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After the nomination  
period ends



# SELLING ON THE OPEN MARKET



We have dedicated teams to explain everything and answer all your questions.

**Selling 100%?**

**Contact [aftersales@soresi.co.uk](mailto:aftersales@soresi.co.uk)**

**Selling to another shared owner?**

**Contact [resales@soresi.co.uk](mailto:resales@soresi.co.uk)**

## About selling on the open market

**Shared Ownership leases give your landlord a certain length of time to find – or nominate – a buyer. This is called the nomination period.**

Different leases have different nomination periods, but they are usually four or eight weeks. If you've chosen SO Resi as your estate agency, we may ask you to sign a 12-week sales and marketing agreement instead.

If we don't sell your home in the nomination or agreement period, you can decide to sell it on the open market – usually through an estate agent that you choose. SO Resi also has a partnership with Leaders Romans Group, a national agent with extensive Shared Ownership experience, who can help you sell your home.

If you sell through an agent, you won't pay SO Resi's sales fee of 1% plus VAT of the full value of your home. But you'll need to pay other fees, including estate agent, legal and administration costs. Find out more in this booklet.

### + As soon as you appoint an estate agent

- Give them the copy of booklet 8A that comes with this one
- Ask them to email us at [resales@soresi.co.uk](mailto:resales@soresi.co.uk) before they list your home. This is very important as there is key information they will need from us
- Make sure that you and your estate agent know the EWS1 status of your home Find out more about the EWS1 form needed in the enclosed guide

### Two simple options

When selling your home with an estate agent, the buyer may be another shared owner or someone who is buying 100%.

Find out more about these two options.

#### Option 1

**Selling 100%** of your home

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#### Option 2

**Selling your share** to another shared owner

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## Option 1 Selling 100%

If your estate agent finds a buyer who wants to own 100% of your home, there is an extra step to the process. You will need to staircase to 100% – buy all the remaining shares of your home – at the same time as completing the sale. This is called a sim sale, and you can find out more in booklet 9.

Our aftersales team will be on hand to support you throughout your sim sale. The whole process can take around six weeks. To help make sure there are no delays, it's important to let our team know as soon as you find a buyer.

### + Under offer?

As soon as your home is under offer with a 100% buyer, you or your estate agent should email us at [aftersales@soresi.co.uk](mailto:aftersales@soresi.co.uk) to let us know.

Your agent will also need to send us:

- A valid RICS valuation. Valuations are typically valid for three months from the date of the surveyor's report. If yours has expired, you can extend it for another three months by asking your RICS surveyor for an updated desktop report. The cost varies between around £85 and £120, including VAT
- The Memorandum of Sale

It's very important that these documents are sent to us as soon as a buyer is found, in order to check the buyer's eligibility, instruct the landlord's solicitor and initiate the conveyancing process.

Once received, SO Resi's aftersales team will also send you a SIM sale acceptance form to sign.

### + About the sale price

When you sell to a 100% buyer, the sale price can sometimes be higher or lower than the RICS valuation. The amount your landlord receives on completion will be based on their share of the market value or the sale price, whichever is higher. Find out more on page 6.



### + Your costs

When you sell 100% of your home through an estate agent, you will need to pay these costs:

- Your estate agent's selling fee. Please read any contracts thoroughly to ensure you understand their terms and conditions
- The RICS valuation fee
- Your solicitor's fees
- A fee for the leasehold management pack – £180 including VAT
- A fee for any additional enquiries by your solicitor – £60 including VAT

**More information about selling 100% is available in our SIM Sale Guide Booklet 9**

## Option 2

### Selling your share to another shared owner

Has your estate agent found a buyer who wants to purchase your share – or a higher share? The first step is for the potential Shared Ownership buyer to create a profile and complete an application form online at [soresi.co.uk/about-shared-ownership/how-to-apply](https://soresi.co.uk/about-shared-ownership/how-to-apply)

In order to ensure there are no delays to progressing your sale, please make sure your estate agent sends us the documents listed to the right.



