

## **STAIRCASING**

Thank you for enquiry. We understand that you wish to purchase extra shares in your property. You may do this in tranches, or you may purchase the final equity outright.

You can usually staircase up to three times, with the third time taking you to 100% ownership. The minimum share that you can purchase is specified in your lease therefore please check your lease before proceeding. As a shared owner you will have been provided with a copy of your lease from your solicitor at the original sale. If you do not have a copy and require a copy of the lease, copies can be requested at a fee of £25 plus VAT (total £30).

In order to proceed we will need to find out the current market value of the property. The additional equity purchased will be based on the current market value of the property at the time of application to staircase. The greater share you buy in your home, the less rent you pay to Town and Country Housing.

We can instruct an independent valuer who will visit your home and carry an inspection and prepare the market valuation report for your property. Please find attached a form for you to sign giving us permission to do this. The fee for this is currently £275 plus VAT (£330.00). You are responsible to meet the valuation costs and any other costs incurred in connection with the staircasing transaction i.e. legal costs for your solicitors, legal costs for TCH solicitors, mortgage arrangements fees, stamp duty, additional valuations. Please ensure you have savings or access to funds to cover these costs. Please note that we can only provide you with the estimated costs for TCH solicitors and that other costs might apply, depending on the requirements/restrictions on your title documents and in the lease.

You may select another valuer provided they are RICS qualified surveyors. We will instruct them on your behalf and receive a valuation report. You will need to provide us with their details and arrange for payment.

Once the current market value has been determined you may then decide whether to proceed and exactly what percentage of the shares you wish to purchase. It is a good idea to contact your mortgagees to confirm they are willing to lend you the extra funds if you require further finance.

You have three months from the date of valuation of your property to complete the staircasing transaction. If you do not complete the transaction by this date, the property will have to be re-valued at the additional cost to you.

Extension Letter – no change in value – no additional fee  
Update – change in value - £50 plus VAT (£60)

The valuation may alter if property prices have moved on. N.B. If the value has increased in the meantime, it will be more expensive to buy your extra share. We would advise you to select your solicitor before instructing TCH so that you are ready

to act promptly when you receive the valuation. We also recommend that you select a solicitor with specific knowledge and experience of shared ownership leases.

If you have carried out improvements that have added the value to your home (not all improvements do), they won't be taken into account for the valuation. That means the purchase price of your additional share won't include any increase in value caused by the works you have carried out. Please let us know at the time of instruction of any improvements made to your property. Please remember that you need to request permission and written approval from TCH before carrying out any major improvements to your home. You will have had to provide us with estimates, quotations, plans and local authority planning approval for the permission to be granted.

You must pay any arrears of rent, service charges or other charges incurred prior to or on completion of the staircasing transaction. After completion, we will adjust your account to show the increased share you own in your home. We will refund any monies owed to you, send confirmation of your new charges and/or close your account if your staircasing transaction requires us to do so.

If you become the 100% owner of a House, you will no longer be covered under our block buildings insurance policy from the date your staircasing transaction completed. You must ensure that you have building insurance policy in place at completion. If however you become a 100% owner of a flat, you will still be covered under our block insurance policy. If TCH does not own the freehold of the block, you will then be covered under the freeholder's block building insurance policy.

We trust the above information is sufficient. If you decide you would like the property valued, please complete the instruction form attached and arrange for payment via any of the three methods stated on the form. Once the above is received, we will then instruct the valuation.

We look forward to hearing from you but in the meantime should you have any queries, please do not hesitate to contact us.