



staffordshire
HOUSING ASSOCIATION

Low cost home ownership



A guide to shared
ownership with
Staffordshire
Housing Association

If you would like any of our information in your language, please ask

ENGLISH

ይህንን ማሰረጃ በሌላ ቋንቋ መሰጠት ካስፈለጋች

AMHARIC

إذا أردت ترجمة أي من معلوماتنا إلى لغتك، نرجو أن تطلب ذلك.

ARABIC

اگر مایلید هر بخشی از اطلاعات ما به زبان خودتان برایتان ترجمه شود، لطفا درخواست کنید.

FARSI

Si vous souhaitez obtenir la traduction dans votre langue de certaines des informations communiquées, veuillez nous le faire savoir

FRENCH

نه گه ر پښت خوښه ده چ په شپږک له زانیاړیه کښی نیمه به زمای خوت پوت ته رجومه بگریته وه تکویه داواي پکه.

KURDISH

Prosimy o kontakt, jeśli chcą Państwo otrzymać tłumaczenie naszych informacji na swój język ojczysty

POLISH

Se desejar alguma parte da nossa informação traduzida para a sua lingua, basta pedir

PORTUGUESE

Kama utapenda taarifa hii katika lugha yako, tafadhali ulizia

SWAHILI

እዚ ዘሎ ኣበሬታ እዚ ናብ ቋንቋኹም ከተተርጉመልኩም እንተ ድላ ትደልዩ ኮይንኩም፣ ብገብረትኩም ተወክሱና።

TIGRINYA

Eğer bilgilendirmelerimizin herhangi birinin kendi dilinize çevrilmesini istiyorsanız lütfen istekte bulunun

TURKISH

اگر آپ ہماری کسی بھی معلومات کا اپنی زبان میں ترجمہ چاہتے ہیں تو براہ کرم دریافت کریں۔

URDU

Would you like this document on audio tape, in large print or Braille? Just call us on 01782 744533 and we will happily arrange it

Contacting Us ..

Telephone: 01782 744 533
Repairs hotline: 0800 00 99 00 (for landlord repair issues only)
Fax: 01782 744 931
Text: 07950 911 504
Email: mailbox@staffshousing.org.uk
Website: www.staffshousing.org.uk
Address: 2-4 Woodhouse Street, Stoke on Trent, ST4 1EJ

Office Opening Hours ..

We are open from Monday to Friday, from 8.30 am - 5.30 pm

Other useful contacts ..

Mercian Homebuy Agents

Telephone: 0845 607 6726
Website: www.homebuyagents.org.uk
Address: Gee House, Holborn Hill, Aston, Birmingham, B7 5JR

LEASE (Leasehold Advisory Service)

Telephone: 020 7490 9580
Email: info@lease-advice.org
Address: 70-74 City Road, London, EC1Y 2BJ

LVT (Leasehold Valuation Tribunal)

Telephone: 0845 100 2615
Email: midland.rap@communities.gsi.gov.uk
Address: Residential Property Tribunal Service, 2nd Floor, East Wing, Ladywood House, 45-46 Stephenson Street, Birmingham, B2 4DH

If you would like to own your own home but cannot buy outright, shared ownership with Staffordshire Housing Association could be the answer. This is sometimes called Homebuy.

What is shared ownership?

Shared ownership is a part-rent part-buy way of owning your own home. Typically, you buy a 50% share of a home, while Staffordshire Housing Association (SHA) owns the other 50%. You pay rent to SHA on their 50% share, plus a service charge to cover insurance and management fees.

Most people buy their share by taking out a mortgage.

If you wish, you can buy more shares in your home later. You can keep on buying shares until eventually you own your home outright.

Who is eligible to buy a shared ownership home?

Shared ownership is for people who cannot afford to buy outright. It is aimed at people on low incomes, first time buyers, and people needing a home for reasons like relationship breakdown or moving area for work. There may be other criteria attached to certain homes. If this is the case, we will tell you about it when you first apply.

How to apply for shared ownership

Contact us to discuss your circumstances and requirements. The next step is to apply for a mortgage and get an 'in principle' mortgage offer.

How we deal with your application

When we receive your in principle mortgage offer, we will send you an application form. Please make sure that you return your form with all

requested documents enclosed so that we can assess your circumstances and requirements. We will then let you know whether or not you are eligible and, if you are, we will confirm that you are on our waiting list.

When a suitable home comes available in the area you are looking for, we will contact you. You should also check local estate agents' in the area where you want to live.

If the available home is already lived in by a shared owner, you can contact them and arrange to view. If the home is new and not occupied, we will either arrange for you to view the home with us or give you the details of the estate agent who is selling the home on our behalf.

What initial costs are involved?

You will need to budget for the following when you buy:

- Paying your first month's rent and service charge to SHA in advance
- Solicitor's fees
- Bank or building society valuation fees

You should also check if your building society requires a 5% deposit of the purchase price, and if they charge an insurance guarantee premium.

What are the ongoing costs?

You will need to pay your mortgage to your lender each month, and be aware that payments can change due to fluctuating interest rates.

You will need to pay your rent and service charge to SHA each month in advance. This is normally reviewed on 1st June each year.

You will also need to budget for all usual household costs including water, gas, electricity, council tax, and repairs and maintenance costs.

Who insures my home?

SHA will insure the structure of your home, and a charge to cover this will be included in your monthly rent. This insurance policy will have an excess which you will have to pay if a claim is made.

You are responsible for insuring the contents of your home, and we strongly advise you to do this.

Repairs

If you live in a house or bungalow that is not part of a scheme with communal areas, you are responsible for all repairs and decoration.

If you live in an apartment block or scheme with communal areas you are responsible for all repairs and decoration to your home. SHA is responsible for repairs and decoration to communal areas and facilities, but you will pay a contribution to these through a service charge.

Buying more shares in your home

Once you have lived in your shared ownership home for 12 months, you can purchase more shares. This is known as 'staircasing'.

To assess the price of a further share, we will have your home valued by an independent valuer who is MRICS accredited. You will have to pay for this valuation.

If you have made significant improvements to your home, their value will be discounted from the final valuation.

Once the valuation is complete, you have 3 months to buy additional shares. Shared owners usually buy a 25% or 50% additional share. If you buy a 50% additional share, you will then own the home outright.

You will need a solicitor when you buy additional shares, and you will have to pay for this.

Selling your shared ownership home

You can sell your share in your home at any time. This is called 'assignment'.

Once you have had your home's market value assessed by an estate agent, you need to inform SHA that you want to sell your share and how much you want to sell it for.

SHA has the right to nominate a buyer from our waiting list who will have first choice on the property. If we nominate a buyer and they purchase your share within 12 weeks, we will charge you 1% of the market value.

If we do not nominate a buyer within 4 weeks or notify you in writing that we have no one to nominate, you can then sell your share of your home privately or with an estate agent.

If you sell your share yourself, you need to refer the buyer to SHA so that we can check that they are eligible to buy. Once we have approved your buyer, we will instruct our solicitors to proceed with the sale. We will charge you an administration fee when the sale completes.

You will need a solicitor to carry out the necessary legal work to sell your home. Please ask your solicitor to read your lease in full before they start the selling process.

If you have already purchased 100% of the shares in your home and you own it outright, you can sell your home on the open market in the normal way. However, there may be some restrictive covenants on the lease, so please ask your solicitor for advice.

Further advice

If you have any more queries about shared ownership, please feel free to contact us for a chat at any time.



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Stoke on Trent
ST4 1EJ

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Website: www.staffshousing.org.uk

A Charitable Industrial & Provident Society