#### + Under offer? / Next steps

As soon as you have found a buyer for your share of the home, your estate agent should email us at [resales@soresi.co.uk](mailto:resales@soresi.co.uk) and send us these documents:

- The Memorandum of Sale showing the share price, the percentage being bought, and the full value
- A valid RICS valuation. Valuations are typically valid for three months from the date of the surveyor's report. If yours has expired, you can extend it for another three months by asking your RICS surveyor for an updated desktop report. The cost varies but is usually between £85 and £120 including VAT
- A completed Homes England affordability calculator for the buyer from a qualified financial adviser

It's very important that these documents are sent to us as soon as a buyer is found, in order to check the buyer's eligibility, instruct the landlord's solicitor and initiate the conveyancing process.

#### + About the sale price

The sale price cannot be more or less than the current market value of your share as determined by your RICS valuation.

#### + Your costs

When you sell your share of your home through an estate agent, you will need to pay these costs:

- Your agent's selling fee. Please read any contracts thoroughly to ensure you understand their terms and conditions
- The RICS valuation fee
- Your solicitor's fees
- A fee for any leasehold management pack requested – £180 including VAT
- A fee for any additional enquiries by your solicitor – £60 including VAT
- Our administration fee – £300 including VAT

## Answering your questions

### Can my home be sold for more than the RICS valuation?

Only if it is sold to a 100% buyer. In this case, the landlord will receive their share of the higher price. If you are selling to a shared owner, the sale price must exactly match the RICS valuation.



### Can my home be sold for less than the RICS valuation?

Only if it is sold to a 100% buyer. If that happens, you will need to staircase to 100% based on the RICS valuation, and pay your landlord's share of the difference between the RICS valuation and the sale price. If the difference between the RICS valuation and the sale price is very small – 5% or less – you may consider asking the surveyor to review the valuation.

#### An example

Your share in your home	50%
The landlord's share of your home	50%
Your RICS valuation	£300,000
The actual sale price	£290,000
The difference is	£10,000
You're responsible for paying 50% (your landlord's share of the difference)	£5,000

### How long is the RICS valuation valid for?

A RICS valuation is valid for three months. It can be extended for another three months by asking your surveyor for a desktop valuation.

### What is a leasehold management pack?

A leasehold management pack provides information about your home, which is needed by the buyer and their solicitor. You will be responsible for paying the cost of this pack, which is £180, including VAT. We will automatically start to prepare the leasehold management pack as soon as we receive the Memorandum of Sale from your estate agent and instruct the landlord's solicitor. Please note it can take up to 10 working days to issue the pack.

Before the pack is issued to your solicitor, you will need to provide them with an undertaking confirming that the £180 will be paid on completion. Please liaise with your solicitor.

### About lease extensions

Homes with a lease length below 80 years can be harder to sell – and buyers may find it difficult to arrange a mortgage. Extending a short lease can help, and is now simpler than it used to be. If you are not sure how suitable your lease length is, please speak to your solicitor. If you are thinking about extending your lease while selling your home please let us know as soon as possible. **Find out more in booklet 7 and video 7.**

### Who do I contact at SO Resi if the agent finds a 100% buyer for my home?

aftersales@soresi.co.uk

### Who should I contact at SO Resi if the agent finds a shared owner buyer for my home?

resales@soresi.co.uk

We understand that there's a lot to think about when you're selling your home. That's why we're here to help with all your questions.

Go to  
[sharedownership.co.uk](https://www.sharedownership.co.uk)

Get social



#### About SO Resi

SO Resi is the customer-facing brand name of SO Resi Partnerships, the Shared Ownership specialists. We work in partnership with a wide range of organisations – from private investment funds to local authorities – to help make home ownership possible for more people.

For over fifty years, SO Resi has been taking pride in making Shared Ownership simple and straightforward, building and selling good quality, affordable new homes and managing them well. Our expertise and experience, combined with the diverse strengths of our partners means we are now helping even more people in more places than ever, creating more communities that people are happy to call home.