

Please use this form to let us know you want to buy more shares in your shared ownership home.

Please return your completed form to [sales@alliancehomes.org.uk](mailto:sales@alliancehomes.org.uk)

## Property

Address:

Date purchased:

## Applicant(s) details

### Applicant 1

### Applicant 2

Full name:

Contact telephone:

Contact email:

I / We hereby give notice that I / We intend to purchase further shares of the property above.

## Ownership

Current share % + Proposed increase % = Intended ownership %

How do you intend to fund the purchase of further shares?

## Home improvements

Please list in the space below any major home improvements you have made to your property (at your cost). **Only** improvements that add value will be considered as part of your intention in staircase, these improvements will be disregarded in the valuation of your home.

## Valuation and survey

To enable Alliance Homes to provide you with a purchase price to buy additional shares, your property **must** be valued by a Royal Institute of Chartered Surveyors (R.I.C.S.) qualified surveyor (as detailed in your lease). You are responsible for the cost of the survey (average cost £350) and you **must ensure** the survey report is in **both your name** and that of **Alliance Homes**. We will require a copy of this valuation report as soon as you have it.

RICS valuation attached/enclosed

Yes

To follow

Further information about staircasing and the valuation/survey report can be found in our '[Guide to Staircasing](#)' which is available, upon request. A valuation report from an Estate Agent will **not** be considered.

## Declaration and signatures

I/We undertake to pay Alliance Homes' admin fee for processing our staircasing request (which will be confirmed in writing on completion of the staircasing). I/We understand that the valuation is valid for only 3 months and should the staircasing transaction not complete during this time, a new valuation will be required at our expense.

Applicant 1

Date

Applicant 2

Date

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

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