



Selling your Shared Ownership home

Selling a Shared Ownership home is known as Resale

Shared Ownership Resale properties are homes that a current owner bought through Shared Ownership and now wishes to sell the share that they own. It can be a daunting but exciting time when you decide to sell your home, and we hope that we can make your journey a little easier for you now that you wish to sell your home.



Peabody will market your home for a maximum of 8 weeks from the time we have approval and all documents to commence marketing.

We will market your home, approve applications, allocate a buyer, liaise with all parties and progress the sale to completion.



If in the unlikely event that we have been unsuccessful in finding a buyer for your home within 8 weeks, you will have the opportunity to instruct an estate agent to market your property, paying their fee for the service they provide.

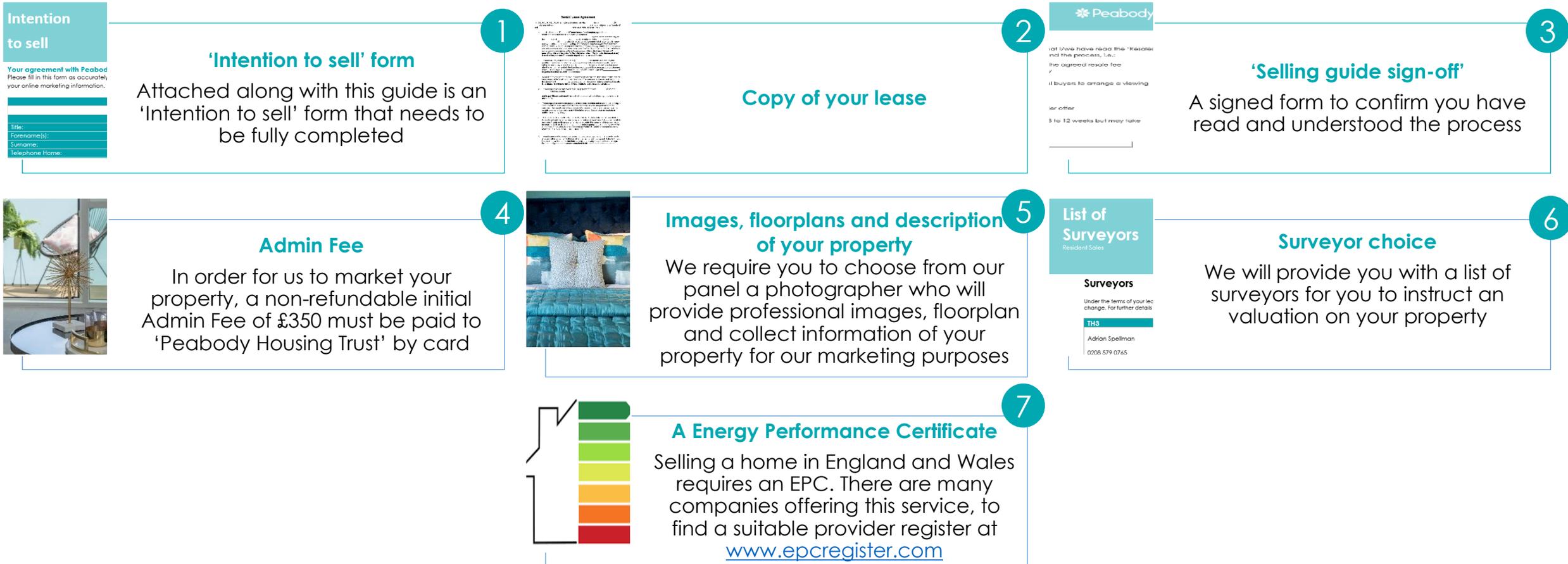
Alternatively, you may continue marketing your home solely through Peabody or jointly market with the estate agent and Peabody.



Any potential purchaser will be assessed by the Peabody sales team and our independent financial advisor to ensure they fulfil the Shared Ownership guidelines.

We will support you in selling your home

In order to market your property we will require:



10 simple steps to selling your property

1. Valuation
2. Appoint a solicitor
3. Marketing
4. The selection process
5. The allocation process
6. Formally instruct solicitors
7. Conveyancing
8. The sales contract
9. Exchange
10. The completion of sale

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1. Valuation Getting ready!

