

# Staircasing Valuation Request Form

## Instructing a Valuer

Thank you for your enquiry about buying more shares (known as Staircasing).

The first stage of Staircasing involves instructing a Valuer to value your home. To determine the value of your home you must instruct an independent Valuer, qualified through the Royal Institution of Chartered Surveyors (RICS).

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
- 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](mailto: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 along with the Staircasing Application Form. 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 Staircasing. ☐
- I/we want Guinness to forward this valuation request to the following: ☐

My/our first preference Valuer is:

[illegible]

My/our second preference Valuer is (not required):

[illegible]

**Address of home to be valued**

[illegible][illegible]

Please give your details so the surveyor can contact you. All Valuers on our panel will contact you on instruction from Guinness to arrange access and take payment over the telephone by debit or credit card.

Sex

First name 

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 M 

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 F 

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First name 

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 M ☐ F ☐

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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First name 

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 M 

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 F 

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[illegible]

Last name

[illegible][illegible]

Second telephone number

[illegible][illegible][illegible]

Other (please state)

Other (please state)

## Declaration

Please complete the declaration below.

Please confirm the current percentage that you own:

Please confirm the additional percentage you want to buy:

Please confirm how many years remain on your lease:

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- I/we confirm I/we have read the Staircasing Guide and agree to the appointment of the above Valuer.
  - I/we understand that the Valuer will contact me to arrange access.
  - I/we understand that I/we will be responsible for paying the 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.
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Signature 1

Date

First name

Last name

Signature 2

Date

First name

Last name