

# YOUR GUIDE TO SELLING

YOUR SHARED OWNERSHIP HOME



CERRIS  
HOMES



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## STEP 1

# GET IN TOUCH WITH US

If you're thinking about selling your Shared Ownership property, this guide will help you understand your obligations and talk you through the steps you'll need to take to move on to your next dream home.

When you decide you definitely do want to move you'll need to let us know. You can do this by contacting the Sales Team on **01782 854748** or email **[newhomes@cerrishomes.co.uk](mailto:newhomes@cerrishomes.co.uk)**

We will ask you to follow this up in writing to us.

There is a one-off administration fee payable upfront at the beginning of the process, this cost will cover the general administration related to your property sale.

We will advise you of the next steps in the process and confirm the fee payable.





## STEP 3

# FINDING A BUYER FOR YOUR HOME

### LOCAL AGENT

You are free to appoint any local agent of your choice to market your home, please ensure you provide Cerris Homes with the details of your chosen agent, we will then make contact with them to confirm the application requirements to ensure all interested parties are Eligible for the Shared Ownership Scheme.

It is very important that you use an agent who is familiar with Shared Ownership.

### WHEN A POTENTIAL BUYER IS FOUND

All potential buyers will need to be financially assessed to ensure they're able to afford the property and meet the Shared Ownership criteria.

Your agent **MUST** inform Cerris Homes of any potential purchasers to check they meet the eligibility criteria. Only once this is confirmed can the formal offer be accepted.

Once the buying process begins, you'll need to appoint a solicitor. You'll be responsible for the costs involved in this so we recommend getting quotes and agreeing a fixed fee with your chosen solicitor.



## STEP 2

# SALES INFORMATION

### ENERGY PERFORMANCE CERTIFICATE

You'll need to provide us with an up-to-date Energy Performance Certificate (EPC). If, for whatever reason, you don't have one, don't worry, you can visit [www.landmark.co.uk](http://www.landmark.co.uk) to find a local registered domestic assessor, who can provide a new one at a cost.



## STEP 4

# SALES AND COMPLETION PROCESS

### MEMORANDUM OF SALE

Once a buyer has met the eligibility criteria and provided their solicitor's details, we will issue all parties with the Memorandum of Sale, which marks the start of the legal process.

At this stage, management of the sale will pass from the Sales team to the Aspire Housing Leasehold team to manage.

### EXCHANGE OF CONTRACTS AND COMPLETION

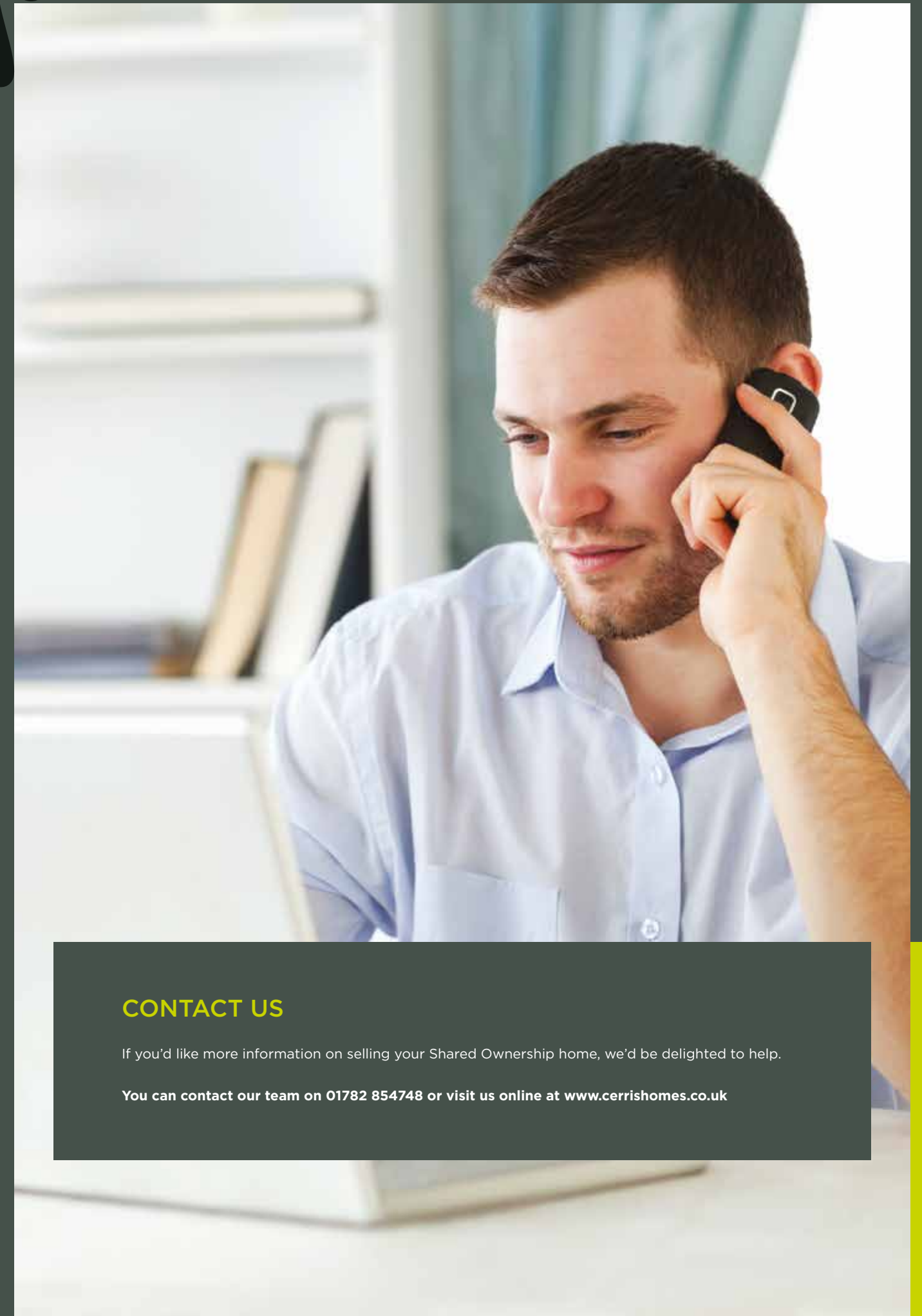
If you have rent arrears, you'll need to settle them before Aspire Housing will allow exchange of contracts to happen.

On the day of completion, all keys and parking permits for the property must be handed over to your purchaser. From this date, rent and service charges related to the property are no longer your responsibility – so make sure you cancel your direct debits.

### ADDITIONAL COSTS TO EXPECT

- 🌿 You'll have to pay your own legal fees for your solicitor
- 🌿 You'll be responsible for estate agent fees, if you choose to instruct one
- 🌿 If you can't provide an Energy Performance Certificate, you'll need to pay for one before your property can be marketed

Make sure you consider these costs and ensure you have sufficient funds to proceed with the resale of your property.




### CONTACT US

If you'd like more information on selling your Shared Ownership home, we'd be delighted to help.

**You can contact our team on 01782 854748 or visit us online at [www.cerrishomes.co.uk](http://www.cerrishomes.co.uk)**



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