



VIVID

Sellers Guide

# Thinking about selling your Shared Ownership property?

We're on a mission to match you with a buyer in just 4 weeks, this is called your nomination period. To get the ball rolling, let's take a look at what we'll need from you, so we can start marketing your property and showing it off to potential buyers!



## Copy of your lease

Your solicitor should've given you a copy of your lease when you bought your property. Please email a copy to us. If you can't find it just let us know, we can source it for you. There's a £7 fee, which will be added to your completion statement when you sell.



## Copy of the Energy Performance Certificate (EPC)

To check if your property has a valid EPC, or to get a new one if its expired, visit:

[gov.uk/find-energy-certificate](https://gov.uk/find-energy-certificate)



## RICS valuation report

You'll need to instruct & pay for a RICS (Royal Institute of Chartered Surveyors) qualified surveyor to value your property & establish what your share is worth.

Here's some contact details to get you started:

Bartley West Surveyors

02380 861 123

Frazers Surveyors

01483 730 909

Imperium Chartered Surveyors

01329 846 996





## Photos

- Buyers love seeing your home as it is today, make sure your photos are current.
- A quick tidy up & removing any personal items can make a big difference, it helps buyers picture themselves in the space, which is exactly what we want!
- Help get your property listed as quickly as possible, by sending your photos in the correct format. JPEG is best! When taking your photos, turn your mobile phone on its side, they will upload to the website better this way.



## Floorplan

A floorplan with room sizes is essential for marketing your property. You're free to use any company to create one, but please note you'll need to cover the cost. If you don't already have a floorplan, **NicheCom** can help. Contact them directly for a quote: email: [info@nichecom.co.uk](mailto:info@nichecom.co.uk) or call 0118 977 0690 (opt. 1).



## Property Information Form

You know your property better than anyone – so tell us all about it! Fill the form in **here**, so we've got everything we need to create your online property listing. Don't leave anything out!

# Ready to go? Here's what to do next.

Once you've got everything ready, just email it over to us at [sales@vividhomes.co.uk](mailto:sales@vividhomes.co.uk), along with some photo ID (passport preferred) and proof of address.





# Let's walk you through your selling journey. Here's what to expect, step by step.



A member of the sales team will call you to explain the nomination process and outline the costs.



We'll advertise your property on the **Share to Buy website**, usually within 5 working days.



The sales team will provide you with a weekly update.



Potential buyers will have affordability checks carried out by a financial advisor; this may take up to 5 working days.



Potential buyers who pass affordability checks can proceed to viewings. You'll arrange these directly with the buyers, let us know how they go!



We'll need to approve your buyer before we can officially offer them your property. This can take up to 7 working days.



We'll issue a Memorandum of Sale (MOS) to your buyer. Once signed, a copy will be sent to you and your solicitor.



You'll work directly with your solicitor from this point, but we'll remain on hand to monitor progress.



# Choosing your Solicitor

It's a really good idea to go with a solicitor who knows their way around Shared Ownership, it can make the whole process a lot smoother and help avoid any unnecessary bumps along the way.

To make things easier, here are a few solicitors we know have experience in this area. Feel free to reach out to them and see if they're the right fit for you:

## Phillips Law Solicitors

01256 460830

[trish.coutts@phillips-law.co.uk](mailto:trish.coutts@phillips-law.co.uk)

## Abels Solicitors

02380 220317

[enquiries@abels-solicitors.co.uk](mailto:enquiries@abels-solicitors.co.uk)

## Dutton Gregory Solicitors

01962 624415

[contact@duttongregory.co.uk](mailto:contact@duttongregory.co.uk)

Something to keep in mind – selling your property can take a number of months to go through. There's a lot of back and forth with legal checks, surveys, and mortgage arrangements, so it's good to be prepared for a bit of a wait!



# Costs

When selling your property, there are some costs you need to be aware of. We've highlighted the main ones below to help you plan ahead.

## Selling Fee (the Nomination Fee)

If we find you a buyer during the nomination period, there'll be a nomination fee to pay. This is set out in your lease, so it's worth having a quick look there for the details.

## RICS Valuation Report

You'll need a valuation report from a RICS (Royal Institution of Chartered Surveyors) surveyor. The cost is paid directly to the surveyor you choose, so it's best to check with them for their fee. The report is only valid for 3 months, so if your sale takes a bit longer, you may need to request an extension from your surveyor – just be sure to confirm their fee details with them when you book.

## Solicitor's Costs

Once you have a buyer, you'll need to appoint a solicitor to handle the legal side of things for you. You'll be responsible for their fees, so it's a good idea to ask them for a clear breakdown of costs upfront.

You'll also need to cover the fees for our solicitor. Don't worry, they'll send you an estimate in their first letter when the process gets underway.

## Management Pack

Your solicitor will need a management pack from our solicitor. What's in the pack? It includes all the key info about your property – things like service charges, insurance details, any major works coming up, and a fire risk assessment if it's an apartment. It's basically everything the buyer's solicitor needs to get the ball rolling! Putting the pack together takes time, so it's really important that your solicitor requests this as early as possible. You'll get an estimate of the cost for this pack in the first letter from our solicitor.





# If your home hasn't sold during the nomination period

If we haven't found a buyer for your home by the end of the 4 week nomination period, you're free to instruct an estate agent to market your property. We'll email you a copy of the Key Information Document for your property, you'll need to ensure your estate agent uploads this to the property listing.

If your property is sold as Shared Ownership, your estate agent can contact us directly, and we'll let them know what checks are needed to approve the buyer. It's similar to the checks you went through when you first bought the property.

You'll be responsible for any fees charged by the estate agent, but don't worry - you won't have to pay our nomination fee on top. Don't forget to factor in other typical selling costs, you can find these on page 6.



# All set to take the first step in selling your property? Let's get your selling journey started!

We'll be with you the whole way. Whether you've got questions, need a bit of guidance, or just fancy a quick chat.

Here's how to reach us:

Email: [sales@vividhomes.co.uk](mailto:sales@vividhomes.co.uk)

Call the team: 0800 652 0898

Check out our website for more information:  
[yourvividhome.co.uk](https://yourvividhome.co.uk)

Wondering what a buyers journey looks like?

Click [here](#) to take a look!