



## ELIM HOUSING: NOTIFICATION OF INTENTION TO SELL A SHARED OWNERSHIP PROPERTY

If you wish to sell your property, you must complete the below form. You will also need to include the full valuation report and EPC with this form and email any photographs to [info@elimhousing.co.uk](mailto:info@elimhousing.co.uk). You should send this form to Head of Investment and Asset Management, Units 3 & 4 Pinkers Court, Rudgeyway, Bristol BS35 3QH or email: [info@elimhousing.co.uk](mailto:info@elimhousing.co.uk)

### Personal Details:

Your name(s):  
Email address:  
Your address:

Contact telephone numbers:  
Current % share:

### Payment Details:

I/ We have made a bank transfer of  
£100 for the fixed administration fee

Tick one

I/ We enclose a cheque of £100 for the  
fixed administration fee

The date this was paid was on:

### Account Details:

Account name: Elim Housing Association  
Account no: 80033008  
Sort code: 55-61-38  
Bank address: National Westminster, PO  
Box 1369, 16 The Plain, Thornbury,  
Bristol BS35 2BF  
Payment ref: S/O Resale

### Valuation and EPC

Please note that valuations are usually valid for 3 months and EPC's are valid for 10 years

I/ We have instructed a surveyor and a copy of the valuation/ EPC is enclosed

Tick

I/ We have obtained an RICS valuation undertaken by a Fellow of the Chartered Institute of Surveyors and a copy is enclosed along with a current Energy Performance Certificate

I/ We have provided photographs for use on the Help to Buy Agent website and in any sales details and have emailed them to [info@elimhousing.co.uk](mailto:info@elimhousing.co.uk)

### Declaration

I/ We understand that the share cannot be sold for more than the market value, which is a condition of the lease

I am/ We are aware that the fixed administration fee of £100 is non-refundable in the event that the resale does not proceed to completion

I am/ We are aware that should the sale proceed through to completion then an additional fixed fee of £250 will be payable to Elim Housing

I am/ We are aware that all payments for rent and/or service charges must be up-to-date at the time of completion

I/ We have already found a private buyer for the property and their contact details are enclosed. (Any purchaser will need to be assessed for shared ownership)

I/ We agree to the property being listed on the Help to Buy Agent's website once the valuation has been obtained





## ELIM HOUSING: UNDERSTANDING SERVICE CHARGES

### Estate Agent details:

On receipt of this form we will contact you to:

- Let you know if we are required to nominate a purchaser for your property
- Let you know if there are any residency restrictions
- Let you know when you can instruct an Estate Agent
- Let you know the maximum % share which can be sold

The name of the Estate Agent I would like to us is:

Their address is:

Their website is:

Their contact number is:

### Signatures

If the lease is in joint names, both shared owners are required to sign below to confirm the intention to assign the lease, and to confirm that the above information is correct to the best of your knowledge.

Your name:

Your name:

Signature:

Signature:

Date:

Date: