

# Shared Ownership

## Selling your Shared Ownership home

You may sell your share at any time, thus removing yourself from the shared ownership lease and its contractual obligations.

### Procedure

You need to obtain an open market valuation on your home by a member of the Royal Institute of Chartered Surveyors (RICS) surveyor listed below:

**Duxburys Surveyors:** Telephone 01253 760 066 or email contact [@duxburys-surveyors.co.uk](mailto:@duxburys-surveyors.co.uk). Areas covered: Flyde coast.

**Miller Metcalfe Surveyors:** Telephone 01204 525 252 or email [survey@millermetcalfe.co.uk](mailto:survey@millermetcalfe.co.uk). Areas covered: West Midlands, South Yorkshire, Greater Manchester, Cheshire East and Central Lancashire and the Flyde coast.

**Environ Property Consultants Limited Company**  
Tel office: 01925 357317 / Andrew Chinn 07969 076045  
Email: [jane@environpropertyconsultants.co.uk](mailto:jane@environpropertyconsultants.co.uk)

If you do instruct your own surveyor please make sure they are RICS (Royal Institute of Chartered Surveyors) registered.

An estate agent's valuation is not acceptable, nor is a valuation carried out by a bank or building society for mortgage purposes. This is not classed as an independent valuation.

Complete and return the attached form with your evaluation to Plumlife.

Plumlife will write to you if the valuation is acceptable and confirm the maximum you may sell your share for.

If the property is sold on a shared ownership basis, it's important that either yourself or the estate agent contacts us as soon as you have identified a prospective purchaser so we can contact them regarding applying and assess their eligibility.

We need to approve the purchaser before the sale may proceed. This ensures that nobody has incurred any unnecessary costs should the potential purchaser not be approved.

When we approve the purchaser, we will require the solicitor's details for all parties so that we may instruct Plumlife's solicitors. If you are using an estate agent, they may provide a Memorandum of Sale, which will include this information.

Please note that you will be responsible for any costs associated with selling your share in your home. If you only sell your share of the property you will be responsible for the Plumlife administrator fee of £250 associated with vetting new applicants etc, as well as any legal fees Plumlife may incur.

### Important information

Please note that some leases are different, so this procedure may change slightly. For example, some leases have restrictions on the selling price and percentage you may sell to ensure that it remains affordable for people in need of affordable housing.

Please also check with your solicitor, as there may be additional fees payable under the terms of the lease.

The valuation report is only valid for 12 weeks from the date it was written. If this period lapses and exchange of contracts is not imminent, a further up-to-date report may be required.

# Intention to sell

Plumlife  
Southern Gate  
729 Princess Road  
Manchester  
M20 2LT

Name

Property address

.....  
.....  
.....

Email:

Telephone No:

I wish to sell my \_\_\_\_% share of my shared-ownership property.  
I attach the RICS valuation for your attention.

My solicitor's details

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.....  
.....

Email:

Telephone No:

Signed

Print name

Date