



Selling Your Shared Ownership Property - Information Sheet

1. If you wish to sell your property you must notify Colne. You will need to complete an 'Notification of Intention to Sell Property' form and return it to our office:

Colne, Digby House, Riverside Office Centre, Causton Road, Colchester, Essex CO1 1RJ
2. Colne will arrange for a valuation of your property. This will be completed by independent surveyors. An appointment will be arranged with you by KWD. You will be invoiced for the cost of this valuation, usually when the surveyor has been instructed. If you do not proceed with the sale you will still be invoiced.
3. Once the valuation figure has been received by Colne we will advise you of the sale price and ask you to confirm your agreement.
4. Colne will contact all interested applicants on its database if they want to view the property we will then pass their details on to you. We will also advise you when you may advertise your property with an estate agent.
5. You will be able to contact the applicants and arrange viewings of your property.
6. If you are unsuccessful in agreeing a sale at this stage, you may market the property through an estate agent. It must be clearly stated that this property is a shared ownership property and must be sold in accordance with the lease. Any purchases must be able to meet the eligibility criteria as specified in the S106 planning document.; Colne's Low Cost Home Ownership policy; or current government regulations.
7. Once a sale is agreed you must advise Colne of the purchasers' names and addresses, the sale price, and the solicitors you will be using.

Sheepen Place and Collyers Court - when your property is sold there are three solicitors involved, those acting for you and your purchaser and Colne's solicitor Ellisons. This is because your existing lease with Colne is surrendered and a new one granted to your purchaser. Because this process is unfamiliar to many solicitors we strongly recommend you use either Fisher Jones Greenwood or Martin Elliott solicitors. Previous experience has shown that the use of centralised solicitors can significantly slow down the sale process. Please contact me if you wish to discuss the matter further.

8. You no longer need to provide a Home Information Pack when you sell your property. However, you do need to provide an Energy Performance Certificate to any prospective purchaser. This certificate has to have been arranged when the property goes onto the market with Colne. I can arrange for this at the time that I request your valuation. As with the valuation the cost will be invoiced to you usually at the time the sale completes.