- Attached to this guide is an 'Intention to Sell' form
- We will instruct the surveyor of your choice within 2 working days of receiving your completed 'Intention to Sell' form
- Once received, Peabody will review and approve your valuation
- Your valuation is valid for 3 months, after that point you will incur valuation extension fees if your property is still not sold
- All fees are paid directly to the valuer
- If you are unsatisfied with the surveyors valuation, please speak to your Sales Executive about any concerns you may have



2. Appoint a solicitor Getting ready!

- Before instructing Peabody to proceed, it is best to select a solicitor, so that you are ready to act promptly when you receive the valuation report
- We recommend using the solicitor who originally dealt with your purchase as they are most likely to have a lot of your details available regarding your property
- We always suggest you select a solicitor from the Peabody Panel who offer a fixed fee for their services. Obtain a quotation before instructing your solicitor and choose a solicitor with knowledge and experience of Shared Ownership leases

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3. Marketing Getting ready!

- We will list your property on our Peabody Sales Website, Share To Buy and Homes for Londoners / Property Booking, as well as directly advertise it to our existing database of applicants. We will also promote your property at home show events
- We will send you a preview of your property listing for you to look over and approve before your property goes live on the above sites
- We will request a convenient booking time from you. Applicants will be able to book a time slot via our website. You will be notified by email of all requested viewings



4. The selection process After your viewing

- After your viewings have been conducted, your Sales Executive will contact the applicants for feedback
- All interested applicants who viewed your home will be sent a reservation form and be placed into the selection and allocation process. You will be notified of how many reservations we have received
- In the unlikely event your property doesn't go under offer, your Sales Executive will be in touch with a new strategy for the next set of viewings

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5. The allocation process

We make an offer!

- The successful applicant is then issued with an offer letter. They are also required to pay a non-refundable reservation fee which gives more commitment to the purchase of your home
- We will arrange for the purchaser to attend a financial interview with one of our recommended mortgage advisors
- Once we receive confirmation from the Financial Advisor of your purchaser affordability, we will produce the memorandum of sale to all parties of the sale so that the sale can progress. At this stage your solicitor will be handling the legal work required to assign the lease to the new buyer



6. Formally instruct solicitors

Week 1

- You should immediately contact your solicitor to provide your formal instructions. They will ask and help you to complete a 'Property information form', 'Leasehold information form' and 'Fixture and fittings form'
- You should also send any money for fees to your solicitor straight away. The fees will include the work your solicitor will be doing on your behalf, our solicitor's fee and the fee for us to provide the Management Pack for your property. If this isn't done straight away, it can result in the sale being delayed and contracts not being exchanged by the deadline
- Once your solicitor has received all relevant information and monies from you, they will commence the legal paperwork for the sale

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7. Conveyancing Week 2

- The solicitor will obtain the lease and title for your property and send these along with an 'undertaking' to our solicitor, i.e. a legal letter which confirms that our solicitor's legal fee will be paid by you
- Your solicitor will also request the Leasehold pack from our leasehold team and send us the fee for this service. The Leasehold pack typically includes information such as three year's audited accounts, building insurance documents, fire safety reports and other key information about your property and the building
- If the freehold is not owned by us, your solicitor may need to contact the freeholder to request information. There will be a cost for this information from the freeholder, which will be payable by you



8. The sales contract Weeks 3-5

- Keep in touch with your solicitor for updates. You may need to provide additional documents at this stage. The buyer's lender will be instructing a valuation for your property. We will give your details to the surveying company so that the surveyor can contact you for access to your property
- Once your solicitor has collated all information about your property which includes the forms you completed and the 'Management pack' from us, they will send these papers with the draft contract to the buyer's solicitor
- The buyer's solicitor will review the papers and raise any enquiries to your solicitor. In the meantime, the buyer's mortgage offer will be issued and will need to be approved by our solicitors
- Your solicitor will be liaising with the buyer's solicitor to resolve any outstanding legal matters

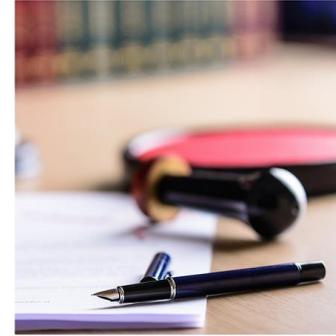
10 simple steps to selling your property



