



A guide to reselling your Shared Ownership home with Sage Homes

The sale of your Shared Ownership home is also known as a resale.
We aim to provide you with the full sales & marketing service to help you sell your home.

At a glance: Reselling your home

- 1** Step one: Check your home is registered with the Land Registry. You might want to start finding a solicitor too.
- 2** Step two: Complete your Request to Sell form and check you've got a valid Energy Performance Certificate (EPC)
- 3** Step three: Arrange a RICS accredited valuation of your home
- 4** Step four: Sage Homes will have eight weeks to find a Shared Ownership buyer to keep your home as affordable housing.
- 5** Step five: Work with the buyer and Sage Homes to have all paperwork and enquiries dealt with. Agree a completion date and get ready to handover keys.



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An introduction to reselling

A resale property is a Shared Ownership home that was previously purchased and is now available for sale by the current owner.

All Shared Ownership leases include special terms around selling. Your lease states that Sage Homes must be given eight weeks in which to find a new Shared Ownership buyer on your behalf.

During this eight week period, you shouldn't instruct an estate agent. The Local Authority want to keep your home as affordable housing if possible, offering your home to a buyer who can't afford to buy on the open market.

We work with a third party partner called Complete Moves to market our Shared Ownership homes. They will work with you to market your home, find a buyer and carry out eligibility checks. They'll support you and the buyer through the sale process.

Before selling your home, please make sure you're not in rent or mortgage arrears. Sage Homes reserves the right to refuse the sale of your home if you're in arrears without a payment plan.

If you're in financial difficulties, please contact our Shared Ownership team on 020 8168 0500 or email sorents@sagehomes.co.uk.

How it works

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Step one: Check your Land Registry title

Check with your original solicitors that they've registered your home with the Land Registry. We suggest you check this first before you start the selling process as there may be delays at the Land Registry.

At this stage you may want to have initial discussions with a solicitor to work on your behalf. You won't need them formally until your buyer is found.

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Step two: Request to Sell and Energy Performance Certificate (EPC)

To help you market your home, we'll need you to complete a Request to Sell form and check your EPC.

Request to Sell form: you can find this on page 11. Please complete, sign and return this to us.

Energy Performance Certificate (EPC): It's legally required to have an EPC when selling your home. This provides an energy efficiency rating for your home and is valid for 10 years. You may have a current one already and can check this online at epcregister.com.

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Step three: RICS valuation report

Your lease requires we get an updated property valuation completed by an independent Royal Institute of Chartered Surveyors (RICS) accredited valuer/surveyor.

Once you send us the Request to Sell form, we'll find a local RICS valuer for you and let you know how much the valuation report will cost. If you want to continue, you can pay us the fee and we'll pass this on to the valuer. The valuer will then contact you to book an appointment.

Please note: you can't sell your home for more or less than the RICS valuation. Your home must be marketed at this value.

Once we receive your valuation report, we'll check it and instruct our resale partner Complete Moves within 48 hours.



Step four: Finding a buyer

Complete Moves will then contact you and collect the £400 +VAT non-refundable administration fee to cover the cost of producing floorplans and professional photography. They'll check the lease to see if there are any requirements we should be aware of before they market your home. They'll then arrange professional photographs and floorplans of your home for marketing.

Once this is complete, your home will go on the market. The date it goes on the market is the beginning of the eight week period Sage Homes has to find a new Shared Ownership buyer.

If a buyer isn't found in this eight-week period (called the 'nomination period'), you can continue using Complete Moves who will start marketing your home as a staircased property (100% owned), alongside continuing to market it as Shared Ownership. This will not cost you any extra money.

At this point you can also use an estate agent of your own choice. Please note you'll need to let us know the estate agent's details and will be responsible for their fees. They may

charge you extra as they won't be the sole agent (but working alongside Complete Moves).

If you choose to stay with Complete Moves at this point, you'll save £550 +VAT through having your £400 administration fee and your LEP1 management pack fee deducted from your marketing fee.

Depending on where your home is, it'll be advertised on Rightmove, Zoopla, Prime Location, Keaze, Homes for Londoners and Complete Moves' own website.

Complete Moves will work with you and potential buyers to book viewings. Please let them know if you have any special requirements around these. Complete Moves will work with financial advisers to pre-assess buyers' finances and carry out financial assessment before booking their appointments. This makes sure potential buyers are eligible to buy before they see your home.

Once they've found a buyer, Complete Moves will pass their details to Sage Homes for final approval.

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Step five: Progressing to a sale

When you have a buyer, we carry out checks for anti-money laundering and making sure they're eligible. When these are finished and the buyer is approved, Complete Moves will update you. We'll send an offer letter to your buyer and ask them to return the Confirmation of Offer form, including their chosen solicitors.

Once we've received this, we'll instruct our legal department and issue the Memorandum of Sale (MoS) to all parties. This is the point at which you should formally engage your solicitor who you lined up in step one.

Sage Homes' solicitors will work with all legal parties to make sure the sale progresses smoothly. We will start working on the management pack (LEP1). The cost of this is included in the marketing fee if we found you the buyer. If the buyer was found via your estate agent, we'll request an LEP1 fee of £150+VAT.

The buyer's solicitor will look through the paperwork and raise any queries with your solicitor. Their solicitor will request searches, including:

- a Local Authority search (to see if there are developments in the area that might affect your home)
- an Environmental search (matters affecting the land on which your home is built).

