

Shared Ownership Valuation Request

Instructing a RICS valuation

Thank you for your enquiry about selling your home.

The first stage of selling involves instructing either a market appraisal or a valuation of your home. To determine the value of your home you must either use our approved method of market valuation, or instruct an independent Valuer, qualified through the Royal Institution of Chartered Surveyors (RICS).

This is the form for instructing a RICS valuation. There will be a fee for this valuation which you will need to pay directly to the Valuer. If you wish to instruct a free market appraisal, you should refer to the Shared Ownership Market Appraisal Request form.

We have a panel of Valuers for you to choose from below. The Valuers on our panel are independent of Guinness and are qualified by the Royal Institution of Chartered Surveyors. They have a wealth of experience in valuing homes and can offer preferred rates to Guinness customers and residents.

We have included their contact details should you wish to contact them with any queries, including their fees. Please remember to inform them that you are living in a Guinness property so they can confirm any preferential rates.

- McDowells who cover London, Essex, Kent, Hertfordshire, Milton Keynes and Portsmouth
- 020 8472 4422/ eastham@mcdowalls.com
- Move With Us who cover nationwide
- 01480 409 453/ housingassociation@movewithus.co.uk
- Bolton Marshall who cover Lancashire and Greater Manchester
- 01706 638341 / info@boltonmarshall.co.uk
- Crapper & Haigh who cover Yorkshire, Derbyshire, Nottinghamshire and Lincolnshire
- 0114 272 9944 / enquiries@crapperhaigh.co.uk
- Better Prepared who cover Milton Keynes & surrounding areas
- 08456 443970 / mail@betterprepared.co.uk
- Berry Brothers who cover Buckinghamshire, Northamptonshire, Bedfordshire and Warwickshire
- 01327 356140 / jonathan.carpenter@berrys.uk.com (cc: Irene.lord@berrys.uk.com)

If you have decided to use one of the Valuers listed to value your home, you must complete the attached Valuation Instruction Form and return it to HOLegalServices@guinness.org.uk or by post to:

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

Instructing your own independent surveyor

You are able to instruct an independent RICS/FRICS registered surveyor of your choice or you can select a surveyor from our panel by completing the valuation request form.

If you would like to use your own surveyor then they must meet the following criteria:

- The Valuer needs to be independent and cannot be associated with any estate agents.
- The Valuer must not be related to you.
- The Valuer must not be employed by any bank/building society.

- The Valuer must be registered with a recognised qualification of FRICS, MRICS or RICS.
- Guinness will require a copy of the valuation report; this should be valid for a period of three months. (and should be valid until completion takes place).
- The report must include at least three comparable properties used to determine the value.
- The report must also state that Guinness can use the contents of the valuation report.
- The Valuer will need to be informed of the remaining length of your lease and take this into consideration when valuing the property. The report should be annotated as such, to reflect this.

On receipt of your own independent valuation please arrange for a copy of the report to be sent to us. The valuation must state that it is valid for three months, and be signed by your Valuer.

Valuation Instruction Form

Only complete this form if you wish to instruct one of the Valuers we have listed. If you wish to instruct your own Valuer please do so directly.

- I/we require a valuation for the sale of the shared ownership home. ☐
- I/we want Guinness to forward my valuation request to the following Valuer: ☐

Address of home to be valued

[illegible]

Please give your details so that the Valuer can contact you.

The Valuer will contact you on instruction from Guinness to arrange access.

Sex

First name

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 M

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 F

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First name

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 M

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 F

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[illegible][illegible][illegible][illegible]

Other (please state)

Please confirm the current percentage that you own:

Please confirm the number of years left on your lease:

Please confirm the current monthly rent that you pay:

Please confirm the monthly service charge that you pay:

Please confirm any Ground Rent that you pay:

Please give details of any restrictions or other issues that could affect the value:

Declaration

- I/we confirm I/we have read the Resales Information Guide and agree to the appointment of the Valuer.
- I/we understand that the Valuer will contact me to arrange access.
- I/we understand that I/we will be responsible for paying any valuation fee directly.
- I/we understand that if I/we have any queries or concerns with regards to the valuation, I/we need to discuss these with the Valuer directly and not with Guinness.

Signature 1

Date

D	D	M	M	Y	Y	Y	Y
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First name

[illegible]

Last name

[illegible]

Signature 2

Date _____

D	D	M	M	Y	Y	Y	Y
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First name

[illegible]

Last name

[illegible]