

Selling Your Shared Ownership Home

Resale or Assignment

If you wish to sell your share of a shared ownership home, you can do this by selling or assigning your lease to someone else. Assignment is the transfer of the lease to another person.

Owners of a shared ownership property wishing to sell their share are required to notify the Council in writing of their intention to sell. You must do this because your lease states that you require the landlord's consent to any resale of the property.

Your lease gives the Council the right to nominate a purchaser for your share. This way the property will remain available for those people who really need help to get a foot on the property ladder with the help of the shared ownership scheme.

If you are in rent arrears, or owe us any other money, the sale of your property cannot be completed until the debt is cleared.

When you sell your property you will have to pay:

- The valuation fee
- Energy Performance Certificate (EPC) (if an updated certificate is required)
- Your solicitor's fee
- Your estate agent's fee (if required)
- The Council's administration fee of £167 + VAT

How to sell your share

1. Get your home valued:

You must have a current valuation of your home. You need to arrange for an independent valuation to be carried out by a RICS (Royal Institution of Chartered Surveyors) approved valuer. An estate agents market appraisal is not acceptable.

The valuation will determine at what price you can sell your share. The valuation must be based on the 100% value of your home and from that figure you can then calculate the price for selling your share.

A valuation is usually valid for three months. If you do not complete on the sale within that time you will need to obtain an update valuation. Most valuers will provide an updated 'desktop' value for no further charge covering a further 3 months.

You are responsible for the costs involved in getting your home valued when reselling.

2. Check your EPC:

You must have an Energy Performance Certificate (EPC) before you market or sell your share of your home.

Depending on the age of your property you may already have an EPC as they are valid for 10 years. You can find out by entering your postcode at: <https://www.gov.uk/find-energy-certificate>

If you do not have an EPC then you will need to arrange for one to be completed. The RICS approved valuer you choose to value your property may be able to carry this out, or you can find an Energy Assessor here: <https://www.gov.uk/find-an-energy-assessor>

3. Inform the Council that you wish to sell your home:

Once you know the value of your home you can notify the Council that you wish to sell your share of your home.

You need to notify the Council in writing and you must include the following information:

- The full address of your property.
- The percentage of the property which you currently own.
- A copy of, or link to, the EPC for your property.
- A copy of the valuation report.
- The asking price for your share of the property.
- Your current monthly rent, including any service charges if applicable.
- The name, address and phone number of the estate agent you wish to use.
- The name and address of the solicitor you intend to use.

You can notify the Council by post or email:

Shared Ownership Sales - Babergh & Mid Suffolk District Councils
Endeavour House, 8 Russell Road, Ipswich, IP1 2BX

sharedownershipsales@baberghmidsuffolk.gov.uk

4. Advertising your home for sale:

The Council must confirm receipt of your notice to sell before your property can be advertised. They will confirm their consent to the sale of your share and will also confirm the length of the nomination period and any other requirements stated in your lease.

The Council have a right to nominate a buyer in the nomination period. If the Council is not able to nominate a purchaser then you may sell your property on the open market.

Nomination Period

The Council will arrange for your property to be advertised through their sales agent and will nominate a purchaser. The nomination period is the time which the Council has to nominate a buyer for your share, your lease states the length of the nomination period. The Council may charge you an estate agent fee if the property is sold in the nomination period.

Any prospective purchasers will be put in touch with you. You will then need to arrange a convenient viewing time directly with the potential purchaser.

In the nomination period your share of the property will be advertised and sold according to the value given in the RICs valuation report.

Open Market

If the Council is unable to nominate a buyer during the nomination period or the Council waives the nomination period, you may sell your home on the open market yourself, subject to all conditions in your lease.

You can market your share of your home with an estate agent of your choice. You are responsible for the costs of the estate agent. Your estate agent will need to be aware of the eligibility and affordability requirements for Shared Ownership.

We recommend that you sell your share at the value given in the RICs valuation report however when selling on the open market you are free to sell your share of the property at a value above or below this figure should you wish to do so.

5. The sale is agreed:

Once a purchaser has been found the Council will make checks to confirm that they meet the requirements before the sale is agreed. If the purchaser is approved, then a Memorandum of Sale will be created and the legal process can begin.

If you have not already instructed a solicitor, you can do this now. The Council's Legal Department will pass on all relevant paperwork concerning the shared ownership lease to your solicitor.

Your solicitor must inform the Council when completion has taken place within 1 month of the sale. They will need to provide the Notice of Assignment / Transfer to the Council's Legal Services Department and pay the Council's reasonable Registration Fee, if applicable.

Your solicitor may also need to provide a 'notice of charge' to advise of the new owner's mortgage arrangements, if applicable.

This leaflet is for information and guidance only. It is not legally binding and does not replace your lease agreement, which sets out in full the legal terms and conditions with Babergh or Mid Suffolk District Council.