

Your step-by-step resales guide to...

# Selling your shared ownership home with Wandle

Selling your shared ownership home doesn't have to be stressful. This guide explains the process, the documents you'll need, and the costs involved – all in one place.



wandle

# Welcome

We've written this guide to answer the most frequently asked questions about selling your shared ownership home. Shared ownership homes are designed to help people access affordable housing. If you decide to sell, Wandle's Sales Team will help by finding a buyer for your home during the nomination period (the timeframe set out in your lease).

If you have any questions after reading this guide, please don't hesitate to contact our office – we're always happy to help!

Yours sincerely

*Sales Team*

Sales Team

Email: [resalesandstaircasing@wandle.com](mailto:resalesandstaircasing@wandle.com)

**Tip:** For the best experience, download and open this guide in Adobe Acrobat Reader to use the interactive features.



***“The more of your home  
you own, the more profit  
you could make if the  
value has increased.”***

# Your resale journey

Here's a quick step-by-step overview of the process you'll follow to sell your shared ownership home:



## Along the way, you may also need:

- An **LPE1 pack** (Leasehold Property Enquiry) for the buyer's solicitor.
- Support from surveyors and solicitors experienced in shared ownership.

# How do I sell my shared ownership home?

As a shared owner, you can sell your home whenever you decide to, but there is a set process you'll need to follow.

Under the terms of your lease, Wandle has the right to try and find a buyer for your home before you can sell it on the open market. This period is known as the nomination period and usually lasts six to eight weeks.

If you decide to sell, Wandle's Sales Team will market your home and look for a buyer in need of affordable housing. The sale price will be based on a percentage of your home's current market value, not the price you originally paid. The more of your home you own, the more profit you could make if the value has gone up.

## What do I need to do first?

Before we can start marketing your home, your rent and service charge accounts must be up to date.

## You'll also need to:

- Complete and return the Resale Instruction Form included in this guide.
- Arrange a RICS valuation survey of your home.
- Provide a valid EPC certificate.
- Appoint a solicitor with shared ownership experience.

Wandle can provide you with a list of recommended RICS surveyors, or you can choose your own independent FRICS or MRICS surveyor. A valuation usually costs between £200–£300 (including VAT).

## Checklist:

- ☒ No arrears on rent or service charges
- ☒ Resale Instruction Form submitted
- ☒ RICS valuation arranged
- ☒ EPC sent to Wandle
- ☒ Solicitor appointed and Wandle informed

# Valuations

A valuation sets the official sale price for your share of the property. This ensures your home is marketed fairly and in line with your lease agreement.

## Your responsibilities:

- You must arrange a current open market RICS valuation report for your home.
- Wandle has recommended RICS surveyors, or you may choose your own FRICS or MRICS qualified surveyor - [www.ricsfirms.com](http://www.ricsfirms.com).
- The surveyor must be independent of any estate agent or mortgage lender.
- A valuation typically costs £200–£300 (including VAT).

## How long is a valuation valid for?

- Your RICS valuation report is valid for three months from the date of issue.
- If contracts have not been exchanged within this time, you'll need a desktop valuation (usually at a reduced rate, as the surveyor will not need to revisit your home).
- A desktop valuation is valid for a further three months.
- If the sale still hasn't completed after this period, a new full RICS valuation will be required.

## Disagreements about value

Wandle reviews all valuations provided. If there is disagreement about the value, an independent surveyor may be appointed by the President of RICS to determine the final market value.

*Note: If a second valuation is required, Wandle may arrange it at its cost. If the value cannot be agreed, the cost of an independent valuation appointed by RICS will be shared equally between Wandle and you. The valuation given by RICS will be final and binding.*

## Checklist:

- ☒ RICS valuation arranged
- ☒ Aware of 3-month validity rules
- ☒ Budgeted for renewals if needed

# What costs are involved?

Selling a shared ownership home comes with a few essential fees and costs. Some of these are fixed by Wandle, and others will depend on the solicitor or surveyor you choose. It's important to budget for these early so there are no surprises later.

## You will need to cover:

### **Wandle's nomination fee – 1% of the full market value\***

Covers marketing and administration costs.

