

**YOUR GUIDE TO
BUYING MORE SHARES**
OF YOUR SHARED OWNERSHIP HOME



CERRIS
HOMES



CONTENTS

- 3 Affordability
- 4 Arranging a valuation
- 4 Calculating the share you intend to purchase
- 5 Instructing a solicitor
- 6 Other information

YOUR GUIDE TO BUYING MORE SHARES OF YOUR SHARED OWNERSHIP HOME

The process of buying more shares in your Shared Ownership home is known as staircasing. You can staircase a minimum of 10% at a time, right up to 100% ownership.*

Your Shared Ownership contract is with **Aspire Housing**, who will work with you to process your staircasing application. In this guide when we say 'we' and 'us', we're referring to Aspire Housing.

The price you pay for additional shares is based on the value of your home at the time you wish to staircase.

Buying more shares will mean your rent will reduce. Once you own 100% of the property you will no longer need to pay any rent.

STEP 1 AFFORDABILITY

Your first consideration should be; can you afford to buy more shares in your home, bearing in mind the minimum amount you can staircase by is 10%. There are a few ways you may look to buy more shares in your home. Here are some examples:

- You've accumulated savings or received a windfall of money that you know will be enough to buy at least 10% more in cash.

- Your circumstances have changed with one or more pay rises since you bought your home, or your home's value has risen, either of which means you're able to extend your mortgage.

If you're unsure, speak to your financial advisor or mortgage lender. If you'd prefer, we can recommend an independent financial advisor, who'd be more than happy to talk you through the process and help determine whether you can afford to staircase.

aspire
housing

If you'd like to speak to our team at Aspire Housing, please call **01782 854748**



STEP 2 ARRANGING A VALUATION

Once you've established that you can staircase, we'll need to confirm the value of your home. You are responsible for arranging the valuation of your home, this must be carried out by a RICS approved surveyor. Once the valuation report is provided to the Sales Team we will then request the £50 administration fee to begin the Staircasing Process.

You must complete the staircasing within three months of the date of your valuation, otherwise a new or updated valuation may be required. If the valuation has changed your new share value will be calculated accordingly.

STEP 3 CALCULATING THE SHARE YOU INTEND TO PURCHASE

Once you are in receipt of the valuation report you will need to share a copy of this with the Sales Team, who can then confirm the value of your current share and advise on the value of share you are looking to Staircase.

At this point, if additional borrowing is required, you'll need to speak to your financial advisor, who must provide a Decision in Principle from your lender.

It's worth noting that your mortgage lender and financial advisor may charge mortgage arrangement fees.

If you're funding your additional shares in cash, proof of funds will need to be provided (this can be in the form of a bank statement).



STEP 4 INSTRUCTING A SOLICITOR

When choosing your solicitor, ensure they have knowledge of Shared Ownership and Shared Ownership leases, especially when staircasing to 100%.

If possible, use the solicitor who acted for you on your initial purchase, as they'll be able to access information on your property quickly and easily.

Once you have confirmed your solicitor, we'll need the following from you:

- Your solicitor's details (company name, name of solicitor/ case handler, firm address, email & contact number).
- Confirmation in writing of the share amount that you will be purchasing.
- Your Decision in Principle from your lender or Proof of Funds if you're a cash buyer.
- Your mortgage provider's details (if applicable).

Partial Staircasing

On completion of a partial staircase, we'll provide you with a Memorandum of Staircasing, acknowledging the new percentage you own, along with a revised statement of your new rent charges.

Your solicitor will register the legal documents to update the records showing how many shares you own.

100% Staircasing

Your solicitor should:

- Receive a copy of the Memorandum of Staircasing and provide you with a copy.
- Register the Memorandum of Staircasing with the Land Registry and confirm this with you.
- Request the freehold of the property from Aspire Housing on your behalf.

We will:

- Inform you of your new charges – while rent will no longer apply, some service charges may still be payable.
- Update your account accordingly.



STEP 5 OTHER INFORMATION

General information and criteria

- There is a minimum staircasing percentage of 10%.
- If you have any rent arrears, you will not be able to staircase until they're cleared.
- On some properties you may not be able to staircase to a full 100%. Check your lease for information regarding restrictions on staircasing.
- If your purchase was made as a joint application, both parties must agree and sign all relevant documents in order to staircase.

Other costs you may incur

Here's a list of other costs you may incur and will have factor into your budget:

- **Buildings Insurance** – If you have staircased up to 100% your home will no longer have buildings insurance through Aspire Housing, so you'll need to take out your own buildings insurance policy.
- **Legal Costs** – You will have to pay your own legal fees for your solicitor.
- **Service Charge** – Until you have staircased to 100% ownership, the amount of service charge you pay will stay the same. At 100% ownership your service charge will be reduced but some charges may still apply.
- **Stamp Duty** – In some circumstances you'll have to pay stamp duty on your Shared Ownership property when you staircase to 100%. If you do have to pay, your solicitor will be able to advise and tell you how much this will cost.




CONTACT US

Your Shared Ownership contract is with **Aspire Housing**, who will work with you to process your staircasing application.

aspire
housing

If you'd like more information on staircasing, we'd be delighted to help, please call **01782 854748** or email **propertylawteam@aspirehousing.co.uk**



01782 854748 | cerrishomes.co.uk | e: newhomes@cerrishomes.co.uk |  @CerrisHomes

Aspire Housing Ltd T/A Cerris Homes, Kingsley, The Brampton, Newcastle-under-Lyme, ST5 0QW

A registered society with the Financial Conduct Authority registration number 31218R. Homes Communities Agency registration number L4238
Registered office: Kingsley, The Brampton, Newcastle-under-Lyme ST5 0QW VAT No 927 405227.