



Staircasing

Do you want
to own more of
your home?

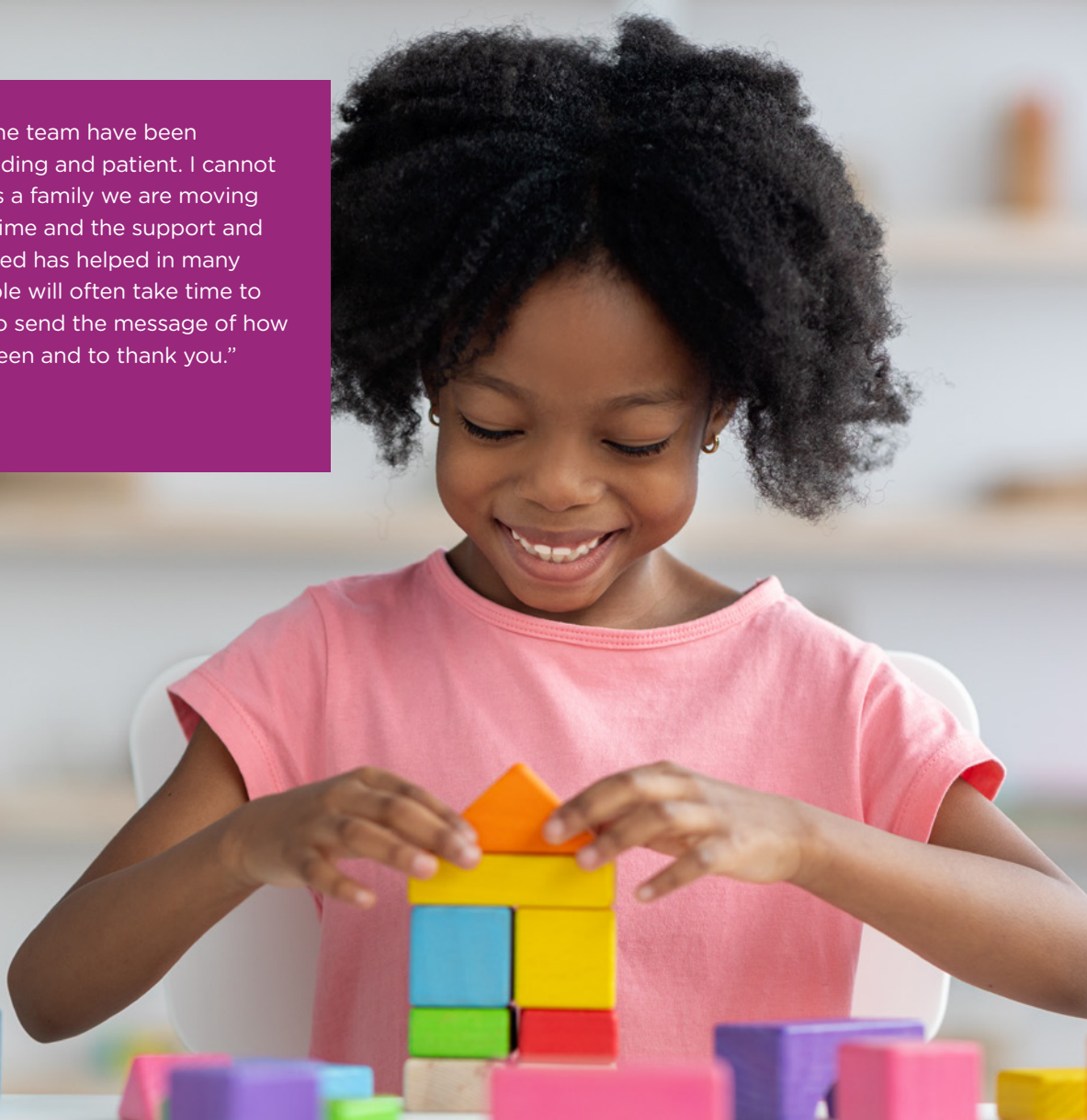
How do I Staircase?

You need to do four things:

- 1 Speak to a financial advisor to check if buying more of your home is right for you.
- 2 Arrange for a valuation of your property.
- 3 Select and instruct a solicitor.
- 4 Complete the form on the back page of this leaflet and send it together with a copy of your valuation report to:
leasehold@vividhomes.co.uk

"On EVERY occasion the team have been informative, understanding and patient. I cannot thank them enough, as a family we are moving through a very tricky time and the support and service we have received has helped in many ways. I am aware people will often take time to complain – so I want to send the message of how great your team has been and to thank you."

Alison, Hampshire



1. Independent Financial Advisor (IFA)

You should speak to an IFA to discuss your options.

Shared Ownership mortgages have some extra requirements that are different to open-market mortgages, so it's important you use an IFA who has experience in Shared Ownership.