Sage Homes' legal team will need a £125+VAT fee for a license to assign your property from your solicitors. If you're selling 100% of a house, this doesn't apply but there will be a fee of £325 +VAT to prepare freehold transfer documents instead.

The buyer's solicitors will send your solicitor enquiries which may include questions about your neighbourhood and items related to your home such as guarantees, questions about the lease and management arrangement and utilities. You may need to answer these questions and you can ask your solicitor for support in doing so.

The buyer's solicitors may also have questions for the managing agents (if there is one). They may request fees to respond to these and you'll be responsible for paying these.

Once all enquiries have been answered and all solicitors are satisfied, the buyer will be asked to sign their contract and pay a deposit before exchange of contracts. A copy of your contract will be sent to you to sign. When the buyer's deposit has cleared and both of you have signed the contract, the solicitors will exchange contracts and set a completion date. At this point the sale is legally binding.

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Step six: Completion

Once the legal work has been finalised, your solicitor and the buyer's solicitor will agree a completion date. They will then notify Sage Homes' solicitor of the agreed completion date and we will provide the information required to confirm completion figures. This includes any deductions for costs incurred, along with any rent arrears and other apportionments.

Once completion has taken place you should contact your bank to cancel your direct debit. You and your buyer will have already arranged key handover and you should also ensure you provide any information or items they will need, such as boiler instructions, warranties or window keys.



How much will it cost to sell my home?

As with any property sale, there are costs involved you'll need to cover. These are a list of potential costs (please note there may be more).

RICS valuation

The RICS valuation will cost between £200 to £300 +VAT.

Administration fee

An administration fee of £400 +VAT is payable to Complete Moves at the beginning of the sale, to cover the cost of producing floorplans and professional house photography. This will be deducted from our marketing fee (see below) on completion. If you decide not to sell, or sell via an estate agent, this fee won't be deducted from our reselling fee.

Marketing fee

We provide a comprehensive marketing service to increase the likelihood of selling your home. We work with Complete Moves to do so. To help us provide this service, we'll charge 1% +VAT of your home's full market value as our marketing fee. This covers marketing, staffing and our legal costs.

Legal cost

You're responsible for covering your own solicitor's costs. You should allow £850 +VAT (plus any additional costs).

There's a license to assign fee of £125 + VAT at the beginning of the legal process to our solicitors. They will request this from your solicitors.

If you're selling 100% of a house, you don't have to pay the license to assign fee but there is a £325 +VAT TP1 fee payable on completion. This covers the cost of transferring the freehold.

The fee to prepare a management pack (LEP1) is £150 +VAT. This will be covered by the marketing fee if we find a buyer. If you sell via an estate agent, you'll need to cover this yourself.

The buyer's solicitors may have additional enquiries for the Managing Agent (if there is one). They may charge you a fee to answer these.

Example: total cost of sale

On a property worth £200,000 with a share of 25% (£50,000), the following fees apply if your buyer is purchasing your 25% share:

- Marketing fee at 1% = £2,000 +VAT (this will include the LEP1 management pack fee of £150)
- Licence to assign fee: £125 +VAT
- Your solicitor's fees: £850 +VAT (and any additional costs).

Your solicitor

You are responsible for appointing a solicitor. To make sure that your sale proceeds as smoothly as possible it's worth checking that your solicitor is familiar with Shared Ownership. You could use your original solicitors or try Direction Law who we know is familiar with Shared Ownership:



Direction Law

31 Watling Street
Canterbury, Kent
CT1 2UD

T: 012 2776 4141

W: directionlaw.co.uk

E: canterbury@directionlaw.co.uk





Request to sell form

Complete the following to confirm you would like us to proceed and return this form to resales@sagehomes.co.uk

Name:	
Address:	
Email/s:	
Phone number:	

Tick to confirm you've returned your EPC:

Are you planning on buying another home? _____

Please confirm the details: _____

Do you have any significant dates to advise us of that may influence the sales process?

Your chosen solicitor's details:

Company name:	
Solicitor's name:	
Phone number:	
Email:	
Address:	

Request to sell form

*I understand that by appointing a solicitor who is not experienced in Shared Ownership, this could lead to delays which are out of Sage Homes.

Sale conditions

Before you confirm your instructions to us in the sale of your property, please read our terms and conditions of business:

1. As per the terms of your lease, Sage Homes has sole nomination rights of your home for eight weeks once marketing commences.
 - I/We understand it's our responsibility to carry out our own viewings
 - You must maintain the payment of your rent and service account until completion. If you fall into arrears, we will deduct monies owed from your completion monies.
2. Once the nomination period has expired, if I appoint another estate agent, I/we understand that I/we will need to pay their fee.
3. Please make sure that you check your valuation report thoroughly as Sage Homes will use this information to advertise your home.
4. I/We understand that the sale of my/our home must not include any fixtures or fittings (eg carpets and curtains).
5. If these are to be sold, I/We must agree the price separately with the buyer.
6. I/We understand that my details will be passed to our photography and floor plan organisers to contact you and arrange a suitable time to visit.
7. I/We agree to the marketing fee of 1% +VAT of the full market value of my/our home, which will be payable on completion of my/our sale.

By signing this document I/we confirm instruction to Sage Homes to market our home:

Signature: _____ Signature: _____

Date: _____ Date: _____

(If you jointly own your home, both leaseholders must sign and date this form).



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