

This form provides us with the information required to process your request to sell your shared ownership home, as required under the terms of your lease.

Seller(s) information

hereby give notice that I intend to sell my share of
bought the property on [] and currently own [] %

Seller 1

Seller 2

Full name:

Contact telephone:

Contact email:

Home improvements

Please list below any major home improvements you have made to your property (at your cost) since moving in. Please note, not all home improvements will add value, and some improvements that are considered as general home repairs, maintenance or redecoration will **not** be considered. Only improvements made with prior written permission from Alliance Homes will be considered.

Valuation and survey

The price your property will sell for is determined by a Royal Institute of Chartered Surveyors (RICS) qualified surveyor, as detailed in your lease. You are required to pay for this report and supply us with a copy. This will provide us with the price your property can be advertised for sale. The cost of this report can be anywhere between £250 & £500.

Further information about selling your home can be found online in our ['Guide to selling your home'](#).

RICS valuation attached/enclosed **Yes** **To follow**

A valuation report from an Estate Agent will not be considered.

Energy performance certificate (EPC)

All homes being sold require an up to date Energy Performance Certificate (EPC). If your property is under than 10 years old a valid EPC should already exist for your property and you should be able to obtain a copy online. For older properties, you will need to instruct someone to look at your home. To find out if your property already has a valid EPC you can search the central EPC register at www.epcregister.com. If a new EPC is required, you will need to find an accredited assessor. A search online can help you find and compare assessors.

EPC attached/enclosed **Yes** **To follow**

Photos

To enable us to market your home, we will require high quality internal and external photographs of your property. We can either, make arrangements to visit your property and take photos of your home (*there will be an additional cost for this service of £99*) or alternatively you can provide us with your own photographs. We have a 'photo guide' with tips and advice for taking good quality photographs – contact the Sales Team if you would like a copy.

like Alliance Homes to take photographs of the property to
and to pay Alliance Homes their fee of £99 for this service.

will provide own photographs.

Property Details Form

To enable us to market your home and ensure all information is accurate, we require you to complete a Property details form.

The Property details form

Declaration and Signatures

understand as per the terms of Lease, we are required to market our property solely with Alliance Homes for **8 weeks** (known as the 'nomination period').

undertake as per the terms of Lease, to pay Alliance Homes' sales fee (which will be confirmed in writing by Alliance Homes on completion of the sale).

understand that the valuation report is only valid for 3 months and should the sale not complete during this time, a new valuation will be required at expense.

Seller 1

Date

Seller 2

Date

(to be signed by both parties where the lease is in joint names)

By signing the above you are confirming that you would like to sell your home and the information given in this form along with attachments is true and accurate. By signing the above you are confirming that you have read and understood our Privacy Statement, which can be found on our website www.alliancehomesgroup.org.uk/our-privacy-policy/. This allows the Alliance Homes sales team to send your personal details (securely) to their solicitors to act on their behalf in processing the sale of your shared ownership property. Should you have any further queries please call 03000 120 120.