

moving on

a guide to selling your home



service right - first time

flagship
homes 

If you'd like this 'Moving on – A guide to selling your home' in large print, Braille, audio format, or translated into another language, please call Flagship Response on **0845 601 3390**.

POR Se pretende esta informação em letra grande, Braille, áudio ou traduzida num outro idioma, por favor contacte a Flagship Response pelo **0845 601 3390**. Esta publicação chama-se 'mudar – guia sobre a venda da sua habitação'.

POL Jeśli pragną Państwo otrzymać niniejsze informacje w dużym druku, alfabecie Braille'a, w formie nagrania audio lub przetłumaczone na inny język, prosimy o kontakt telefoniczny z Flagship Response pod numerem **0845 601 3390**. Ta publikacja jest zatytułowana 'Dalsze działania – informacje o sprzedaży domu'.

RUS Если вам нужна эта информация крупным шрифтом, шрифтом Брайля, в аудиоформате или в переводе на другой язык, обращайтесь в диспетчерскую службу 'Flagship Response' по тел. **0845 601 3390**. Этот буклет называется 'Переезд – руководство по продаже вашего жилья'.

LIT Jei ši informacija reikalinga dideliu šriftu, Brailio raštu, garso įrašų ar išversta į kitą kalbą, prašom skambinti 'Flagship Response' grupei telefonu **0845 601 3390**. Šis leidinys yra vadinamas 'Persikėlimas į kitą vietą – Jūsų būsto pardavimo vadovas'.



Selling your home

When you decide that the time is right to sell your home, you should first of all refer to your lease to see if it contains any restrictive clauses. If you are in any doubt, please contact the Sales Team for assistance on **01603 255444**.

Nomination period

Normally, under the terms of the lease, the association has an eight-week nomination period in which to find a suitable buyer who meets the necessary affordability and eligibility criteria for your property. If after this period we have been unable to nominate a buyer, you are free to instruct an estate agent to sell the property on the open market once you have our written agreement. However, any prospective buyer will still need to be approved by ourselves.

Sale price and valuation

The sale price of your share will be based on an open market valuation, which will take into consideration any improvement you have made. We will instruct an Independent Chartered Surveyor to determine the value of your home. You will have to pay the cost up front which is currently £130. Alternatively, you may wish to instruct a RICS accredited valuer of your choice and forward a copy of the valuation report to us.

If you wish to dispute the valuation, please confirm in writing your reasons and supply evidence of the sale price of three similar properties in the area which have sold recently. We will then request that the valuer reconsiders the valuation based on the supporting information provided.

Energy Performance Certificate (EPC)

Before we can commence marketing you will need to arrange for an Energy Performance Certificate on your home. Although we will not need the actual certificate to begin marketing, we will need to see evidence that it has been requested.

Once you have received the EPC please forward it to our Sales Team.



How much will Flagship charge?

Should a sale be achieved resulting from a purchaser nominated through Flagship Homes, a fee of 1.5% plus VAT of the sold equity is payable, or a minimum fee of £500, whichever is higher.

Finding a buyer

Once we have received your completed re-sale initial request form, valuation report and evidence of an EPC being commissioned, we will prepare the sales brochure. You should supply us with any photography you wish us to include on the marketing material along with details on room dimensions, specifications and local amenities.

Flagship will promote your home by:

- Requesting nominations from the HomeBuy agent and local authority.
- Displaying your details on the HomeBuy agent and Flagship Homes websites.
- Mailing all eligible applicants.

Flagship will help sell your home by:

- Promoting and marketing your home.
- Approving all suitable applicants.
- Arranging for qualified applicants to view your property.
- Communicating regularly with both you and your buyer.
- Instructing solicitors on your behalf.
- Progressing the sale through to completion.
- Answering leasehold enquiries.
- Approving your buyer's mortgage offer.



What you need to do

- Confirm your solicitor's details.
- Ensure your solicitor provides all the necessary information to the purchaser's solicitor.
- Confirm payment details of council tax and service charges are up to date.
- Allow responsible access for viewings and your purchaser's mortgage valuer.
- Ensure that the completion occurs within three months of the valuation. If not a re-valuation will be necessary.

Keeping in contact

It is important that you keep in touch with our Re-Sale Co-ordinator, especially as the sale nears completion. A date for completion will be agreed between you and your purchaser through your solicitors prior to exchange of contracts. You must inform our Re-Sale Co-ordinator of the date so that we can make the necessary arrangements with your Community Manager for the tenancy details to be transferred over to your new buyer.

Completion day

Completion usually occurs before 1.00pm or after 2.00pm. You'll need to make arrangements with your solicitor for the handover of keys to the new purchaser.

How to contact us

Flagship Homes Sales Team

Keswick Hall, Keswick, Norwich, Norfolk NR4 6TJ

Telephone: **01603 255444**

Fax: 01603 255450

E-mail: sales@flagship-homes.co.uk

Web: flagship-homes.co.uk

Our sales team
is available to
assist you: Monday to Friday 9.00am to 5.00pm





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An Exempt Charity

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