

A step-by-step guide to selling your home

The following are general guidance notes designed to help you if you decide to sell your home.

Shared ownership is a valuable alternative for those who want to buy a property but can't afford to buy one outright. If you are a shared owner who wants to sell your equity share, you must allow Octavia Housing to nominate a buyer as per the terms of your Lease. Depending on the details confirmed in your lease, we usually have 8 weeks in which to do this.

Your steps explained:

Step One – Instructing a valuation

To start the process, your home needs to be valued. This must be done by a RICS (Royal Institute of Chartered Surveyors) qualified surveyor who will provide a written valuation report. Octavia Housing will arrange the valuation, however, you are responsible for covering the cost. The current fee is £360 Inc. VAT.

To arrange the valuation, simply complete and email the “Valuation Instruction” form enclosed in the letter to **sales.services@octavia.org.uk**.

Upon receipt of your completed application, we will instruct the valuer who will arrange an appointment to visit your home and assess its value.

If you've made significant improvements which have increased the value of your property, the surveyor will take these into account during the valuation and the sale price will reflect these. If you decide to proceed with the sale, the price at which your home is marketed will be based on this valuation. Usually, we expect to notify you of the valuation figure within 14 days of receipt of the notice. This will of course be affected by any delays in obtaining access to your property.

Requirement for Energy Performance Certificate (EPC)

By law, you will need to arrange for a domestic energy assessor to provide an Energy Performance Certificate (EPC) before we can advertise your property.

An EPC is valid for 10 years and some properties were allocated a certificate when they were constructed. Please check to see if you already have one. If not you may be able to download a copy by following this link - <https://www.epcregister.com/searchReport.html>

You do not need to have received your EPC before we can advertise your property, but we will need proof that you have arranged the EPC. This proof could be a receipt, email or letter from the EPC provider.

Should you not be able to obtain a copy you can find an EPC provider on the internet or in Yellow Pages, or the valuer visiting you may be able to recommend one.

When completing the form, please ensure you do the following:

- Make sure the form is fully completed and signed by all leaseholders.
- List any improvements that you have carried out to the property, if you feel these will affect the valuation.
- Provide a valid contact telephone number and email address for use in the daytime. Failure to do so may hold up the process.

Step Two – Receipt of valuation

Once the surveyor has completed the valuation report, a copy of this will be sent to Octavia Housing and we'll send it on to you with confirmation of the sale price.

The sale price is calculated on the valuation of your home and on the percentage that you own. (The Sale Price = The Valuation x The Percentage Owned).

As an example, if your home is valued at £200,000 and you own 50% of the property, then the sale price would be: £200,000 X 50% = £100,000.

As property prices are constantly changing, the valuation is only valid for 3 months. If you haven't agreed a sale and exchanged contracts within this time, you may need to have your home revalued at your own cost.

Step Three – Instruction to sell

Once the valuation is completed and you wish to proceed with the sale of your home, you'll need to give us formal instructions to sell your home along with the Energy Performance Certificate (EPC).

As stated in your lease, Octavia Housing has the right to nominate a buyer and has 8 weeks to market your home. Our charge for selling your home includes finding eligible buyers, qualifying and nominating buyers, and progressing the sale from offer stage until completion. The charge is **2% plus VAT** of the value of the share that you own and is payable on completion. This compares favourably with instructing an agent who will typically charge between 1.5% to 2% of the full sales value.

A list of costs associated with the selling process are detailed below. (Please note these costs are for guidance only and accurate quotes can be obtained from your solicitor)

Detail of charges	Approximate costs (Subject to change without further notice)
The valuation fee	£360
Energy performance certificate (EPC)	£40 - £60
Your legal fees	£800 - £1,000
Fees payable to Octavia solicitors	£240 plus disbursements
Any outstanding rent, service charge of tenant ledger payments	Please check that you are up to date with all service charge payments and rent
File retrieval fee	£12
Resale enquiries/management pack This is for providing copies of information about the account and general property enquiries. If your solicitor requests this information you will be responsible for payment of the fee.	£180

Octavia housing nomination fee	2% of value of the share owned
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Step Four – Finding a buyer

Once we have received your instructions along with the EPC, we'll begin marketing your property; we'll advertise online, contact potential applicants and send out direct mailings to our database of applicants.

