

## Shared Ownership

# Selling your home

Selling a shared ownership home is slightly different from a typical sale. Take a look at our step-by-step guide below.

**Make sure you complete steps one to four before you advertise your home with an estate agent.**

### **Step one**

Find out the value of your home.

### **Step two**

Get in touch to let us know you are thinking about selling your home.

We'll ask for the valuation price and your solicitor's details.

### **Step three**

We might advertise your home for up to 8 weeks to try and find a potential buyer. We can arrange to come and take photographs or you can take your own. If we find a buyer, there will usually be a charge (1% of the share sale price) to cover our administration costs.

### **Step four**

If we haven't managed to find a buyer within the 8 week period, or we feel it's best, we will confirm you're free to sell your home privately or contact an estate agent.

## Step five

Once you find a buyer, please get in touch so we can check they are eligible. They should be eligible if they are; first-time buyers, job movers, earning less than £80,000, currently renting or now unable to buy a home outright.

## Step six

Once your buyer is approved, we will ask you to contact your solicitor so we can progress the sale.

We'll instruct our solicitors to check the lease and deal with any enquiries relating to the sale.

You'll have to pay a contribution towards our fees, usually around £250 plus VAT. You'll also have to pay your solicitor for the work when they complete on the sale. They'll explain this to you in more detail.

If the sale falls through you may still be asked to pay some (or all) of these costs depending how far the sale has progressed.

## Other things to consider

You'll have to arrange an EPC (Energy Performance Certificate) before advertising your home.



**Email: [sharedownership@staffshousing.org.uk](mailto:sharedownership@staffshousing.org.uk)**

**Call: 01782 744533**

**[www.staffshousing.org.uk](http://www.staffshousing.org.uk)**

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We're open from 8.30 - 5.30 Monday to Friday.

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