

# Selling your Shared Ownership Property

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# 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.ricsfirms.com](http://www.ricsfirms.com))

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](http://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, CHS will charge a £500 admin fee if you sell through an agent but our 1% fee will not apply. Please ensure the agent has CHS Group's sales team contact details as any buyer will need to complete our affordability and eligibility assessments.







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### 5. Selling Fees

CHS will charge a fee of 1% + VAT of your share price if a buyer is nominated by us. 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. If a buyer is found through an estate agent CHS will charge a £500 admin fee.



### 6. Accepting an offer

If someone has viewed your property and would like to purchase your home, and 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 contact CHS to complete affordability and eligibility assessments before they can be approved as the purchaser.



### 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 in writing that 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 assessments

Before we can instruct solicitors, we will need the purchaser to complete an affordability assessment with our panel broker.



### 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.

Key handover should be arranged between you and the buyer.

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