



Moving on

A guide to selling your home



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, Flagship 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, unless they are purchasing the property outright.



Sale price and valuation

The sale price of your share will be based on an open market valuation, which will take into consideration any improvements you have made. You will need to arrange a current valuation from an Independent Chartered Surveyor who must be a Royal Institute of Chartered Surveyors (RICS) accredited valuer, and forward a copy of the valuation report to us.

Alternatively, we have an arrangement with Countrywide surveyors who will charge you a fee of £180 for a valuation report. If you wish to arrange for them to carry out a valuation please contact them directly either by email to ccs-input@cwsurveyors.co.uk or by phone to **01332 813007**. Please ensure you quote '*FLAGSHIP RESALES*' if you choose to book the valuation with Countrywide.

Energy Performance Certificate (EPC)

Before we can commence marketing you will need to arrange for an Energy Performance Certificate for your home. You can check to see if a valid EPC is available via the EPC website at epcregister.com. If required, you can also find details of a local Energy Assessor on this website.

Once you have received the EPC please forward it to our sales team.

How much will Flagship charge?

An administration fee of £100+VAT is payable before we can begin to market your property for sale. This is non-refundable unless your property is sold by Flagship Homes.

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 (subject to a minimum fee of £500+VAT). Should you or your buyers solicitor require leasehold enquiries to be answered, a fee of £120+VAT will be payable.

On completion of the sale the new purchaser will be required to pay an assignment fee of £100+VAT to cover our cost of registering the transfer.

Finding a buyer

Once we have received your completed re-sale request and specification form, administration fee, 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.

If you would like a member of the Sales Team to visit to take photographs of the property, please call **01603 255 444** to arrange an appointment.

Flagship will promote your home by:

- Displaying your details on the Flagship Homes and Help to Buy website
- Requesting nominations from Help to Buy
- Mailing all eligible applicants
- Provide a for sale board

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 your solicitors on your behalf
- Progressing the sale through to completion
- Answering leasehold enquiries
- Approving your buyers mortgage offer

What you need to do

Confirm your solicitors details

Ensure your solicitor provides all the necessary information to the purchaser's solicitor

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-evaluation will be necessary and an additional charge may apply

Keeping in contact

It is important that you keep in touch with the sales team, 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 the sales team of the date so that we can make the necessary arrangements with your Housing Officer 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.



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