

0300 111 3555

www.chsgroup.org.uk

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CHS GROUP
housing, care, and community services in Cambridgeshire



Selling your Shared
Ownership Property

Selling your home

We hope you have enjoyed your time with CHS, but understand you are now looking to move home. To help, we have created this guide to selling your property share. However, no two leases are identical and the content of CHS leases change with government guidelines. Please refer to your own lease or ask your solicitor for exact information on the process.



1. Valuation

The first step is to have the property valued by a member of The Royal Institution of Chartered Surveyors (www.rics.org).

You can search for a surveyor in your local area on this website. You will need to pay for this valuation directly and it will be valid for 3 months. If an offer is agreed after this period, you will need to ask for confirmation from the surveyor that this remains a fair and reasonable price.



2. Paperwork

Before we can list your property for sale we will need:

- A copy of the valuation
- Confirmation you are happy to sell at the valuation price
- Approval to pay CHS our standard fee (detailed below)
- An EPC of your property. May be able to obtain at www.epcregister.com
- Digital photos of your home
- A description of your home/local area

3. Viewings



Once your property is advertised, any interested parties will contact CHS directly to request a viewing. The Customer Services team will record the information and send you an email with their contact details. You will then need to contact them to organise a date and time for the viewing.

For viewings, we recommend that all rooms are tidied, clutter is cleared, and all curtains and blinds are fully opened. This will allow for natural light and help to present your property at its best.



4. Using an Estate Agent

If you wish to appoint an estate agent, you will need to request permission from CHS. Please note, you will still need to pay the CHS fee as well as any agent fees.

Please ensure the agent is aware of the paperwork required by CHS (see point 9) and any restrictions in your lease.

If a sale is agreed through an agent, CHS will require a copy of the memorandum of sale, and all the standard paperwork before the sale can proceed.

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5. Selling Fees

CHS will charge a fee of 1% + VAT of your share price. This covers all of our costs including our solicitor fees and administration costs throughout the whole of the process.

These fees must be paid at, or as soon after completion, or you will be unable to register your property.



6. Accepting an offer

If someone has viewed your property and would like to purchase your home, you should co-ordinate with the purchaser/s directly. Once you have accepted an offer, please send an email to CHS with the purchaser name/s, the figure accepted for your share and your solicitor details. The purchaser/s would need to be approved by the Help to Buy agent before they can buy your home. They can apply on the same website as your property is advertised. Buyers must also pass affordability checks and may also require a local connection. You can ask the purchaser to send their paperwork to CHS for approval at info@chsgroup.org.uk



7. Offers different from valuation

If you accept an offer for your property share above or below the valuation price, you will need to ask the surveyor to confirm the new price is fair and reasonable.





8. Solicitors

Once you have accepted an offer, you will need to appoint a solicitor to act on your behalf. It will be your solicitor's responsibility to liaise with both the purchaser's solicitor and the CHS solicitor to see the sale through to completion.

All enquiries must be directed from your solicitor to our solicitor.



9. Purchaser paperwork

Before we can instruct solicitors, we will need the below paperwork from the buyer:


- Evidence of their deposit funds (bank statement)
- Mortgage in Principle
- Their Solicitors details
- Photographic ID
- Proof of address
- Completed Affordability Calculator
- Proof of income





10. After sale


Once the sale has completed, please ensure you cancel all Direct Debits payable to CHS to ensure no additional funds are collected.

Please also supply a forwarding address. Our Customer Services team will be in touch after completion if there is a refund due on your account.

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