



Notification of Intention to Sell a Shared Ownership Property

On receipt of your valuation report

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.

You should send this form to Head of Investment and Asset Management, Units 3 & 4 Pinkers Court, Rudge-way, Bristol BS35 3QH or email: info@elimhousing.co.uk

Personal details:

Your name(s)		Contact telephone numbers	
Email address		Current % share	
Your address			

Payment

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

Tick

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	
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	

Declaration

Tick

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	

To ensure the correct information is listed on the Help to Buy Agent website, please circle from the following options which best describe your property:

Property type:

Property type:	House	Bungalow	Apartment	Coach House
Build form:	Detached	Semi	Mid-terrace	End-terrace
Apartment only:	Ground	First	Second	Third

Rooms:

Kitchen	Kitchen/Diner	Lounge	Lounge/Diner
Dining room	Downstairs cloakroom	Utility room	Hall
Number of bedrooms	Ensuite	Front garden	Rear garden
Porch	Patio doors	Double glazing	Conservatory

Parking:

Garage	Driveway	Shared parking	Off-street parking
Allocated parking	Other:		

Heating type:

Gas	Electricity	Oil	Solar
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Other useful information:

Gas supplier	
Electricity supplier	
Water supplier	
Council Tax Band	
Approximate monthly charge for council tax	

Solicitor

The name of the solicitor I/ we will be instructing once a sale is agreed is:	
Their address is:	
Their contact number is:	

Estate Agent

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: