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# Staircasing Application Form

This form must be completed by the registered owners of the property, or the duly appointed representatives. If the property is in joint names we will require both signatures.

## About you

### First person applying

First name	<input type="text"/>	Sex	M <input type="checkbox"/>	F <input type="checkbox"/>
Last name	<input type="text"/>			
Date of birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Other <input type="text"/>
Main telephone number	<input type="text"/>			
Second telephone number	<input type="text"/>			
E-mail address (if applicable)	<input type="text"/>			
Other (please state)	<input type="text"/>			

### Second person applying

First name	<input type="text"/>	Sex	M <input type="checkbox"/>	F <input type="checkbox"/>
Last name	<input type="text"/>			
Date of birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Other <input type="text"/>
Main telephone number	<input type="text"/>			
Second telephone number	<input type="text"/>			
E-mail address (if applicable)	<input type="text"/>			
Other (please state)	<input type="text"/>			

### Address of the home you wish to buy more shares in

Address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>

### Address we should send letters to (if different from above)

Address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>

## About the shares

What share percentage do you currently own? (e.g. 25% or 50%)

What additional share percentage do you wish to buy now?

What will the price be for the further share?

(this should be based upon your valuation report and not include any authorised improvement value)

## Instruction

I/we want to buy an additional  % share of the home.

The full valuation of the additional shares is £

Any improvements must have been approved in writing at the time by us, and be listed on the valuation report.

Solicitors name

Address

Postcode

Telephone number

E-mail address

I have included the following information with this form:

- A current valuation report from a surveyor who is registered with the Royal Institution of Chartered Surveyors (RICS)
- A copy of my/our lease agreement
- Copies of any permissions we have given you for alterations in your home
- Fees

## Declaration

- It is a criminal offence to knowingly or recklessly make a false declaration or withhold information that is reasonably needed in connection with your application.
- I/we understand the Staircasing must complete within the timeframe set out in the lease (usually three months). This time starts from the date on the valuation report. If the Staircasing does not complete in the specified timeframe then a new application and valuation will be required.
- I/we understand I/we must pay any debts I/we owe to Guinness before the sale completes.
- I/we confirm the valuation is from one of the listed surveyors or a Valuer that meets the requirements set out in the Shared Ownership Valuation Request Form and is not a mortgage valuation.
- I/we have read the Staircasing Guide.
- I/we agree to pay Guinness's Staircasing Fee and that this is not refundable should I/we not complete for any reasons. I also understand I will be paying Guinness's solicitor's fees.

