

Moving on

A guide to selling your home

When you decide the time is right to sell your home, there are a few things you'll need to think about before you get the ball rolling.

First things first

Check 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 or email sales@flagship-homes.co.uk.

Then, you'll need to arrange a valuation from an Independent Chartered Surveyor to establish the value of your home on the open market. You can decide who carries out the valuation, but it's essential that you choose someone who's a member of the Royal Institute of Chartered Surveyors (RICS) who can carry out a red book valuation. Head online to [ricsfirms.com](https://www.ricsfirms.com) to find one in your local area.

The final step before marketing your home is to make sure your EPC is still in date. You can find out at [gov.uk/find-energy-certificate](https://www.gov.uk/find-energy-certificate).



Marketing your home

You can choose which estate agent you'd like to sell your home. Once you've chosen, send their details onto us along with your RICS valuation report and your EPC.

When advertising your home, it must be:

- Marketed at the value outlined in your RICS valuation report, not higher or lower.
- Categorised as Shared Ownership.

Any prospective buyers will need to be approved by Flagship Homes to ensure they're eligible and meet the affordability criteria.

Nomination period

If you're unable to sell your home during the initial nomination period (typically eight weeks), your estate agent could offer to sell it outright (full 100% share). Please refer to your lease for information about any nomination period that may apply, and to see if your home is subject to staircasing restrictions first. Please note that if additional shares in the property are sold, you may incur additional fees.

We'll help you out along the way

We want the process of selling your home to go as smoothly as possible, and we'll do what we can do help you along the way. We will:

- Assess the eligibility and affordability of all prospective buyers
- Answer leasehold enquiries
- Approve your buyer's mortgage offer
- Support you through the process with any queries you may have

What are the Flagship Homes fees?

We charge a fee of £100+VAT to provide a management pack to solicitors when raising enquiries. On completion of the sale, your buyer will need pay an assignment fee of £100+VAT to cover our cost of registering the transfer.

Sale progress

It's important you keep in touch with the estate agent as your sale progresses, especially when it nears completion. Your estate agent should keep Flagship Homes updated on the progress of your sale.

A date for completion will be agreed between you and your purchaser through your solicitors prior to exchange of contracts, and you must inform us of the date so that we can transfer the ownership of the property to your buyer.

Completion day

Completion usually occurs after midday. You'll need to discuss with your estate agent or solicitor how to hand over the keys to your buyer.



Your checklist

- Arrange a RICS red book survey valuation
- Check your lease for any staircasing restrictions or nomination periods
- Obtain your EPC rating
- Instruct an estate agent of your choice
- Advise Flagship Homes of your appointed agent and your solicitors' details
- Ensure your solicitor provides all the necessary information to the buyer's solicitor
- Allow reasonable and responsible access for viewings and your buyer's mortgage valuer

Please note: Your RICS valuation may expire if the sale of your home doesn't complete within three months. If this happens you may need to pay for another valuation, so we encourage you to do everything you can to help the sale run smoothly and complete within three months.



Trinity Meadow, Rackheath



How to contact us

Flagship Homes Sales Team

31 King Street, Norwich, Norfolk NR1 1PD

Telephone: 01603 255444

Email: sales@flagship-homes.co.uk

Web: flagship-homes.co.uk

Our sales team is available to assist you

Monday - Thursday: 9.00am - 5.00pm

Fridays: 9:00am - 4:30pm

Flagship Homes is part of the Flagship Group

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