9. Exchange

Weeks 6-7

- Your solicitor will send you the contract which sets out the terms of the sale. Having reviewed the contract, you should sign and return the contract to your solicitor
- A proposed completion date should be discussed with your solicitor who will be liaising with the buyer's solicitor to confirm completion dates
- If you are purchasing another property please ensure all matters have been resolved so that you can exchange contracts



10. The completion of sale

Week 8

- Contracts will be exchanged - this means that you will have entered into a legal agreement with the buyer. You will not be able to withdraw from the sale at this stage without incurring significant penalties
- You will receive a completion statement from your solicitor which details the monies due from the buyer as well as any outstanding fees that are payable by you. If there are any arrears on your Peabody account, the monies for these are taken as part of your completion funds
- Your solicitor will deal with any outstanding legal paperwork. They will arrange for any money payable to us by you (including the Peabody sales fee) to be sent to us on the day of completion

Note: The above information and timescales are given as guidance only to help you in the sales process and is not a definitive guide for the Resale legal process. Other matters could occur that are outside of Peabody's or solicitors' control and result in the sale being delayed.

Finally – completion day arrives

Are you ready for moving day?

Complete the below before completion day arrives:

- Inform utility suppliers of meter readings in readiness to share with purchaser on completion
- Make sure you cancel your direct debits and redirect your mail to your new address
- Get together all copies of keys, fobs and permits in readiness to give to your purchaser on completion day

Once you have received confirmation monies have been received by your solicitor, you will meet the buyer at your property to handover any keys.

Here are some tips below as to what to go over with your purchaser on the day:

- Show the purchaser where the utility meters and bin stores are located
- Show the purchaser where any bike store and parking space is located
- Show the purchaser how to use the heating, entry phone and any other tricky appliances
- Handover any instruction manuals and documents that would be helpful for the home

What are the average cost involved

As with all property sales, you will have expenses to pay. Therefore, before deciding to sell your home it is worth investigating the full costs involved and considering carefully when to market your property.

The valuation fee

Your valuation is only valid for 3 months and if a buyer is not found within this period a new valuation report will be required at an additional charge.

Surveyors fees vary but range from £240-£325 plus VAT.

Mortgage fees

If you have an existing mortgage, you may have to pay penalty charges to your existing lender if you sell your home before the product end date. You must investigate this with the lender or financial advisors prior to advising us that you wish to sell.

Assignment fees

Some properties, particularly those with a headlease, may require the sale to be registered with the superior landlord. This is known as a Notice of Assignment.

Cost for these can vary so check with your solicitor.

Pre-sale solicitors enquiries

Your buyer's solicitor may raise detailed enquiries about your property and Peabody will provide responses to the enquiries.

A fee of £300 plus VAT is payable for this service to the Peabody leasehold team.

Energy Performance Certificate (EPC)

An EPC will normally cost in the region of £50-£100 and lasts 10 years.

We can provide you with a list of suppliers or visit www.epcregister.com.

Rent and service charge arrears

If you have any arrears, these must be cleared before completion of the sale. This could include underpayments on past service charges.

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Admin fee (part 1)

Our marketing team will promote your property in order to find a buyer.

A non-refundable initial Admin Fee from £350 must be paid to commence the marketing of your home.

Admin fee (part 2)

A balance of your admin fee will be payable upon completion of the sale of your property.

It will be 1.5% of your sold property share value plus VAT.

Photographer

An additional fee will be required for a photography services that will provide professional images, floorplan and property description for our marketing purpose. They can also include your EPC cost.

Professional images allow your listing to stand out and help you in sell your home as quickly as possible. Please see attached list of our panel photography. Starting cost for this service is around £90.

Legal expenses

Selling your home will involve changes to your existing lease which will require the professional services of a solicitor. The solicitor will have a disbursement and professional fees for acting for you. You will also be required to pay Peabody's legal expenses (usually between £450-£1500).

Estate agent fees

If after the initial 8 week marketing period we have been unsuccessful in finding a suitable buyer, you may choose to instruct an estate agent to market your property for you. In this case you will be responsible for the fees the estate agent charges for their services.