If you're increasing your mortgage to buy more shares, you or your IFA need to speak to your lender to organise the additional funds you require. Please note that, under the terms of the Shared Ownership scheme, your mortgage offer will need to be approved by our solicitor.

Below are a few suggestions of who you can contact. Although they are approved by us, they work independently and they know we expect our shared owners to receive an excellent customer experience. It's your choice and you're welcome to select any other IFA if you wish to.

Maxim Financial Solutions Ltd

www.maxim-mortgages.co.uk

E: info@maxim-mortgages.co.uk

T: 01753 833275

Chartwell Funding

www.chartwellfunding.co.uk

E: enquiries@chartwellfunding.co.uk

T: 01454 540500

Charters

www.chartersfinancialservices.co.uk

E: Vivid@chartersfinancialservices.co.uk

T: 03454 500 200



2. Arrange for a valuation of your property

You'll need to arrange and pay for your property to be valued.

The valuation must be carried out by a RICS (Royal Institute of Chartered Surveyors) qualified surveyor.

Please note that we're unable to accept 'mortgage' valuations provided by a lender for the purpose of calculating the staircasing premium as this creates a conflict of interest.

Your valuation will be valid for three months, so you must complete the transaction in this time or the valuation will need to be updated.

This can normally be done at a reduced fee, as the surveyor won't have to visit your home again. However, if the value has increased, the share you're buying will cost more.

You can choose any surveyor you want to value your home as long as they are RICS qualified. To make things easier, we've listed some surveyors that are RICS qualified who'd be happy to quote and carry out the valuation for you. You'll need to contact them directly to arrange and pay for the valuation.

PORTSMOUTH AREA:

Chandler Hawkins

T: 02392 820420

McAndrew Martin

T: 02392 697193

SOUTHAMPTON AREA:

Now Survey

T: 02380 224189

NORTH HAMPSHIRE/SURREY AREAS

(E.g. Basingstoke/Aldershot/Farnborough/Woking/Guildford):

Cresswell Associates

T: 01252 51551

ALL AREAS:

Frazers Surveyors

T: 01483 730909

Bartley West Surveyors

T: 02380 861123



3. Select and instruct a solicitor

When you increase the share you own in your home, you'll need to instruct a solicitor to act on your behalf.

Shared Ownership transactions have some extra requirements during the conveyancing process which differ from open market sales, so we strongly recommend you use a solicitor that has experience in dealing with Shared Ownership.

Here are some suggestions of experienced firms, feel free to contact them to see if they suit you, or you can instruct another firm if you wish to.

Abels Solicitors, Southampton

T: 02380 220317

Phillips Law, Basingstoke

T: 01256 854645

Dutton Gregory, Chandlers Ford

T: 01962 624415





Frequently asked questions (FAQ's)

Q. What are the costs involved?

A. When you buy more shares in your home, you can expect to pay:

- Valuation fees
- Legal fees
- Mortgage arrangement fees or charges by your existing mortgage lender
- Stamp duty (if applicable)

Remember, you must continue to pay your rent and service charge whilst staircasing or you'll be in breach of your lease and the transaction may be terminated.

Q. Do I benefit from any improvements that I have made to the property?

A. If your improvements have added value to your home (and not all home improvements do) they won't be included in your valuation. This means you won't have to pay more for your additional share if the value of your home has increased due to work you've done.

Q. What happens if I staircase to 100%?

A. Once you buy 100% of your home, you'll no longer have to pay any rent. If your property is a flat, you'll remain a leaseholder and may still have to pay service charges, ground rent and management fees to us. In most cases, if your property is a house, the freehold will be transferred to you on completion, and your solicitor will be able to confirm this to you during the transaction. Once this has happened, we will no longer charge you for buildings insurance and you'll need to arrange your own cover. You may still have to pay a service charge if you live on an estate and have to contribute to communal costs, again this information will be confirmed by your solicitor during the transaction.

Q. Is there any reason why I wouldn't be able to staircase?

A. Some homes have a restriction on staircasing and there can be a limit on the maximum shares you can own. Details of any restrictions can be found in your lease. If you're unsure if this applies to your property, please ask us to check for you. You won't be able to buy extra shares if you're behind with your rent or service charge payments.

Staircasing application form

I wish to buy more shares in my home.

Name:

Property Address:

Tel No: Email:

Share currently owned: %

Current Market Value (£100%):

I/we will be purchasing a further % share

Value of share to be purchased: £

The solicitors acting on my behalf are:

Company:

Address:

Tel No: Email:

I understand that this transaction must be completed on or before the valuation expiry date, after which a revaluation will be required before the staircasing can proceed.

☐ I confirm that we have instructed our solicitor

Signed 1

Date

Signed 2

Date

Please complete and email this form with a copy of your valuation report to: leasehold@vividhomes.co.uk