

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Shared Ownership Resale Instruction 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

The information in this section will enable us to set you up on our sales and marketing system, and keep you informed throughout the process.

Please note that potential buyers who have registered with us and are interested in viewing your property will be given your contact information to arrange an appointment directly with you. We will give them your first name and your contact number(s). We will not give them any other information. When they contact you, you will then be able to give them the property address and any directions.

First person applying

Sex M F

First name

Last name

Date of birth

D	D
---	---

M	M
---	---

Y	Y	Y	Y
---	---	---	---

 Title Mr Mrs Miss Other

Main telephone number

Second telephone number

E-mail address (if applicable)

Other (please state)

Second person applying

Sex M F

First name

Last name

Date of birth

D	D
---	---

M	M
---	---

Y	Y	Y	Y
---	---	---	---

 Title Mr Mrs Miss Other

Main telephone number

Second telephone number

E-mail address (if applicable)

Other (please state)

Address of the home you wish to sell

Address

Postcode

continued...

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

Address

 Postcode

About your home

Is it a house or a flat?

If it is a flat, what floor is it located on?

How many years are left on your lease agreement?

What percentage of shares have you bought in your home?

Are there any restrictions in your lease as to who it can be sold to? (e.g. keyworkers, people over 55 etc)

What is your monthly rent?

What is your monthly service charge contribution?

Does your property come with its own parking space or garage? (please state which)

What heating system does it have? (i.e. gas central heating, electric, communal)

How many bedrooms does it have?

How many bathrooms/shower rooms/toilets does it have?

Does it have an open plan kitchen/living area or are these separate rooms?

Does your property have a private garden, balcony or roof terrace? (please state which)

Does your property enjoy any other right of access? (e.g. a communal garden or other facilities)

Marketing your home

As the homeowner, you will know best what it is about your home and the surrounding area that may appeal to a potential buyer. This section is for you to give us this information so that we can use it to market your home.

continued...

Describe what local amenities, schools and transport links the property has access to.

How would you describe the local area to a potential buyer?

Is there anything else you can tell us that may help in selling your home or be of interest to any potential buyer?

Instruction

I/we want to sell the % share of the home and would like The Guinness Partnership to find a buyer.

The full valuation is £

and the value of our share for sale is £

plus, £ for improvements (if this applies).

Any improvements must have been approved at the time by Guinness, 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), or a market appraisal from Move With Us
- Proof that an Energy Performance Certificate (EPC) has been instructed
- A copy of your lease agreement
- Copies of any written permissions we have given you for alterations in your home
- Photographs

Declarations

- It is a criminal offence to make a false declaration or withhold information that is reasonably needed in connection with your application.
- I/we understand that The Guinness Partnership is not able to carry out any marketing for the home until I provide a current valuation report and proof that an Energy Performance Certificate (EPC) has been instructed.
- I/we understand that the nomination period for my home will not commence until Guinness have received a fully completed copy of this form with all other required information. If at any time the information provided is found to be incorrect, the expired nomination period will be considered invalid and will start again when correct information has been provided.
- I/we have read the Shared Ownership Resale Guide and the FAQs.
- I/we agree to pay Guinness's resale fee (a list of all our fees is available on request), or whatever fee is specified in my lease agreement. I/we also understand I/we will be paying Guinness's solicitor's fees.
- I/we understand that any attempts to frustrate or prevent the sale of the property during the nomination period will result in the period being considered invalid.
- I/we understand that the sale of my home can't rely on the buyer purchasing any fixtures or fittings – carpets, curtains and so on – and, if these are to be sold, that I must agree the price separately with the buyer.

continued...

Signature 1

Date

First name

Last name

Signature 2

Date

First name

Last name

Please check that you have answered all sections and signed the form, then send it back to us either by email to HOLegalServices@guinness.org.uk or to:

Homeowner Legal Services, The Guinness Partnership, 30 Brock Street, Regents Place, London NW1 3FG

If you need any help, please phone us on 0303 123 1890 and select option four.