Note: This is only a guide to costs, depending on your property there may be additional costs

What to be aware of

There are a number of steps associated with selling your home that we would like you to bear in mind. We recommend you refer initially to your lease.



All leaseholders assigned to the lease must sign and agree to selling the property.



The valuation must be carried out by an independent RICS qualified surveyor from our panel.



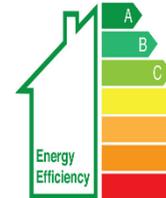
You must repay any arrears on rent, service charges and any additional costs incurred whilst living in the property.



The potential purchaser of your property must meet the requirements of the lease and the selection and allocation Peabody criteria.



The leaseholder is required to allow Peabody 8 weeks to market the property at a fee of 1.5% plus VAT.



The leaseholder is responsible for ordering and paying for an Energy Performance Certificate (EPC) if required.



The leaseholder is required to meet the valuation and legal costs and any other costs incurred in connection with selling your home.



The leaseholder is responsible for paying the floorplans and photographs from our recommended panel.



If either Peabody or the estate agent sells the property on a Shared Ownership basis, the property can only be sold at the current RICS valuation report - no higher or lower.

Top tips to help sell your home

You've decided on your viewing day, let us help you create the best impression!



Keep it simple

When showing people around your home be friendly and warm, to create a welcoming atmosphere.



Inform and enlighten

Try and guide your applicant through your home, be ready to answer a few questions – don't worry if you aren't sure on the answer, you can always direct them to speak to your Sales Executive after their appointment.



Outside space

Make sure the access to your outside space is unlocked and take the applicants out to see. Open your curtains/blinds so the applicants can see outside space from your home.



Spick and span

Ensure your home is clean before your guests arrive. Make sure that the property is tidy and uncluttered.



Making Appointments

Try to have an open day for your property, booking all appointments on the same day, that way potential buyers see that the property has a lot of interest. Always try to have someone with you when conducting viewings. If this isn't possible, ensure people know when you have a viewing.



Bright and breezy

Open up your curtains if you have appointments during the day, natural light will help your home feel more brighter and more open.

For evening appointments, make sure you have on all the lights in your rooms before the appointments start.

FAQs

How can I ensure that the sale progresses as quickly as possible?

It is advisable that you allow Peabody to pass your contact details on to your buyers so that you can discuss possible moving dates. It is also important to liaise with your solicitors on a regular basis so that they can progress the sale with your buyer's solicitors. If you are buying another home, you should try and ensure this sale progresses as quickly as possible. Once a buyer has been found and we have instructed solicitors, we will help you to progress the sale to completion.

What if I have made improvements to my home?

When you sell your home the surveyor will value the property in its current condition including all home improvements. You will sell the share you own which will be a percentage of the full market value including home improvements you have made.

Not all home improvements will increase the value of your home, but may make it easier to sell. Items such as a conservatory or high range kitchen may increase the value of your home. If you have done any major home improvements you will have needed permission from our Housing Management and Asset Management departments. If you have done this let us know and provide copies of the estimates/receipts for the work to the surveyor who will advise us if the works have increased the value of your home or not.

When should I look for another home?

You should begin to look for another home to buy, as soon as you decide to sell. However, to avoid putting yourself under any pressure, you should not make an offer on another home until a buyer has agreed to buy your Shared Ownership home. When you agree to buy a home, it is in your best interests to make everyone involved aware of the timescales outlined in this leaflet. Remember that you and your buyer could decide not to proceed at any time up to exchange of contracts.

Can I sell on the open market?

If we have been unsuccessful in finding a suitable purchaser for your property within the nomination period specified in your lease, you may sell your property on the open market via an estate agent to a qualifying purchaser. If the purchaser buys less than 100%, they will have to complete a Peabody application form and be approved by us. Potential purchasers must meet the criteria set down by the Government to qualify to buy a Shared Ownership home.

If after the 8 week marketing period you nominate an estate agent the same rules apply and you will be responsible for paying any estate agents fees. If you own your home outright 100%, you may sell on the open market and sell the property to anyone who wishes to buy your home. You must however inform Peabody of the new purchaser so that service charges collections can be updated to prevent you having any issues regarding collection of fees.

For further information
please contact:

Resales

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