### **Your solicitor's fees**

Pays for legal work on your sale, including contracts and completion.

### **Wandle's solicitor's fees**

Covers Wandle's own legal costs in processing your resale.

### **RICS valuation – £200–£300 (inc. VAT)**

Independent valuation to set your home's market sale price.

### **LPE1 pack – £240 (inc. VAT)**

Provides essential leasehold and service-charge details to the buyer's solicitor.

### **EPC survey – £60–£120**

Energy Performance Certificate required before marketing your home.

### **Optional costs**

May include estate agent fees, mortgage redemption fees, or renewed valuations if your sale takes longer.

*\*unless stated otherwise in your lease*

## Checklist:

- ☒ 1% Wandle nomination fee
- ☒ Solicitor's fees covered
- ☒ Wandle's solicitor's fees covered
- ☒ RICS valuation fee paid
- ☒ LPE1 fee (£240) paid
- ☒ EPC fee (if applicable)

# Energy Performance Certificate

An Energy Performance Certificate (EPC) tells buyers how energy-efficient your home is. It is a legal requirement before your property can be marketed.

- If you already have a valid EPC (often from your original purchase), you can reuse it.
- If not, you must arrange a new EPC assessment.
- A copy must be provided to Wandle within 7 days of marketing starting.

Check or obtain your EPC at: [www.gov.uk/find-energy-certificate](http://www.gov.uk/find-energy-certificate)

## Checklist:

- ☒ EPC checked for validity
- ☒ New EPC arranged if required
- ☒ Copy provided to Wandle within 7 days

# What if Wandle cannot find a buyer?

If Wandle cannot find a buyer within the timeframe set out in your lease, you'll have the option to sell your home on the open market. You will need to request this in writing to Wandle's Sales Team.

In this case, we recommend appointing an estate agent experienced in shared ownership sales.

## Key points to note:

- Wandle's 1% nomination fee will not apply if we don't find your buyer.
- However, administration and continuing legal charges will still be payable to Wandle.
- Your estate agent may market either your share or 100% of the property, unless your lease specifies otherwise.
- If the home is marketed as a share, it must be listed at the value set out in your RICS valuation report and cannot be sold below that value.
- If the property sells above the valuation, you must obtain an updated RICS valuation to reflect the new sale price.
- If a buyer is found for a share, Wandle must approve the purchaser and oversee the sale process.
- If the buyer wishes to purchase 100% of the property, the RICS valuation figure will be the minimum sale price. If the agreed sale price is above the valuation price, you will profit from this additional amount.
- You will be responsible for estate agent fees.



# Do I need a solicitor?

Yes. Appointing a solicitor is essential and ensures the legal side of your sale runs smoothly from start to finish.

Wandle strongly advises choosing a solicitor experienced in shared ownership sales to act on your behalf. If you have a mortgage, your lender will require that a solicitor is appointed.

Your solicitor will act for you, while Wandle has its own solicitor representing our interests in the transaction. You will be responsible for your own solicitor's fees as well as Wandle's solicitor's fees. Your solicitor will be able to advise you on the likely costs for both.

Please provide Wandle with your solicitor's full contact details in your Resale Instruction Form at the end of this guide.

## Checklist:

- ☒ Solicitor appointed
- ☒ Solicitor's details given to Wandle
- ☒ Ready to cover both solicitors' fees

# Leasehold Property Enquiry

## Selling your property / Re-assigning your lease

When selling your leasehold property, your buyer's solicitor will need detailed information before contracts are exchanged. This includes service charges, ground rent, major works and lease conditions, and is provided in a Leasehold Property Enquiry (LPE1) pack — also known as a Management Pack, Pre-assignment Pack, or Resale Pack.

## How do I request an LPE1?

Your solicitor will normally request this pack on your behalf from Wandle's Homeownership Team as part of the conveyancing process via email: [homeownership@wandle.com](mailto:homeownership@wandle.com)

## Once the request has been received, the team will reply with:

- The expected preparation timeframe
- A list of documents included in the pack
- The fee: £240 (inc. VAT) for a standard pack
- How to make payment

The pack will be issued within 10 working days of full payment being received.