We will organise a viewing day. If several buyers are interested in your home, we will assess buyers on their individual merits and prioritise them in order to find the most suitable buyer.

If Octavia is unable to find a buyer for your share within the eight-week nomination period, Octavia can market your property on the open market to sell 100% share. This is an additional sales service offered by Octavia and you will not incur any additional sales fees. Alternatively, you can choose an external estate agent to sell your property, but you will likely incur higher sales costs.

Step Five – Instructing solicitors

Once a buyer has been found for your property, both you and your buyer will provide us with your solicitor's details and we'll instruct the solicitors to proceed with the legal paperwork.

Please note that it usually takes about 6-12 weeks for a sale to proceed to legal completion.

Step Six – Exchange & Completion

Before exchange, you'll need to make sure you're up to date with your rent and service charge and any other payments required in terms of the sale. Rent and service charges are payable up to the date of completion; we calculate these and your solicitor will arrange payment of these on completion along with payment of legal costs and sale fees.

Once you have legally completed on your sale, all keys and any parking permits must be passed onto your purchaser. Please liaise with your solicitor with regard to handover of keys. Make sure that you've instructed your bank or building society to cancel your direct debit payments in relation to the property you've just sold once legal completion has taken place.

Frequently Asked Questions

What happens if Octavia Housing nominates or is notified of a nominated applicant within the 8 week period?

We will:

- Write to you and advise you that you must continue to take no action regarding the sale of the property until it is able to determine whether or not any nominated applicant is able to proceed.
- Take references for any prospective applicant, carry out a financial assessment of the applicant and interview them.
- Arrange for the applicant to view the property.
- In normal circumstances this process may take up to four weeks.

What happens if the nominated applicant wishes to proceed?

- Providing we are happy with the purchaser in every respect, we will write to you to confirm that the purchaser wishes to proceed and ask you to provide the name and address of your solicitor so that the sale may be progressed. You will need a solicitor to act for you in the sale of your share and your legal fees are your responsibility. You will also be responsible for Octavia Housing's legal fees.
- If the nominee fails to enter into a binding contract to purchase your share within 3 months of the receipt of your formal notice to assign, you are free to sell the property on the open market either as a shared ownership concern or outright.

What happens if Octavia Housing is unable to find a purchaser for your share?

- We will write to you, shortly after the expiry of the 8 weeks period to advise you that you may proceed to sell the property yourself. You will probably wish to appoint an estate agent to act for you and their fees will be your responsibility.

- We will, however advise you if it is possible to find a prospective purchaser after this time, although you will not be under any obligation to accept the nominated purchaser.

What instructions should you give your estate agent once Octavia Housing has confirmed that it is unable to find a purchaser?

- You may instruct your estate agent to find either a purchaser for your share or an outright purchaser to buy your property.
- You should of course, make sure that you have sufficient funds to allow for all legal fees (yours and ours) and your estate agency fees.
- Your estate agent should be made aware that the price for which they may sell your share to another owner is based on our Valuer's assessment and that the share may not be sold for less than this amount. You should, therefore, make them aware of this amount.
- If the estate agent has interest from a buyer who wishes to purchase 100% of the property; this is permitted and the sales proceeds will be split in line with the share owned by you and Octavia Housing
- Your estate agent should provide us with the name and address of any purchaser.
- Your estate agent should notify us, when a sale has been agreed, by sending a copy of the memorandum of sale. Our solicitor will be instructed to enable the transaction to proceed. Your rent account must be up to date on the completion date or the sale will not proceed.
- In the event that your estate agent finds a shared owner to buy your share, please remember that we will want to approve any new shared owner and the procedures previously described will be carried out. Please also note that we have the right to reject any prospective applicant if the applicant is unable to meet Octavia Housing's financial criteria for shared ownership.

For how long is the Open Market Valuation figure valid?

- Under the terms of the lease this is normally 3 months. Any prospective purchaser must exchange contracts within this period, failing which the property must be re-valued for the purpose of recalculating the repayment of Octavia Housing's

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share (in the case of an outright sale) or the actual sale value of the share (in the case of a sale of the share to a new shared owner).

- The cost of any revaluation is your responsibility but valuers will normally carry out a revaluation at a much reduced fee.