

# **Staircasing application form**

As a shared owner, you are able to purchase further shares in your property in accordance with your lease. The option to purchase up to 100% ownership is available with most Shared Ownership leases. We can confirm details with you upon receipt of your application, or please phone our customer service team on 0800 145 6663. Please note that Abri Homes charge a processing fee of £180 (including VAT). This is payable upon completion.

We require certified ID (i.e. Passport or Driving Licence) from all applicants. Your application will not be processed until this is received

### **Personal Details**

Name:

Address:

Contact number:

Email:

Share Information				
What share do you currently own?	25%	30%	35%	40%
	45%	50%	55%	60%
	65%	70%	75%	80%
	Other			
How much would you like to staircase by?	10%	15%	20%	25%
	30%	35%	40%	45%
	50%	55%	60%	65%
	70%	75%	to 100%	



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## If you are not staircasing to 100%

How are you going to finance the staircasing? (you will be asked to supply evidence)

Access to funds

Savings Mortgage Other (Please specify) Re-mortgage

# **Mortgage Information**

Who is your current lender?

What is your current mortgage balance?

New lender (if known)

New mortgage amount (if known)

To purchase additional shares, you will normally have to raise the additional sums in addition to your existing mortgage. Abri Homes will need to approve any mortgage offer you have. If your purchase of further shares takes you to 100% ownership this is not required.

#### Improvements

If you have carried out improvements and have received Abri's prior written permission (as per the terms of your lease) these can be considered as part of staircasing. If you did not get permission for improvements, you may be charged a retrospective permission fee of £70.

Please contact us if you have home improvements you wish to have considered before completing this application form or instructing a valuation.

Please note it is the added value that the improvements bring to your property and not the actual cost of the works that are taken into account.

## Valuation

In order for us to be able to advise you what it will cost to staircase, we require a valuation to be carried out on your property. Please provide us with a valuation report from a RCS/FRICS registered surveyor.

Please not that a valuation is only valid for three months and should it expire, you will be liable for further costs for an up-to-date valuation.

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**Solicitors Details** 

Firm:

Address:

Contact number:

Email:

Name of Solicitor:

### Declaration

I/we understand that I/we must complete the purchase of further shares within three months of the date of the valuation and I/we will be responsible for any further costs for an updated valuation.

Signed:

Signed:

Dated:

Dated:

Please note that Abri charge a processing fee of £180 (including VAT). This is payable upon completion. This declaration must be signed by all shared owners.

Abri and Abri Homes are trading names of Abri Group Limited (a Registered Society under the Co-operative and Community Benefit Societies Act 2014, no. 8537 and a charitable registered provider with the Regulator of Social Housing no. L4172) and The Swaythling Housing Society Limited (a Registered Society under the Co-operative and Community Benefit Societies Act 2014 no. 10237R and a registered provider with the Regulator of Social Housing no. L0237R and a registered provider with the Regulator of Social Housing no. L0237R and a registered provider with the Regulator of Social Housing no. L0689). Registered office: Collins House, Bishopstoke Road, Eastleigh, Hampshire SO50 6AD.

Authorised and regulated by the Financial Conduct Authority.

The Swaythling Housing Society Limited provides management services for subsidiaries in the Abri group. Further corporate information is available at abri.co.uk