## Further Notices:

- After completion, the buyer's solicitor must serve certain legal notices to Wandle. Costs and addresses are provided in the pack.

## Payment Methods:

### BACS:

Lloyds Bank, Threadneedle Street Branch  
Account name: Wandle Housing Association Ltd  
Account no: 02900313  
Sort code: 30-00-09

### Cheque:

Payable to Wandle Housing Association  
(write property address on back).  
Always use your property reference number  
(on service charge statements).

### Wandle Registered Office:

Wandle Housing Association, 2nd Floor, 230 Blackfriars Road, Southwark, London, SE1 8NW

## Checklist:

- ☒ Solicitor appointed
- ☒ Payment of £240 arranged
- ☒ Property reference number used
- ☒ Aware extra requests may cost more
- ☒ Buyer's solicitor will serve notices after completion

# FAQs

We know selling a shared ownership home can raise lots of questions. Here are some of the most frequently asked – and their answers.

## **Do I need a solicitor?**

Yes – and your lender will insist if you have a mortgage.

## **What if my valuation expires?**

You'll need a desktop or new RICS valuation.

## **What if Wandle cannot find a buyer?**

You can appoint an estate agent, but the property must still be marketed at the RICS valuation figure.

## **What if I already own 100%?**

You don't need to notify Wandle and can sell directly on the open market.

# Still have questions?

For any other questions, please contact Wandle's Sales Team:

Email: [resalesandstaircasing@wandle.com](mailto:resalesandstaircasing@wandle.com)



# Recommended professionals

To make the resale process as smooth as possible, it helps to work with professionals who have experience in shared ownership. Wandle has compiled a list of surveyors and solicitors who are familiar with these types of sales.\*

## Surveyors (RICS registered)

**Frazers Surveyors Ltd**

[frazers.co.uk](http://frazers.co.uk)

**Gardner Partnership**

0208 771 8494

[gardnerpartnership.co.uk](http://gardnerpartnership.co.uk)

[stacey@gardnerpartnership.co.uk](mailto:stacey@gardnerpartnership.co.uk)

**Mirus Surveyors**

[mirussurveyors.com](http://mirussurveyors.com)

## Solicitor (with shared ownership experience)

**Norman H Barnett & Co**

397 Barking Road, East Ham, London, E6 2JT

020 8471 2112

[info@normanhbarnett.co.uk](mailto:info@normanhbarnett.co.uk)

[normanhbarnett.co.uk](http://normanhbarnett.co.uk)

**New Riverside Legal**

164 St. John's Hill, London, SW11 1SW

020 3924 2290

[newenquiries@newriversidelegal.com](mailto:newenquiries@newriversidelegal.com)

[newriversidelegal.com](http://newriversidelegal.com)

\*Wandle does not endorse specific firms – always obtain a quotation.



# Shared ownership Resale Instruction Form

This form provides Wandle with the information required to begin marketing your property for resale and must be completed in full before we can proceed.

## How to complete and return this form

For the best experience, open the form in Adobe Acrobat Reader to complete it electronically. Once completed, save the form and return it by email to:

**Email:** [resalesandstaircasing@wandle.com](mailto:resalesandstaircasing@wandle.com)

Alternatively, you can print the form, complete it by hand, and return it by post.

### Post:

Sales & Marketing Team  
Wandle Housing Association  
2nd Floor, 230 Blackfriars Road  
London SE1 8NW

[Download Resale Instruction Form](#)

Please ensure all relevant sections are completed and the form is signed. If the property is jointly owned, both applicants must provide their details and signatures.



# Speaking to our team

We're open 9am – 5:30pm, Monday to Friday for general enquiries.  
You can email us on [resalesandstaircasing@wandle.com](mailto:resalesandstaircasing@wandle.com). You can also call us on [0300 2000 116](tel:03002000116). Our phone lines are busiest on Mondays and Fridays.

*“Supporting people across south London who need a home.”*

#### DISCLAIMER

All information contained in this guide is correct at the time of publication. Fees, processes and requirements may change. Please contact Wandle's Sales Team to confirm the most up-to-date information before proceeding.

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