

Can I sell?

You can sell your home whenever you wish to do so. As a leaseholder, then you are selling the lease to another party; this is known as ‘**assigning the lease**’.

Freeholders and Leaseholders that have staircased to 100% and own their property outright can sell the property on the open market.

Sharedowners who are part-owners (less than 100%) need to contact us and follow a procedure to assign their lease.

What are the steps I need to take to sell my home?

Freeholders and (100%) Leaseholders who own their property outright don’t usually need to ask our permission to sell. They will however need to contact us for the following reasons:

- If you pay estate charges or service charges, then you would need to clear debts and any outstanding invoices.
- If you bought through the Right to Buy, Right to Acquire and Social Homebuy schemes with a discount you may have to pay all or part of the discount back, depending on when you bought the property.
- Again, if you bought through the above schemes on or after 18 January 2005, then you must offer the property to Newlon first at the current market value; if we don’t want to buy it you can sell it to whom you wish.

Shared owners with less than 100% will have to contact us and complete our “**intention to sell form**” providing appropriate details. The form will need to be signed by all owners of the property, so if you bought with someone else, they will need to sign it too.

Valuation

If your property is owned outright then instruct your own surveyor to value your home. If you are a shared owner, we will instruct an approved valuer on your behalf at a cost to you. The surveyor will arrange to visit your home within 7 days. The valuation sets the sale price for your home. From this, we can work out the value of your share.

Newlon recognises the value of improvements you have made to your home as required by your lease. The added value of any improvements will be taken into account provided you were given prior permission to carry out the improvement.

For example, if you have fitted a new kitchen, we will ask the valuer to value your property with and without the new kitchen. So, if your property is valued at £180,000 and the kitchen adds £2,000, the current open market value with improvement will be £182,000 and without the improvement it will be £180,000.

Valuation report

The surveyors will send us a copy of the valuation, which we forward to you. The report may be based on two figures if you have made any improvements with permission from Newlon (as detailed above).

Please note that carrying out the valuation does not commit you to selling your home. Once you receive the valuation report we will ask you to confirm whether you’d still like to proceed.

How long is the Valuation valid?

The valuation is valid for a period of three months, but there may be some circumstances when the process takes longer, and we have to apply to the valuer for an extension. We will however aim to complete the process within three months. If the delay is on your part, extra costs may be incurred to request a revised valuation. Newlon will only meet these costs if delays are due to us.

Getting ready to market your home

All properties for sale after 6th April 2009 are required to have a Home Information Pack (HIP) from the first day they are placed on the market. Home Information Packs (HIP) were introduced to help improve the home buying and selling process. It is a set of documents providing important information about a property such as standard searches, copy of your Lease, property information questionnaire and information regarding energy efficiency of the property.

The cost of the HIP will be set by the market and will depend upon a number of things, including size of property and location. Sellers are required to ask their solicitor or a HIP provider to compile the HIP for a property they are selling.

Please note we cannot recommend an organisation, but suggest you contact the Association of HIP Providers who may be able to help you. You can visit their website on www.hipassociation.co.uk

Marketing your home

If your property is owned outright (100% Leaseholder) then you will need to find a local estate agent who will sell the property on your behalf.

Shared owners must under the terms of their lease allow us 6-8 weeks (as specified in your lease) to find a buyer for your home.

If we find a buyer for your home we will charge an admin fee of 0.75% of the current value of your share, plus VAT. This compares favourably with an estate agent's fee, they currently charge an average fee of 2% of the full value of your home.

The buyer we nominate will go through the same process as you did when you bought your home. They will need to undergo an affordability assessment with our Financial Adviser to check they can maintain a mortgage and are able to meet other costs in the long-term.

So that we can market your home effectively, we will produce sales details for your home from the information you have provided to us on the “**notice to proceed**” form we have asked you to complete, highlighting the features and benefits of your home. The sales details will be added to our website and will also be sent to potential buyers on our waiting list who will be asked to contact you directly to view your home. You may supply photographs to be included if you wish.

If we are unsuccessful in finding a buyer, you will be able to sell your home on the open market through an estate agent. We will need to agree the sale price, before you instruct them.

Can I simultaneously staircase and sell (assign the lease) at the same time?

If you part-own your property and find a buyer who wants to purchase 100%, you can staircase and assign your Lease at the same time. This means you don't have to borrow any money to pay for the other share you pay rent on. On completion of the sale, you will receive your share of the sales proceeds and Newlon will receive their own share.

Solicitors will usually deal with the process and arrange the sale of the full 100% to your buyer.

Costs associated with selling your Home

When you assign the lease, you will be required to meet the costs of our solicitors as well as your own. All rent and service charges arrears, and any other outstanding debts must be cleared prior to completion. Other costs involved are:

- Leasehold Questionnaire/Enquires currently £100
- Solicitors fees (variable)
- Property Valuation (currently £200)
- Home Information Pack (variable)
- Notice of Transfer currently £35
- 0.75% of share sold - If we secure a purchaser
- Our administrative charges are currently £100.

For further enquires contact our Resales and Staircasing Officer Olubukola Adedokun-Abiiba on 020 7613 7539 or email olubukola@newlon.org.uk