frazers.co.uk/BookValuation)

Postcode areas covered include:

- CR 0, 2 – 8
- GU 1 – 52
- HA 0 – 9
- SW 1 – 20
- TW 1 – 20
- KT 1 – 24
- W 1 – 14
- RG 1, 2, 4 – 12, 14, 17 – 31, 40 – 42, and 45
- SE 5, 6, 12, 15 and 19 – 27



## 9: Resale form 1

Please complete and return the form to:  
[resales@pahousing.co.uk](mailto:resales@pahousing.co.uk)

The form will need to be completed and signed by all joint owners/leaseholders.

Full name (Leaseholder 1):

.....

Full name (Leaseholder 2)

.....

Property address

.....

.....

Postcode

.....

### Contact details

Home tel no.

.....

Mobile tel no.

.....

Email address

.....

I will be instructing the following Royal Institution of Royal Chartered Surveyors (RICS) appointed valuer to value my property for resale purposes.

#### Brett Gardner Chartered Surveyors

#### Copeland Yussuf LLP

#### Frazers Surveyors

I will instruct my own independent RICS surveyor to value my property and will provide PA Housing with a copy of the valuation upon receipt.

The surveyors details are:

Name:

.....

Address:

.....

.....

Post code:

.....

Email address:

.....

Phone/mobile number:

.....

I agree to pay PA Housing the 1% + vat administration fee (resale fee) at the time of completion.

I/ we understand there is a fee of payable once the property is under offer for any pre-sale legal enquiries/management pack requested by the buyer. I/ we understand if PA Housing do not own the Freehold of the building additional fees may be payable to the Freeholder




I/we agree to pay any legal/Management Company costs associated with the sale.

Signed by Leaseholder 1: .....

Signed by Leaseholder 2: .....

Date: .....

How to electronically sign here:

1. Click  **Fill & Sign** from the panel on the right of your screen.
2. Click  **Sign** from the centre of the panel at the top of your screen.
3. Select **Add Signature** .
4. Select **'Draw'**, then sign your name and click **'Apply'**.
5. Place your signature next to the **'Signed'** field.

Alternatively save this pdf file and send it to [resales@pahousing.co.uk](mailto:resales@pahousing.co.uk) by email.

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